

UNIVERSITY OF THE PACIFIC



STAFF HANDBOOK

2018

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1. INTRODUCTION

1.1 Welcome from the President

University of the Pacific is a unique and stimulating place to learn and work. The people who make up Pacific's workforce ensure our university's excellence. I am very pleased to welcome you to a community of students, faculty and staff members dedicated to providing a superior educational experience. Within the following pages you will find information that enables us to work together effectively as a community. We hope this handbook will provide you with useful and practical knowledge about your employment at Pacific and about the benefits and opportunities available to you as a member of our staff.

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

Sincerely,

A handwritten signature in black ink that reads "Pamela A. Eibeck". The signature is written in a cursive, flowing style.

Pamela A. Eibeck

President



The university’s values drive the desired culture we seek on our campuses. The institution is intentional about how our values are declared, communicated and lived. Our values support our faculty and staff development and engagement through a shared sense of purpose and identity. Our values foster a culture that recognizes and rewards the talents and commitment of our people, and cultivate an environment of innovation, inclusiveness and respect.

2. EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

2.1 Affirmative Action Statement

Pacific is an affirmative action employer and practices affirmative action, consistent with federal contractor obligations, for minorities and women, for persons with disabilities, and for protected veterans. The university will apply appropriate efforts to achieve timely and complete utilization of minorities and women across all workforce segments where there are deficiencies.

Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment to create a culture of inclusiveness and diversity where members of our community thrive and are able to reach their full potential.

2.2 Statement of Diversity and Inclusion

The Pacific community - including students, faculty, staff, administrators, and alumni - believes that diversity and inclusion are essential to the fulfillment of our institutional mission. We value inclusiveness in learning, curricular and co-curricular programming, campus climate, recruitment, admissions, hiring and retention.

We remain deeply committed to promoting and maintaining a civil community that facilitates opportunities for shared understanding and expression of individual and collective truths. Moreover, we resolve to maintain a community that is respectful of all persons despite differences in race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression or mental or physical disability.

We are committed to all members of the Pacific community becoming competent and ethical citizen leaders able to interact effectively and ethically in an increasingly multicultural society and global economy. This transformative process is accomplished through our distinctive integration of liberal arts and professional education promoting innovation, open discourse and dialogue, leadership development, experiential learning and self-reflection.

<https://webshare.pacific.edu/sites/policies/Pages/Statement%20of%20Diversity%20and%20Inclusion.aspx>

2.3 Equal Employment Opportunity

Pacific is committed to equal employment opportunity and does not tolerate unlawful discrimination against qualified persons in any protected category. The categories include race, sex/gender, sexual orientation, national origin, ancestry, color, language use, religion, religious creed, age, marital status, gender, gender identity, gender expression, cancer-related or genetic-related medical condition, disability, pregnancy, perceived pregnancy, citizenship status, military service status, or any other status protected by law.

2.4 Notice of Non-Discrimination Statement

In keeping with its long-standing traditions and policies, the university considers students, employees, applicants for admission or employment, and those seeking access to university programs on the basis of individual merit. The university does not discriminate on the basis of race, sex/gender, sexual orientation, national origin, ancestry, color, language use, religion, religious creed, age, marital status, gender, gender identity, gender expression, cancer-related or genetic-related medical condition, disability, pregnancy, perceived pregnancy, citizenship status, military service status, or any other status protected by law (including Title IX of the Education Amendments of 1972).

For additional information regarding the university's Policy on Harassment, Discrimination, and Sexual Misconduct, please see:

<https://webshare.pacific.edu/sites/policies/Pages/Policy%20Prohibiting%20Sexual%20Misconduct%20Discrimination%20and%20Retaliation.aspx>

The university official responsible for coordinating compliance with this Notice of Nondiscrimination is Deborah Freeman, Director of Affirmative Action and Equal Employment Opportunity. Ms. Freeman also serves as the ADA Coordinator. You may contact Ms. Freeman by emailing: dfreeman@pacific.edu, by calling (209) 946-7362, or by writing Deborah Freeman, Human Resources, University of the Pacific, 3601 Pacific Avenue, Stockton, CA 95211.

Shannon Schipper serves as the university's interim-Title IX Coordinator. You may contact Ms. Schipper by emailing sschipper@pacific.edu, by calling (209) 946-7708, or by writing to Shannon Schipper at University of the Pacific, 3601 Pacific Avenue, Stockton, CA 95211.

2.5 Pay Transparency Nondiscrimination Provision (Effective 1/11/2016)

The university will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).

2.6 Reasonable Accommodation Information for Staff and Applicants

Pacific is committed to the full inclusion of all qualified individuals, and reasonable accommodations are provided to ensure equal access and full participation. Please see Pacific's reasonable accommodation policy for more information:

<https://webshare.pacific.edu/sites/policies/Pages/Reasonable%20Accommodations%20for%20Individuals%20with%20Disabilities.aspx>

Pacific has established the following grievance procedure regarding decisions related to reasonable accommodation and accessibility. If you disagree with a reasonable accommodation or accessibility decision, you may file a grievance by writing, emailing, calling or otherwise contacting the ADA Coordinator as follows:

EO Officer
ADA Coordinator
University of the Pacific
Office of Human Resources
3601 Pacific Avenue
Stockton, CA 95211
[\[adacoordinator@pacific.edu\]](mailto:adacoordinator@pacific.edu)

If possible, please provide your complaint in writing and include your contact information, as many facts as possible and any related documents. The ADA Coordinator will consider all relevant information submitted, conduct appropriate interviews, and provide a written determination within fifteen (15) business days, absent exceptional circumstances necessitating additional time to render a decision. The ADA Coordinator's decision shall constitute a final resolution within the University's grievance process.

<https://webshare.pacific.edu/sites/policies/Pages/Complaint%20and%20Grievance%20Policy.aspx>

2.7 Unlawful Harassment, Discrimination and Retaliation

Pacific is committed to providing a work environment free of harassment, discrimination and retaliation. Pacific prohibits harassment, including sexual harassment, discrimination and retaliation based on race, religion, religious creed, color, national origin, ancestry, physical or mental disability, including HIV and AIDS, medical condition, marital status, sexual orientation, perceived pregnancy, military or veteran status, age, genetic information, sex, gender, gender identity, gender expression, domestic violence victim status, pregnancy, denial of Family Care and Medical Leave or any other basis made unlawful by federal, state or local law or ordinance or regulation. Pacific also prohibits conduct based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics. Discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment of or by any Pacific employee, including faculty, staff and students. Pacific also protects employees from harassment by vendors, independent contractors and others doing business with the university.

Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined by the Department of Fair Employment and Housing as "unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature." Sexual harassment may occur even if the conduct is not motivated by sexual desire. Unlawful harassment includes, but is not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, jokes, or comments;
2. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;

3. Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with work directed at an individual because of the employee's sex or any other basis;
4. Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report harassment or discrimination; or
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations.

If an employee believes they are being harassed, discriminated against, or retaliated against on the job because of gender, race, or other protected basis, or if an employee observes behavior they believe to be in violation of this policy, the employee should immediately contact their immediate supervisor, Human Resources, or any other supervisor with whom the employee feels comfortable. Pacific will maintain confidentiality to the extent possible. Pacific will not retaliate against anyone for reporting any incidents of harassment, discrimination or retaliation, for making any complaints of harassment, discrimination or retaliation, or for participating in any investigation.

Supervisors must refer all harassment, discrimination and/or retaliation complaints to Human Resources. Pacific will immediately cause qualified personnel to undertake a fair, timely, thorough and objective investigation of the harassment, discrimination or retaliation allegations and to document and track the complaint and investigation. If an employee has violated this policy, Pacific will take remedial action commensurate with the severity of the offense. This may include discipline of the offender, up to and including immediate termination. Pacific will also take action to deter any further harassment, discrimination and/or retaliation, and will remedy any loss to the complaining employee resulting from the inappropriate conduct.

All employees must report any incidents immediately so complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing ("DFEH") and the U.S. Equal Opportunity Commission ("EEOC") investigate and may prosecute complaints of harassment, discrimination and retaliation. An employee may have a claim of harassment even if they have not lost a job-related or economic benefit. Whenever an employee thinks they have been harassed or discriminated against or that they have been retaliated against for resisting or complaining of harassment, discrimination or retaliation, that employee may file a complaint with the DFEH or the EEOC. The nearest DFEH office is listed in the telephone book or can be found online. Pacific has a brochure on sexual harassment which is available to all employees for additional information. Pacific expects its employees to act in a professional and respectful manner at all times.

3. EMPLOYMENT AND PERFORMANCE STANDARDS

3.1 At-Will Employment

This handbook is addressed to all Pacific staff and student employees. The handbook provides general information on policies and procedures at Pacific. It does not constitute and cannot be construed as a contract between Pacific and its staff members. Pacific retains the right to change, modify or delete any

of the policies described herein at any time with or without notice, with the exception of its at-will status policy.

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

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

Student workers should be familiar with and comply with Tiger Lore in addition to this Staff Handbook.

3.2 Introductory Period

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

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

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

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

3.3 Employee Categories

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

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

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

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

3.4 Exempt and Non-Exempt Employment Status

Every member of the staff is classified as either “exempt” or “non-exempt” as required by law – consistent with provisions of the Federal Fair Labor Standards Act (FLSA), as amended, and the California Industrial Welfare Commission’s Wage Orders.

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

3.5 Non-Exempt Staff

Non-exempt staff members are required to observe the assigned working hours and the time allowed for lunch and rest periods. Non-exempt staff members are provided at least a thirty (30) minute lunch period for every 5 or more hours worked as required by law. Non-exempt staff members must take one ten (10) minute rest period for each four (4) hour work period or major portion thereof. Rest periods cannot be consolidated.

3.6 Exempt Staff

Pacific has a four hour rule regarding leave reporting for exempt employees who accumulate vacation or sick leave. Exempt employees must report leave in half-day or full-day increments. Exempt employees do not report time worked.

Here are two examples:

- If an exempt employee works four hours or more and leaves for a reason qualifying for sick leave or vacation, the employee does not report any leave used.
- If an exempt employee works fewer than four hours and leaves early for approved vacation, the employee reports one-half day of vacation.

Exempt employees participating in FMLA, CFRA, PDL or PFL follow a different process and use an exempt staff medical or disability leave reporting form:

<http://www.pacific.edu/Documents/hr/acrobat/exempt%20staff%20medical%20or%20disability%20leave%20reporting%20form.pdf>

Please refer to the following policies for more information.

Total Compensation:

<https://webshare.pacific.edu/sites/policies/Pages/Total%20Compensation%20and%20Paid%20Absence>

[s.aspx](#)

Exempt Staff Leave Reporting for Partial Days:

<http://www.pacific.edu/Documents/hr/acrobat/Exempt%20Staff%20Leave%20Reporting%20Partial%20Days.pdf>

Exempt Staff Leave Reporting:

[http://www.pacific.edu/Documents/hr/acrobat/Exempt%20Staff%20Leave%20Reporting%20\(003\).pdf](http://www.pacific.edu/Documents/hr/acrobat/Exempt%20Staff%20Leave%20Reporting%20(003).pdf)

3.7 Recruitment, Selection & Placement

The university is an equal opportunity employer dedicated to workforce diversity. In compliance with applicable law and its own policy, Pacific is committed to recruiting and retaining a diverse faculty and staff and does not discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, sex/gender, sexual orientation, national origin, ancestry, color, language use, religion, religious creed, age, marital status, gender, gender identity, gender expression, cancer-related or genetic-related medical condition, disability, pregnancy, perceived pregnancy, citizenship status, military service status, or any other status protected by law.

3.8 Fitness for Duty/Drug Screening

Staff members may be required to take a medical, and/or drug screening examinations during employment to verify fitness for duty or otherwise when job-related and consistent with Pacific's operational needs.

<https://webshare.pacific.edu/sites/policies/Pages/Alcohol%20and%20Drug-Free%20Workplace%20Policy.aspx>

3.9 Performance Evaluations

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

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

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

4. PERSONAL CONDUCT POLICIES

4.1 Work Standards

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

- Be at the work area ready to work during scheduled work hours.
- Adhere to all of Pacific's policies including but not limited to Pacific's policy prohibiting sexual and other unlawful harassment.
- Follow the handbook and departmental procedures for reporting absences as early as possible.
- Maintain confidentiality of all information, per university policy.
- Organize work and set priorities to accomplish results in a timely manner.
- Maintain work area in an orderly appearance that projects a genuine interest in, and respect for, the job responsibilities and facilitates work.
- Take meal and rest periods away from the work area.
- Do not sleep, or exhibit the perception of sleeping, at the work station and/or while on the job.
- Exclude personal activities and recreational reading during scheduled work hours.
- Keep personal telephone calls, texting and other electronic communications to a minimum and discourage friends and relatives from calling, texting, or using electronic communications to reach you during work hours unless there is an emergency. Receiving and placing excessive personal calls during work time is disruptive to others. Therefore, abuse is subject to disciplinary action. All personal cell phones and other communication devices are required to be kept on vibrate/silent mode while staff members are on duty.
- Do not use Pacific's facilities, equipment, stationary, or mailing address for personal activities. Abide by the for technology and email usage.
- Refrain from the use of abusive or threatening language, including but not limited to derogatory remarks, insults, and epithets.
- Engagement in, or provoking the use of, physical force against anyone is strictly prohibited
- Refrain from disrespectful, rude, unprofessional, or negative behavior towards co-workers and others.
- Refrain from insubordination, including refusal to follow directives and defiant behavior.

- Do not engage in dishonesty (including falsification of a document or misrepresentations).

4.2 Courtesy and Civility

Each staff member is likely to be perceived as a representative of the university when interacting with co-workers, students and the public. The public particularly forms impressions of the university based on its contacts with university staff. Accordingly, courtesy towards the public (visitors, parents, etc.), all members of the university community, and citizens of the areas surrounding the university is of the utmost importance. Not only does a positive, pleasant attitude make the time spent at the university more meaningful and foster a better working and learning environment for everyone, it also provides the opportunity to put forth a positive impression to people inside and outside the university community.

4.3 Employee Complaints and Grievance Policy

The university's policy regarding employee complaints and the grievance policy is located here:

<https://webshare.pacific.edu/sites/policies/Pages/Complaint%20and%20Grievance%20Policy.aspx>

5. WORKPLACE SAFETY

Staff members are responsible for using safe work practices by following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. Managers and supervisors are expected to enforce these rules fairly and uniformly. Additional university safety and violence prevention policies are located here:

5.1 Security and Anti-Violence Policy

The university's Security and Anti-Violence Policy is located here:

<https://webshare.pacific.edu/sites/policies/Pages/Security%20and%20Anti%20Violence%20Policy.aspx>

5.2 Open Flames Policy

The university's Open Flames Policy is location here:

<https://webshare.pacific.edu/sites/policies/Pages/Open%20Flames%20Policy.aspx>

5.3 Injury Illness Prevention Program Policy

The university's Injury Illness Prevention Program Policy is located here:

<https://webshare.pacific.edu/sites/policies/Pages/Injury%20Illness%20Prevention%20Program%20Policy.aspx>

5.4 Emergency Notification Policy

The university's Emergency Notification Policy is located here:

<https://webshare.pacific.edu/sites/policies/Pages/Emergency%20Notification%20Policy.aspx>

6. WORKPLACE GUIDELINES

6.1 Professional Appearance

Presenting a professional appearance contributes to the morale of all employees and affects the image of the university. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. University programs and cities may determine the attire appropriate for the specific job performed. Employees who appear for work inappropriately dressed will be sent home to change and will not be compensated for the time away from work. Any questions about the dress code should be directed to Human Resources.

6.2 Punctuality, Attendance and Absence Notification

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

Except in the case of a medical-related emergency, staff members who are unable to report for work and who are not on a previously approved leave of absence are required to give reasonable notice to their immediate supervisor. Notification must be made as soon as the staff member is aware that they will not be able to report to work and not later than thirty (30) minutes prior to the scheduled start time. A staff member is required to notify the supervisor each day, in accordance with the initial notification procedure, of the continued absence unless the staff member is on an approved leave of absence.

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

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

A note from a medical provider releasing the staff member back to work may be required prior to return: (1) if the staff member is unable to work for more than three (3) consecutive working days; or (2) if a supervisor has reason to believe that performing the staff member's primary duties would be unsafe to the staff member, other staff members, faculty, students or visitors; or for any unscheduled use of sick leave accrual if more than 24 hours of sick leave has been used in a 12 month period.

All medical notes, documents and communications must be delivered to Stockton Human Resources to be kept in the employee's confidential medical file.

6.3 University Property

Employees are advised that all university property belongs to University of the Pacific. Employees must exercise care, and follow all operating instructions, safety standards, and guidelines when using university property. University property includes but is not limited to: computers, phones, laptops, office supplies, equipment, machines, desks, furniture, vehicles, office and technology systems, laboratory and research facilities, clinic facilities, lockers, offices, and all work spaces. Employees should immediately notify a supervisor if any equipment, machine, or instrument appears to be damaged, defective, or in need of repair. Prompt reporting helps prevent possible injury and deterioration of equipment and property. The improper, careless, negligent, destructive, or unsafe use or operation of university property may result in disciplinary action.

EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN UNIVERSITY PROPERTY. Personal items and information that an employee desires to keep private should not be placed or kept in university facilities, desks, lockers, furniture, offices, work spaces, study or conference rooms, public spaces, and classrooms. This includes spaces secured by key or combination. University supervisors and public safety officers have the right to search university buildings and places within the building with or without prior notice at the university's discretion.

7. TIME OFF WORK & LEAVES OF ABSENCE

7.1 Paid Time Off

The university's policy regarding holidays, vacation, sick time, sick time donation and short term disability benefits is located here:

<https://webshare.pacific.edu/sites/policies/Pages/Total%20Compensation%20and%20Paid%20Absences.aspx>

Please be advised that employees do not accrue new holiday, or vacation days during unpaid leaves.

7.2 Staff Leaves

The university's policies regarding leaves of absence from work are located here:

<https://webshare.pacific.edu/sites/policies/Pages/Staff%20Leaves.aspx>

7.3 Non-Exempt Reporting

Non-exempt staff members submit timesheets recording actual hours worked utilizing web-time entry. Exempt staff members, although not required to record daily or weekly hours worked in order to get paid, are required to report the time used for sick leave, vacation, and other paid time off on a monthly basis.

If an exempt employee has not used any sick, vacation or other paid time off in a month, a monthly leave report is to be submitted to payroll showing 0 hours used.

8. DISCIPLINE & SEPARATION ACTIONS

8.1 Resignation

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

If a staff member is absent without prior approval for three (3) consecutive working days or more, Pacific may view this as job abandonment and voluntary resignation.

8.2 Retirement

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

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

8.3 Layoff/Reduction

A staff member may be laid off or reduced in hours for lack of work, elimination of the position, reorganization, budget reduction or other business or operational considerations. Pacific will identify the department, work group, and functions or job classifications to be affected. Selection for layoff will be based on management's judgment of the staff member's skill, ability, performance and competence to meet present and anticipated needs. Where skills and abilities are substantially equal, seniority shall apply.

In exchange for execution of a severance agreement including a general release, non-exempt staff members shall be given a minimum of two (2) weeks' verbal or written notice or payment in lieu of the

notice period. The staff member will also receive one (1) week's pay for each completed year of service up to a maximum of fourteen (14) weeks. NOTE: This provision does not pertain to grant or contract funded positions. Staff members who decline to enter into a severance agreement will not receive the two weeks' notice or severance pay.

In exchange for execution of a severance agreement including a general release, exempt staff members shall be given a minimum of one (1) month's written or verbal notice or payment in lieu of separation. The staff member should also get one (1) month's pay for each completed year of service up to a maximum of three (3) months. NOTE: This provision does not pertain to grant or contract funded positions.

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

8.4 Discipline

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

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

Exceptions and deviations from the normal discipline procedures may occur whenever management determines it necessary. Under no circumstances does this policy alter the at-will nature of the staff member's employment, or create a formal progressive discipline policy.

8.5 Discharge

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

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

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

8.6 End of Service

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

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

8.7 Unemployment

The Employment Development Department (EDD), a State agency, determines eligibility for unemployment benefits. Contact the EDD online for information and to file a claim.

9. COMPENSATION

9.1 Compensation

The university has established a compensation philosophy to attract, retain and reward qualified and diverse faculty and staff. A full copy of the Compensation Policy is found here:

<https://webshare.pacific.edu/sites/policies/Pages/Compensation%20Philosophy.aspx>

9.2 Paydays

Wages are normally paid on a bi-weekly basis.

Regular full-time and regular part-time staff members who have a set work schedule receive paychecks every other Friday for the previous two weeks of time worked.

If a payday falls on a holiday, paychecks are issued on the last workday preceding the scheduled payday.

9.3 Direct Deposit

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

9.4 Taxes and Deductions

Deductions required by law are withheld for FICA (Federal Insurance Contributions Act – Social Security and Hospital Insurance), federal and state income taxes, SDI (State Disability Insurance and PFL (Paid Family Leave)). Staff members must authorize any other deductions, such as health or dental premiums. The check stub itemizes all deductions, including those required by law and any other employee authorized deduction(s). At any time, staff members can log into [InsidePacific](#) and view their current/prior

pay information, including deductions, tax status and leave balances. Additionally, the employer portion of benefits will be reported, as well as all year-to-date information.

Staff members must complete a federal W-4 form for income tax purposes. Employees are encouraged to complete the W-4 electronically through [InsidePacific](#). If staff members want to designate different withholdings for state income tax purposes, they should also complete the California DE-4 form. Staff members are responsible to review and update their tax withholdings regularly.

As required by law, Payroll provides W-2 forms for income tax filing to university employees by January 31 of the subsequent year. Staff members are encouraged to elect electronic receipt of their W-2 forms. The consent form to receive an electronic W-2 form can be securely accessed in the Employee Self-Service section of [InsidePacific](#).

9.5 Garnishments

By law, Pacific is required to honor legal attachments and garnishments of a staff member's wages or salary. If a staff member's wages are attached, Pacific will withhold the specified amount to satisfy the terms of the attachment. A garnishment will reduce a staff member's take-home pay.

9.6 Overtime Pay

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

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

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

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

Exempt staff members are not eligible for overtime compensation.

9.7 Travel Time for Non-Exempt

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

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

9.8 Pay Advances

Pacific does not permit payroll advances.

10. OTHER POLICIES

10.1 Personnel Records

A staff member's personnel record is the university's continuing record of job-related information. Records maintained by Human Resources, include an application, forms indicating any changes in employment or pay status, forms related to coverage under university-sponsored benefit programs and performance reviews. Personnel information is also maintained electronically.

The information in a staff member's personnel file must be kept up to date. Employees should inform a Human Resources staff member immediately whenever there are changes in personal data such as address, telephone number, and person(s) to notify in case of an emergency.

Staff members have the right to inspect their personnel files at reasonable times, and on reasonable notice, as provided by law. In addition, staff members have the right to receive a copy of the contents of their personnel file upon request, as provided by law. Such requests should be submitted to a Human Resources staff member, either verbally or in writing. Staff members may obtain a form that can be used to make a request for an inspection or a copy of their personnel file from a Human Resources staff member. A staff member may also designate a representative to conduct the inspection or to receive a

copy of the personnel file, if done in writing. Requests for inspection or a copy of a staff member's personnel file will be honored within 30 days of the date the request is received. Any inspection of an employee's personnel file must take place in the presence of a Human Resources staff member. If a staff member wishes to receive copies of documents in their personnel file, they may be charged a fee for the actual cost of the copies.

Personnel files are the property of the university and may not be removed from university premises without written authorization from the Assistant Vice President/Director of Human Resources or designee.

Disclosure of personnel information to outside sources will be limited. However, the university will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations as permitted or required by law.

10.2 Important Notice for Payroll Records

All payroll records must be submitted on time. It is expected that staff accurately record all time worked. Falsification of payroll records is a basis for disciplinary action up to and including termination of employment.

Acknowledgement of Receipt – Please sign & return to Human Resources

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

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

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

Pacific ID #: _____

Employee’s Name: _____

Employee’s Signature: _____

Date: _____