



Western  
University  
OF HEALTH SCIENCES

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*The discipline of learning. The art of caring.*

# *Employee Handbook*

*November 1, 2010*



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## INTRODUCTION

The Employee Handbook is intended to provide employees with a general understanding of Western University of Health Sciences Human Resources Policies. Many of the subjects addressed are summaries of the official Human Resources policies of the University, as approved by the Board of Trustees.

This handbook, however, cannot anticipate every situation or answer every question about employment. Further, it's neither an employment contract nor a legal document, nor does it guarantee any fixed terms and conditions of employment as Western University of Health Sciences is an At-Will employer. To view the University policy and for more information, please click on the following link: [Employment At-Will](#)

In consideration of ongoing changes in applicable federal and governmental regulations and the needs of the University to retain necessary operational flexibility in the administration of policies and procedures, the University reserves the right to change or revise policies, procedures, and benefits described in this handbook (with exception of the employment at-will provisions) without notice, whenever the University determines that such action is warranted.

This handbook will be interpreted consistent with all current laws and the policy guidelines contained in the Employee Handbook cannot be modified except upon written amendment by the Vice President, Human Resources, the Provost/Chief Operating Officer and the President.

In the case of faculty, where policies in the faculty handbook differ from policies contained in this handbook, the provisions contained in the faculty handbook will prevail.

Click on one of the following links for access to the [Employee Handbook](#) or [Faculty Handbook 2008](#).

## PRESIDENT'S MESSAGE

Dear Fellow Employee,

Not long ago, one of our graduates visited the campus after being away for a number of years. The first place she went was the Office of Student Affairs to see a staff member who had been an inspiration to her when she was a student. The alumna said, "You went the extra mile for me . . . you and your coworkers made it clear you wanted me to succeed . . . you cared for me. You know, I love taking care of sick people, and I love getting up in the morning and seeing my patients. Thank you for helping me to become a doctor."

Similarly, a graduate of our PA program recently wrote a faculty member: "I appreciated the family atmosphere at Western University, and you and your colleagues constantly emphasized the human touch . . . And that is something I still carry with me as a physician's assistant."

Many of our graduates express their gratitude to staff or faculty. The comments above are among many illustrating the point that every employee, faculty member and administrator here has a direct impact on the education of our students. The patients and the communities our graduates serve ultimately feel that impact. What a powerful thought!

The Western University Experience has helped our alumni become caring, compassionate, and scientifically competent health care professionals. From the onset of the education, we promise our students that they can expect the same treatment from us that a patient should expect from them when they are in practice.

To truly espouse humanism in health care, we cannot simply teach it from a textbook as we teach anatomy and physiology. We have to impart these concepts of compassion and caring by example. Consequently, all of us who work here must be ambassadors for the Western University philosophy. We are each individually responsible for preserving and promoting this humanistic environment and culture. IN A REAL SENSE, WE ARE ALL ROLE MODELS FOR FUTURE HEALTH CARE PRACTITIONERS . . . and it all starts with you.

Your job at Western University helps create an environment and a culture that provides a superb education for our students. As a result, our University enjoys a national reputation; our graduates obtain the top internships and residencies after graduation, and the fulfilling and rewarding positions in the health care community.

Whether you are new to Western University or a seasoned veteran, I know you will benefit by embracing the principles upon which this institution was established. You will be impressed by the assistance provided by the Office of Human Resources as well as the staff of your own College/Department in achieving this objective.

I am sure that you will feel, as the Trustees and I do, that it is an honor and a privilege to help shape and prepare health care professionals who will, in turn, improve the quality of life of our communities.

Warmest regards,

Philip Pumerantz, Ph.D.  
Founding President

## ABOUT WESTERN UNIVERSITY OF HEALTH SCIENCES

Founded in 1977, Western University of Health Sciences is a nonprofit, graduate university for the health professions located next to Southern California's historic downtown Pomona. With nine colleges and approximately 2,500 students studying towards advanced degrees in Osteopathic Medicine, Pharmacy, Graduate Nursing, Physical Therapy, Physician Assistant Studies, Health Professions Education, Veterinary Medicine, Optometry, Dental Medicine, Podiatric Medicine and Biomedical Sciences. Western University is one of the largest graduate schools for the health professions in California.

Degrees and certificates offered by Western University of Health Sciences are:

Doctor of Osteopathic Medicine (DO)  
Doctor of Pharmacy (PharmD)  
Doctor of Veterinary Medicine (DVM)  
Master of Sciences (MS) in Health Professions Education  
Master of Science (MS) in Physician Assistant Studies  
Doctor of Physical Therapy (DPT)  
Master of Science in Nursing/Family Nurse Practitioner (MSN/FNP)  
Master of Science in Nursing (MSN)  
Post-Master's Family Nurse Practitioner (FMP) Certificate  
Doctor of Optometry (OD)  
Doctor of Dental Medicine (DMD)  
Doctor of Podiatric Medicine (DPM)  
Biomedical Sciences (GCBS)

## VISION STATEMENT

Western University of Health Science's Vision Statement is to be *the* graduate University of Medical Sciences of choice in the western United States.

## MISSION STATEMENT

Western University is a graduate University of Medical Sciences that educates health professionals to practice and teach with excellence and compassion. Within a learner-centered environment, the University encourages lifelong learning, supports faculty and student scholarly and research activities, provides patient care in support of clinical training, and enhances the quality of life in the region through community service.

## OUR CORE VALUES

The people of Western University are dedicated to caring as they pursue their educational, scholarly, patient care, and public service activities. The University encourages the diversity and interdisciplinary of its programs, students, faculty, staff, and administrators. The ideals of continuous quality improvement, lifelong learning, long term planning, fiscal strength, adaptability, and agility in the rapidly changing worlds of healthcare and education are realized through innovation, teamwork, and collaboration within the University as well as its network of academic health centers and community partners.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Western University to provide equal employment opportunity to all employees and applicants for employment as required by law without regard to age, race, religion, sex, national origin, marital status, disability, mental or physical handicap, sexual orientation, gender identity or any other basis protected by law.

To this end, Western University is committed to equal opportunity laws that ensure applicants and employees are treated equally. Western University will strive not to unlawfully discriminate against any employee or applicant in employment decisions based on age, race, religion, sex, national origin, marital status, disability, mental and physical handicap, sexual orientation, gender identity or any other basis protected by law. Additionally, Western University is committed to ensuring that all employees enjoy a work environment that is free from all forms of unlawful harassment and intimidation.

This policy reflects the commitment of Western University's compliance with the principles of equal employment regulations at all times. All employment activities, including but not limited to hiring, promotion, demotion, transfer, recruitment, advertising, layoff, discharge, rate of pay, employee benefits, selection for training and job assignments shall be conducted without unlawful regard to age, race, religion, sex, national origin, marital status, disability, mental or physical handicap, sexual orientation, gender identity or any other basis protected by law.

Any employee or applicant for employment who believes that he or she has not been treated consistent with this Equal Employment Opportunity Policy or feels he or she has been subjected to any form of sexual intimidation or harassment is to contact the Vice President, Human Resources, who is the Equal Opportunity Officer for Western University of Health Sciences. In the event a claim of sexual harassment involves a student, the Vice President, Student Affairs will be involved in the investigation process working in concert with the Vice President, Human Resources.

## **SEXUAL HARASSMENT AND/OR DISCRIMINATION POLICY**

It is the policy of Western University to maintain an environment for employees that is free of sexual harassment and all forms of sexual intimidation and exploitation. All members of Western University should be aware that the organization is concerned about sexual harassment, and is prepared to take action to prevent and correct such behavior. Individuals who engage in such behavior are subject to discipline, up to and including termination.

Sexual harassment is an assault on a person's privacy and integrity. It can cause poor job performance, physical illness, and fear of reprisal, anxiety, and loss of self-confidence. Sexual harassment can also affect those exposed to the situation, causing conflict in the workplace, a decline in morale, and a loss of respect for the responsible party. Information concerning an allegation of sexual harassment will be handled as confidentially as possible.

Any employee or agent of Western University who receives a complaint of sexual harassment or who otherwise learns of the occurrence of sexual harassment has the responsibility to take prompt steps to report the situation and ensure that the matter is addressed, even if the complainant refuses to be identified. The Western University EEO Officer who is the Vice President, Human Resources, will investigate all complaints.

Western University will not tolerate any retaliation against any employee who reports, complains about, or participates in an investigation regarding a complaint of harassment, even if that complaint is ultimately determined to be unfounded. Any such retaliatory conduct will result in discipline, up to and including termination. Any employee, however, who makes a false claim of sexual harassment with malice or reckless disregard for the truth, will be subject to discipline up to and including termination.

### **Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome, unsolicited verbal, physical or sexual conduct: (1) where submission is made an explicit or implicit term or condition of an individual's employment, status or progress; (2) where submission or rejection of such conduct is used as the basis for making employment or other decisions affecting the

individual; or (3) which has the purpose or effect of substantially interfering with the individual's job or other performance or which creates an intimidating, hostile or offensive work or educational environment. Sexual harassment does not refer to occasional compliments or other generally accepted social behavior. It refers to conduct which is offensive, not welcomed by those to whom it is directed and inappropriate to the educational or work environment. Examples of sexual harassment include:

1. Offering academic or employment benefits in exchange for sexual favors;
2. Making or threatening reprisals after a negative response to sexual advances;
3. Offensive sexual or gender-related verbal "kidding," derogatory jokes, comments or abuse; unwelcome sexual overtures;
4. Pressure or demand for sexual activity, including continuing to express personal interest after such interest has not been affirmatively reciprocated/welcomed, when the initiator of such activity is in a position of power with respect to the recipient of the conduct;
5. Offensive or unwanted physical contact, including inappropriate touching, patting, pinching, kissing, brushing against another's body or otherwise invading the "space" normally afforded one's colleagues, or co-workers in an educational or work environment;
6. Comments about an individual's body, whether or not intended to be complimentary;
7. Visual displays of suggestive, erotic or degrading sexually-oriented images; or
8. Retaliation for reporting or threatening to report sexual harassment.

### **Reporting a Complaint of Sexual Harassment**

An individual may feel uncomfortable about a sexual advance and may begin to feel embarrassed, guilty, trapped or even frightened that a job or reputation is in jeopardy. If possible, an individual who experiences sexual harassment should make it clear to the harasser that such behavior is offensive, unwelcome and contrary to the policies of Western University. Whether or not the individual can confront the harasser, such behavior should be brought immediately to the attention of the appropriate official listed below:

- Immediate supervisor or
- Director/Dean of the Department/College in which the accused harasser works or
- Vice President, Human Resources

Western University seeks cooperation of every member of Western University who may be subjected to sexual harassment or who witnesses the sexual harassment of another. Employees or who believe they are victims of, or witnesses to sexual harassment are urged to report such incidents as soon as possible after the incident. Under no circumstances is an individual compelled to report the sexual harassment to a supervisor whom he/she is accusing of the harassment.

All reports of sexual harassment will be promptly reported and thoroughly investigated and, when warranted, disciplinary action, up to and including termination, will be taken against the accused harasser. Throughout the complaint and investigation process, confidentiality and protection against retaliation will be assured to the fullest extent possible.

The Vice President, Human Resources will conduct a prompt and timely investigation into any sexual harassment allegation. Normally, the investigation should be completed within forty five (45) working days of receipt of the complainant's formal complaint. This time frame may be extended due to complexity of the issues or with the consent of the appropriate parties. Within fifteen (15) working days after the conclusion of the investigation, a report will be prepared, presenting in summary the findings and conclusions of the investigation. A copy of the report will be submitted to the Dean or Director of the College/Department in which the accused harasser works, the Provost/COO and to legal counsel if appropriate.

The Vice President, Human Resources will submit a recommendation to the accused harasser and the charging party based on the findings and conclusions. In determining whether or not the alleged conduct occurred and/or constitutes sexual harassment, consideration will be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

The Provost/COO will be the appeal authority for either party. An appeal must be submitted directly to the Provost/COO within ten (10) working days of the date that the recommendation is communicated to the accused harasser and the charging party. The appeal decision shall be provided to the charging party and accused harasser within five (5) working days of the date upon which the Provost/COO receives an appeal.

The remedies for violation of this sexual harassment policy will depend on the nature of the offense, and may include, but are not limited to, one or more of the following actions: required counseling, a verbal or written warning, final warning, suspension, or termination of employment.

A false complaint of sexual harassment, which is known to be false by the complainant, or is made with gross disregard of its truth or falsity, will be considered a violation of this policy, and may result in one or more of the following actions: required counseling, a verbal or written warning, final warning, suspension or termination of employment.

### **Outside Agencies**

In addition to the internal remedies established by Western University, external remedies are available for employees through the California Department of Fair Employment and Housing and the United States Equal Employment Opportunity Commission. For more information, you may contact these agencies at:

California Department of Fair Employment and Housing  
322 West First Street, #2126  
Los Angeles, CA 90012-3112  
(213) 897-1997

1845 S. Business Center Drive, #127  
San Bernardino, CA 92408-3426  
(909) 383-4711

United States Equal Employment Opportunity Commission  
255 East Temple, 4th Floor  
Los Angeles, CA 90012  
(213) 894-1000

External remedies are available through the United States Department of Education Office of Civil Rights. For more information, you may contact:

United States Department of Education  
Office for Civil Rights  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102  
(415)556-7000

## **WHISTLEBLOWER POLICY**

No adverse personnel action may be taken against a University employee in knowing retaliation for any lawful disclosure of information on a matter of public concern to an internal/public body, including a designated university officer, which information the employee in good faith believes evidences: (1) a violation of any law, (2) mismanagement, (3) gross waste or misappropriation of University funds, (4) a substantial and specific danger to public health and safety; or (5) an abuse of authority, collectively referred to herein as “alleged wrongful conduct.”

No supervisor, director, chair, dean, University Officer, or any other employee with authority to make or materially influence significant personnel decisions shall take or recommend an adverse personnel action against an employee in knowing retaliation for disclosing alleged wrongful conduct.

Any employee found to have so violated this Policy shall be disciplined, up to and including termination, in accordance with existing university rules, policies, and procedures.

## **DRUG-FREE WORKPLACE**

Western University is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on the University's campus, any of its medical facilities or clinics. Violation of this policy may result in appropriate disciplinary action up to and including termination of employment.

The illegal use of controlled substances can seriously injure the health of fellow employees or students; adversely impair the performance of their responsibilities; and endanger the safety and well being of fellow employees, students and members of the general public. Therefore, the University urges employees engaged in the illegal use of controlled substances to seek professional advice and treatment. Any employee who has a drug problem is invited to anonymously contact the Employee Assistance Program to obtain information about available assistance.

As a condition of employment, any employee of the University will notify his/her supervisor if he or she is convicted of a criminal drug offense involving the workplace within five days of the conviction. In the event any such conviction involves an employee working on a federal grant or contract, the University is obligated to notify the granting or contracting federal agency within ten days of receiving notice of the conviction.

This statement is being published in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. The University will continue its efforts to maintain a drug-free environment by adhering to the above policy and providing drug awareness programs in the future.

## **UNION FREE ENVIRONMENT**

Western University believes that in today's environment the most effective, efficient and profitable method of operations is for the University's administration and employees to work together directly, resolving issues as they occur. The resulting productivity provides the maximum potential for benefits and growth for each employee. Each employee can and shall be treated as a respected individual and as a full participant in the operation of the University.

Western University strongly endorses the philosophy that individual consideration in employee-supervisor relationships provides the best climate for the maximum development of the individual and the attainment of the goals of both the individual and the University.

This extensive Employee Handbook is clearly designed to foster as complete a communication of Western University's policy and procedure as possible, and to assist the entire University in a careful consideration of what is best for the employee and the University.

## **EMPLOYMENT AT-WILL**

Nothing contained in this handbook or in any other material containing information distributed by the University, creates a contract of employment between an employee and Western University of Health Sciences. At all times, including during an introductory period, employment is on an at-will basis. This means that the employment relationship may be terminated at any time, for any lawful reason, by either party and so long as an employee's civil rights are not violated.

No statements to the contrary, written or oral made either before or during an individual's employment, can change this. Educational teaching requirements at Western University may fluctuate. Therefore, your employment conditions and status are subject to change at any time, and for any reason. Although you may have been hired for a specific position, specified hours, days, pay, duties, etc., all of these may be reduced, increased or terminated by Western University.

## **YOUR FIRST DAYS AT WESTERN UNIVERSITY**

New employees receive a packet of materials including this Employee Handbook and brochures describing various opportunities and benefits. It is your responsibility to read these materials carefully. Each new employee is required to sign a form acknowledging receipt of this Employee Handbook and agreeing to abide by its terms.

Your supervisor will complete the Hiring Supervisor's Orientation Planning Checklist, which provides specific information concerning your particular Department/College, your work schedule, working conditions, any special regulations, safety requirements and other applicable policies. All new employees will be required to sign the checklist with a copy forwarded to the Office of Human Resources for the personnel file. A Human Resources and Benefits orientation session will also be scheduled for all new hires.

## **YOUR OFFICE OF HUMAN RESOURCES**

The Office of Human Resources operates from the perspective that employees should be trusted to work with the best interests of Western University in mind and to observe the policies and procedures of the University and the directions of their supervisor and/or manager.

The purpose of the open communications guideline is to implement Western University's philosophy that employees should be encouraged to raise their work-related concerns informally with their immediate supervisor. All Western University supervisors will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential, consulting with the Office of Human Resources staff as appropriate.

You are encouraged to raise any work-related concerns with your immediate supervisor as soon as possible after the event that causes the concerns. Alternatively, you may raise your concerns with the Manager, Employee Relations and/or the Vice President, Human Resources as appropriate.

Western University believes that employee concerns are best addressed through informal and open communication. No employee will be disciplined or otherwise penalized for raising a good-faith concern. The staff members of Western University's Office of Human Resources are available to answer questions about employment, working conditions, and other human resources matters. Some of the typical and primary services provided by the Office of Human Resources are as follows:

- Generation of employment candidates - Receive staff requisitions and prepare weekly job postings; prepare and place ads with newspapers and other available sources; receive and review applications and resumes, and refer candidates who meet the minimum requirements of the job; counsel employees; maintain the job line; and insure EEO compliance.

- Orientation of new employees - Schedule new employees for orientation; provide general information regarding the University and the Colleges; distribute Employee Handbooks to new employees; distribute information regarding policies and procedures.
- Administration of Employee Group Benefits and other Fringe Benefits - Provide assistance to employees on group benefits and retirement plans.
- Professional Development - Provide learning opportunities for employees to promote personal and professional development, which will lead to a higher level of performance and help individuals initiate, manage, and respond to institutional change.
- Development and interpretation of HR policies and procedures - Review and research HR laws and policies, and recommend changes and updates to keep them current; interpret and provide guidance and advisory service to management and employees.
- Classification of jobs - Review, evaluate, classify and/or reclassify staff positions; write and/or update job descriptions; counsel employees, supervisors and directors regarding the classification process.
- Employee Relations - Provide guidance, assistance and advice to various levels of management regarding the timely resolution of employee concerns, employee misconduct and performance problems.
- Administration of the rideshare program - Calculate participation records, conduct annual survey and provide results to the SCAQMD.
- Compliance with Human Resource Regulatory Requirements - Provide recommendations and guidance for compliance with many employment related regulatory requirements including FMLA, PDL, ADA, ADEA, FLSA and NLRA to name a few.

The Office of Human Resources will assist you if you have any questions, suggestions, or concerns relating to your job and Western University's Human Resource policies and practices.

## **INTRODUCTORY PERIOD**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. It's a time used to evaluate employee capabilities, work habits, and overall performance.

Either the employee or Western University may end the employment relationship at-will at any time during or after the introductory period, with or without cause or advance notice.

All new employees work on an introductory basis for the first ninety (90) days after their date of hire. A 90-day review will be given to every introductory employee prior to the end of the 90-day period.

During the introductory period employees are not eligible for a pay increase.

Employees should read the information for each specific benefit program for the details on eligibility requirements.

## **PERSONNEL FILES**

Western University is required to keep accurate, up-to-date personnel files on all employees to ensure compliance with state and federal regulations. Personnel files are official records belonging to the University and maintained by the Office of Human Resources.

It is the responsibility of each employee to inform the Office of Human Resources of any necessary updates to their personnel file such as a change of name, address, telephone number, emergency contact, tax withholding deductions, benefits coverage (e.g. marital status, number of dependents), military status and also inform their supervisor and the Office of Human Resources of any outside training, professional certifications, education, or any other change in status.

Employees' personnel files are considered confidential and access to such records is restricted.

An employee can review their personnel file by contacting the Office of Human Resources for an appointment. The review will be conducted during regular business hours in the Office of Human Resources. An employee may take notes related to documents in the personnel file; however, no alteration of records is permitted nor can a document be added to or removed from the file at the time of the employee's review. Employees may request and receive a copy of any documents containing their signature.

## **CONFIDENTIALITY OF RECORDS**

Employees of Western University will receive and have access to information that is confidential in nature to the organization, its students, employees and vendors. Employees are not to disclose any such confidential information to (a) any other person in the organization unless there is a legitimate business reason for doing so; or (b) any person outside the organization unless management has expressly stated that the information can be disclosed to that person.

To insure confidentiality, uniformity, and accuracy of personnel information, it is the responsibility of the Office of Human Resources to handle all inquiries which require reference to documentary records concerning past and present employees of the University. Inquiries received by other offices must be referred to the Office of Human Resources.

No information is provided about a former or current employee without the former or current employee's signed authorization to release information, except what is required to comply with the law. With written authorization Western University will only verify salary, dates of employment and job titles to outside agencies and/or employment inquiries.

Personnel records, including those established in connection with the selection process, are Western University's property and are afforded confidential treatment at all times.

Individually identifiable personal information contained in computerized databases, whether maintained centrally or by the Colleges, Departments or other units of Western University, is afforded the same confidential treatment that applies to written records.

## **EMPLOYMENT CLASSIFICATION**

The Fair Labor Standards Act (FLSA) and the DLSE (Division of Labor Standards Enforcement) requires that all employees be classified as "Exempt" or "Non-Exempt" and according to the overtime provisions of the law. Determinations of wage classification status are made through the job evaluation process.

Exempt employees are those who qualify as administrative, executive, or professional employees within the meaning of the state and federal wage and hour laws and are exempt from the minimum wage and overtime provisions.

Non-exempt are those employees who are not exempt from the minimum wage and overtime provisions of state and federal law and therefore are entitled to overtime pay.

In order to determine eligibility for various benefits at Western University, the following employment categories have been established:

Full-Time - An employee who is regularly scheduled to work 37.5 or 40 hours per week. Regular full-time employees are eligible for all University benefits.

Part-Time - An employee who is hired to work on a regular basis for less than 37.5 hours per week. Part-time employees who work at least 32 hours per week will be entitled to receive and participate in certain University benefits on a prorated basis. The pro-rata basis will depend upon the normal workweek of the employee. Employees who work no less than 20 hours per week may be entitled to Retirement Benefits. Employees should consult with the Manager, Benefits Administration in the Office of Human Resources regarding additional information on benefits eligibility.

Temporary Status - An employee who holds a job of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are completely ineligible for the University's sponsored benefits.

Regular Status - Employees are considered to be on a regular status when the position held has a regular schedule of hours and for a period of six months or longer, and when such position is determined to be of regular status by the Vice President, Human Resources.

## **JOB DESCRIPTION**

The job description is a formal document utilized at Western University to describe the nature, scope, physical requirements, and responsibilities of a specific job. Job descriptions are used for the purposes of staffing, wage and salary administration and training. They also help employees and supervisors communicate job responsibilities.

As jobs change naturally job descriptions must change as well. If the changes are not temporary in nature, a new job description will be prepared by the Manager, Employment/Recruitment using information obtained from the incumbent's Position Description Questionnaire (PDQ) and information which surfaces from a Desk Audit.

You will be provided a copy of your job description when you are hired, when your job changes or when you are transferred or promoted.

## **PERFORMANCE EVALUATIONS**

The Performance Evaluation for Employment Development process is designed to provide both supervisors and employees with the opportunity to discuss job responsibilities, identify professional developmental needs, encourage and recognize strengths, and discuss performance goals/expectations.

All regular full time and part time employees will receive a performance evaluation annually. Also, if an employee is transferred or promoted, an evaluation will be given within 90 days after the transfer or promotion.

All Introductory employees will receive a performance evaluation prior to the end of their 90 day introductory period.

## **JOB POSTING**

Western University is an equal opportunity employer committed to ensuring all applicants, through effective employment procedures, are provided equal opportunity to compete for positions and to ensure all applicants qualifications are assessed fairly.

The Office of Human Resources will post available positions at the director level and below simultaneously, on Western University's Web site, the Intranet and to external recruitment resources as appropriate.

To apply, an Internal Application for Job Posting along with a current resume must be submitted to the Director, Employment/Recruitment in the Office of Human Resources.

All employees who have completed three months of employment and are currently meeting performance expectations in a competent manner are eligible to apply for open positions.

## **TRANSFERS AND PROMOTIONS**

Western University encourages employees to apply for promotions or transfers to positions for which they are qualified. Transfers and promotions shall be based on the ability, qualifications, and potential of the candidates for the positions. Employees will be considered for interdepartmental transfers or promotions if the following conditions are met:

1. The employee must be performing in a competent manner in their present job;
2. The employee's performance in their current position must be competent or better;
3. The employee must possess the minimum qualifications required for the position to which a transfer is sought, and
4. The employee's immediate supervisor must sign the Internal Job Application form.

A performance evaluation will be given within 90 days after the transfer or promotion.

## **WAGE AND SALARY ADMINISTRATION PROGRAM**

In establishing its wage and salary administration program, Western University strives to attract and retain highly competent employees, offer employees incentives to excel in their work, maintain internal equity among employees based on similar education, skills and responsibilities, reward individual efforts and comply with all governmental regulations.

Pay increases are based upon performance, the availability of funds and established Wage and Salary guidelines.

The Office of Human Resources is responsible for the overall administration of all wage and salary programs and for developing and publishing specific guidelines and policies for its implementation.

Feel free to contact the Office of Human Resources for additional information regarding Western University's Wage and Salary Plan please click on the following link: [Wage Structure](#)

## **REHIRES**

Employees who were previously employed between two years and five years and who return within two months of their previous employment will be credited with their previous service with no change in anniversary date.

Rehired employees who were previously employed for five years or more and who return within four months will also be credited with their previous service with no change in anniversary date.

In either case, rehired employees must satisfy a new waiting period for some of the benefits of Western University.

Please contact the Director, Benefit Administration in the Office of Human Resources for additional information.

## **EMPLOYMENT OF RELATIVES**

It is the policy of Western University of Health Sciences to hire, promote, and otherwise employ people on the basis of their job qualifications and individual merit including relatives of current employees of the University, except where the hiring or employment of a worker's relative would result in the types of prohibited employment relationships identified in this policy.

This policy applies to hiring and employment decisions affecting all job classifications, including regular, temporary, part-time, and seasonal positions. These restrictions also are applicable when assigning, transferring, or promoting an employee.

No one may be hired or hold a position in the same academic or administrative unit in which a relative participates in making recommendations or decisions specifically affecting his or her appointment, retention, evaluation, work assignment, promotion, transfer or salary and where an employee reports directly to a relative.

Relatives of a currently employed worker generally are considered for employment on the basis of their qualifications. However, where the hiring or employment of a worker's relative would result in the types of prohibited employment relationships identified below, the University will not consider or accept such applications for employment.

### **PROHIBITED EMPLOYMENT RELATIONSHIPS**

The hiring of relatives is prohibited if the employment of such an individual would result in the creation of:

- A supervisor/subordinate relationship between a relative and an employee. If a direct supervisory or managerial relationship would be established, relatives of a currently employed worker cannot be considered as applicants for an open position.
- An actual conflict of interest or the appearance of a conflict of interest. Generally, this bars the hiring or employment of an employee's relatives in any position that has an auditing or control relationship to the employee's job.

All questions and issues relating to an employment-of-relatives situation or concern should be addressed to the Office of Human Resources.

### **MARRIAGES OR RELATIONSHIPS BETWEEN EMPLOYEES**

Employees who become subject to this policy's provisions due to marriage or commencement of a close personal relationship must inform their supervisor or the [Vice President of HR] as soon as practical.

Employees, who marry or establish a domestic partner relationship, can continue in their current positions as long as a prohibited employment relationship is not created. If one of the prohibited situations does occur, attempts will be made to find another position within the company to which one of the employees can transfer. All practical

efforts will be made to arrange such a transfer at the earliest possible time. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

Employment of relatives must be approved in advance by the Office of Human Resources. In cases where the employment of a relative is contemplated or where a marriage will result in one of the exceptions, Deans, Supervisors, Department Heads, as appropriate, must contact the Office of Human Resources.

#### **SPECIAL CONSIDERATION FOR THE HIRING PROCESS:**

All questions and issues relating to an employment-of-relatives situation or concern should be addressed to the Office of Human Resources

If there is a relationship between the supervisor and the top candidate (e.g. friend, neighbor, relative of future spouse, etc.), this relationship must be declared to the Vice President, Human Resources prior to a hiring offer being made. It is very important that special care be taken to ensure that such candidates are objectively evaluated by a third party.

This policy is enforced in compliance with all applicable laws.

### **IMMIGRATION LAW COMPLIANCE**

As a result of the Immigration Reform and Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of a prospective employee's identity and legal ability to remain and work in the United States. Western University is required to complete, and retain on file I-9 documentation and Western University will coordinate the record-keeping requirements under the regulations.

If you are not a citizen of the United States, but have permission to work in this country, it is your responsibility to immediately report any changes in your visa status to the Manager, Employment/Recruitment, in the Office of Human Resources.

### **WORKING HOURS**

The normal workweek for most regular full-time employees is 37.5 or 40 hours. Employees are provided with no less than a 30 minute meal period when the work period is more than five hours. However, if the employee's total work period per day is no more than six (6) hours, the meal period may be waived by mutual consent of both, the employee and the supervisor.

The normal meal period should occur approximately halfway through the workday. However, certain Colleges/Departments may require alternate meal periods. The length of the meal period may vary from thirty (30) minutes to one (1) hour according to the needs of each College and/or Department.

Non-exempt employees receive two ten-minute paid break periods for each full workday, one approximately a quarter of the way into the workday and one approximately three quarters into the workday. Since breaks are taken on University-paid time, employees must not leave the campus during breaks. Breaks may not be accumulated and taken at the beginning or end of the workday.

Western University reserves the right to modify an employee's work schedule as well as the number of hours worked to accommodate the University's needs.

Work schedules for exempt employees are normally determined based on current workload and the need to expend the necessary time to complete all assignments in a competent manner.

## TIME CARDS

Western University utilizes two types of time cards. One is for non-exempt personnel (beige) and the other for exempt personnel (blue). The non-exempt time card is used as a means of accurately recording hours worked and calculating pay to track time worked for pay purposes.

Time is summarized on a daily basis and includes regular hours worked, meal periods, overtime, absences, and vacations. Accordingly, employees should record the time they begin and end work each day, the beginning and end of each meal period, and the beginning and end of any split shift.

To insure accuracy, you and your supervisor must initial all changes to the time card. In order to provide ample time for payroll preparation, the time card signed by you and your supervisor needs to be submitted to Payroll by 9:00 a.m. on the Monday prior to payday.

The exempt personnel time card is used to track absence from work so that vacation and sick leave balances can be kept current. The time card, signed by the employee and appropriate department head, should be submitted to Payroll at the end of each month.

## TRAVEL TIME GUIDELINES

When traveling from the University to another point during the work day, all time is to be compensated and considered in calculating overtime.

### IF YOU ARE THE DRIVER

If an employee travels to a point other than the University and for University business the employee may count all travel time above and beyond the normal commute.

Example: An employee goes to a seminar and leaves his/hers residence at 6:00 A.M. Employee arrives at destination 7:00 A.M. The usual commute from the residence to the University is 35 minutes. The employee would show start time for the day to be 6:35 A.M.

The same applies if an employee has traveled to another point during the day and drives home from that point. All travel time above and beyond normal commute may count as work time.

### IF THE EMPLOYEE IS THE PASSENGER (THIS APPLIES FOR ANY TYPE OF TRANSPORTATION)

If an employee is traveling (not waiting to travel) during any part of what would be considered the normal work day, the employee may count that time as work time. Even if it is not a day the employee would normally work. The employee must still count the normal meal period during this time.

Example: An employee flies to Hawaii for a conference, departing at 2:30 P.M. and arriving at 8:30 P.M. Normal work day is from 7:00 A.M. to 4:00 P.M., Monday through Friday. The employee may count as work time from 2:30 P.M. to 4:00 P.M. even if flying on a Saturday.

Please contact the Payroll Office if you have any questions concerning these guidelines.

## PAYDAY

Each payroll period is two calendar weeks, 26 paydays per year. Western University makes required deductions for Federal withholding (Income tax), State Income tax, Social Security (FICA), Medicare and SDI (State Disability Insurance), court ordered garnishments and child support. You must authorize in writing any other deductions to be made from your paycheck.

Your paycheck stub itemizes all deductions and provides information on your earnings for each pay period and for the year to date, as well as vacation and sick leave balances. Paychecks are issued every other Friday.

### **GARNISHMENT OF WAGES**

Although it's understandable that a wage garnishment can happen to anyone, it is strongly recommended that employees work out a financial problem before this situation occurs. Financial counseling is available through Western University's Employee Assistance Program. For more information please contact the Manager, Benefits Administration in the Office of Human Resources.

### **OVERTIME**

Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive, or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy.

All non-exempt employees qualify for overtime pay. Non-exempt employees are entitled to overtime pay and will be paid at the premium rate of one and one-half times the hourly rate for time worked in excess of 8 hours in one day or 40 hours weekly, including Saturdays, Sundays and Holidays.

Double-time will be paid for each hour worked over twelve hours on the same workday; time and one-half is paid for the first eight hours on the seventh consecutive day worked in the same workweek and double-time for all hours after eight on this seventh consecutive workday. The only exception to the daily overtime requirement is if a work group has an alternative work week schedule in place.

Overtime is based on actual time worked. It does not include hours away from work due to vacation, sick leave, or holiday even where these days are compensated. Unpaid sick leave, personal leave or any other time away from work is also not considered hours worked.

Compensatory time in lieu of overtime and flexible work weeks involving overtime will not be allowed.

When business conditions require, employees may be needed to work overtime. When this occurs, the employee's supervisor will make reasonable efforts to provide timely advance notice.

All overtime worked by a non-exempt employee must be approved in advance by the employee's immediate supervisor.

### **AUTOMATIC PAYROLL DEPOSIT**

Automatic payroll deposits to checking and/or savings accounts in most banks or credit unions are available. To obtain direct deposit complete an Automatic Payroll Deposit form which can be obtained in the Payroll Department. Please be sure to attach a voided check to this form and submit to Payroll. For any additional information on Automatic (Direct) Deposit, please contact the Payroll Department at ext. 5400.

### **DRESS CODE**

Employees are asked to use good judgment with regard to their dress and appearance, and are expected to present a professional image. Attention should be paid to safety, University image, and student, vendor and visitor

interaction. For all employees, professional appearance also means that the University expects you to maintain good hygiene and grooming while working.

On approved casual days, employees may dress in business casual clothing and employees meeting with visitors should wear appropriate business attire at all times.

Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, tee shirts with offensive wording on them, clothing that shows undergarments (sheer), torn clothing, or clothing with holes in it. All clothing must be clean, neat, and fit properly. If there are any questions as to what constitutes proper attire within a given College/Department, the supervisor or department head should be consulted.

The University reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined their dress is not appropriate. Employees may use vacation hours for this time away from work.

## **ABSENCES AND TARDINESS**

Regular attendance and punctuality are important in order for Western University to operate efficiently. Attendance is one of many factors of a good job performance. The ability to report on time is an essential function of any job.

Western University expects employees to report to work in accordance with the standards defined by Western University and the appropriate supervisor. Excessive or unauthorized absences not protected by law, tardiness or leaving early without permission are not acceptable, and will lead to disciplinary action, up to and including termination of employment.

All employees shall notify their supervisor by telephone (no voice mail or e-mail) if they are sick and will not be present at work. This must be done as soon as possible before your designated starting time so the proper coverage can be arranged.

Employees who are absent from work due to illness may be asked to present a physician's statement. In case of illness of more than five days or repeated absences of 2 or more days in duration, the Director, Benefit Administration must be contacted so that it can be determined whether or not the absence qualifies for Family Medical Leave of Absence/California Family Right Act (FMLA)/CFRA). If it does, you will be advised of any required and necessary paperwork.

Absences of three (3) consecutive working days without reporting to the employee's immediate supervisor are considered a voluntary quit without notice and the employee will be terminated. Repeated absences and/or tardiness for any reason may be cause for disciplinary action up to and including termination.

## **PROFESSIONAL CODE OF CONDUCT**

All employees of Western University shall adhere to the values of Western University to promote acting with integrity and respect for others and to be responsible and setting high standards of professionalism for our services and ourselves and assuming accountability for our conduct.

The following list is not exhaustive, but is illustrative of key standards of accountability in the University's Code of Conduct:

1. Falsifying or altering any timekeeping record, work schedule or payroll record. Intentionally punching another employee's timecard, allowing someone else to punch a timecard, removing any timekeeping record from the designated area without proper authorization or destroying such a record.

2. Falsification of the employment application or providing false or misleading information, or making material omissions in any documents or records prior to or during one's employment.
3. Falsification of any official document, which includes any and all Western University records.
4. Failure to report breakage or damage to machinery or equipment immediately.
5. Bringing or possessing of firearms, weapons or any other hazardous or dangerous devices or substances onto Western University property.
6. Theft (unauthorized removal, storage, transfer, utilization) of property from the Western University fellow employees, the staff, faculty or students of Western University, clients or anyone on Western University property. This includes items found on Western University premises. All items must be reported and be turned into Lost and Found immediately upon discovery. (If you suspect someone is involved in a theft, do not confront the individual yourself. Notify your supervisor or Campus Safety immediately. This information will be treated as confidentially as possible.)
7. Insubordination, including improper conduct toward a supervisor or representative of management or failure to obey or to perform work assigned by a supervisor.
8. Disorderly conduct of any kind, including the use of profane, discourteous, abusive or rude language or action against another employee, supervisor, guest or others. Courtesy and consideration are a requirement of your employment. Rudeness, insolence, or discourteous behavior toward staff, faculty or students of Western University and/or fellow employees is not tolerated.
9. Selling, purchasing, using, consuming, possessing, manufacturing, distributing, dispensing or transporting any illegal substance, or abusing any controlled substance on the premises of Western University, or in Western University vehicles, at any time during working hours. Employees shall report to work with their abilities unimpaired by illegal substances or controlled substances, and remain so throughout their workday.
10. Being under the influence of or using alcohol during work hours or on Western University property or in Western University vehicles.
11. Failing to observe established fire, civil defense or safety practices, engaging in dangerous or potentially dangerous horseplay, or failure to report any personal injury sustained while on duty immediately.
12. Neglect, carelessness or mischief, which results in loss, damage, breakage or destruction of property or supplies, equipment, facilities, materials or property of Western University, the staff, faculty or students of Western University, clients, fellow employees or others, or which results/contributes to unsanitary conditions, or endangers to safety of others and Western University property.
13. Interfering with or hindering work schedules; includes failing to work a shift as scheduled (leaving Western University premises or one's job area during working hours without notifying a supervisor and obtaining permission), or arranging your own replacement without the permission of your supervisor.
14. Failure to follow proper Leave of Absence request procedures; falsifying reasons for Leave of Absence; failure to present a physician's statement authorizing a return to work to the Office of Human Resources or your supervisor immediately upon being released to return to work; not reporting to work after completion of an authorized leave.
15. Acting in a manner that reflects a poor image of Western University or the staff, faculty or students of Western University.

16. Fighting or attempting bodily injury to another person.
17. Failure to perform job or work assignments satisfactorily, safely or efficiently.
18. Disclosure of information of a confidential nature about an employee.
19. Excessive tardiness and/or absences from work that are otherwise unprotected by law.
20. Smoking in buildings and corridors, elevators and other public areas is not permitted.
21. Dishonesty, attempted theft, or participating in any illegal activity during working hours.
22. Harassing (including but not restricted to sexual harassment), threatening, intimidating or coercing or interfering with staff, faculty or students of Western University, clients, or other employees on Western University property.
23. Immoral conduct or indecency, exhibitionism, lewd or suggestive acts or conversations. Soliciting persons for immoral purposes of the aiding and/or abetting of any immoral or indecent behavior.
24. Failure to follow Western University policies as outlined in the Manual, Handbook, any newly instituted policies, or other Western University or departmental policies and procedures.

Nothing in this policy is intended to alter the at-will status of your employment with Western University. Violation of the Code and/or similar areas may lead to disciplinary action up to and including discharge. Employee or Western University may terminate its employment relationship at any time with or without notice and with or without cause.

The University reserves the right to address any circumstances in which an employee does not meet the expected standards of conduct. In such circumstances, corrective action may include counseling, verbal or written warnings, suspension or termination of employment depending upon the situation.

The University has a Staff Problem Resolution that an employee may use if they disagree with an action taken by a supervisor or manager. The procedure is described in Policy A3.84.0.4

### **NOTICE OF SUSPENSION OR REVOCATION OF LICENSE**

Any employee whose duties include driving has a significant responsibility to Western University and the general public to operate any motor vehicle in a safe and appropriate manner that conforms to all applicable traffic and safety laws.

To fulfill these responsibilities, Western University requires employees with driving responsibilities to inform Western University within 24 hours if the employee's driver's license has been suspended or revoked or if the employee's liability insurance has been canceled or modified in any manner.

Employees who fail to comply with this requirement will be subject to disciplinary action found appropriate by the University, up to and including termination of employment.

### **INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATIONS**

All internet users are expected to behave legally, responsibly and ethically when using the Internet or any other electronic communication available at the University. Unacceptable uses of electronic equipment particularly via the Internet include but are not limited to: violating copyright laws or plagiarism; illegally copying software;

accessing confidential records without authorization; publishing, accessing or sending profane or obscene material; communicating threats; using another person's password without permission.

Employees should not use chat rooms for social conversations while at work. The use of the internet, e-mail and other electronic communications is intended for conducting Western University business and as a general rule should not be used for personal business on a regular basis. Western University has a right to review any e-mail sent over its system.

## **PROGRESSIVE DISCIPLINE/COUNSELING**

Western University employs a progressive disciplinary policy to provide clear guidance for supervisors and employees when the need arises to address poor performance, breaches of policy and/or other unacceptable employee conduct.

By using a sequential progressive disciplinary process, it's hoped that many employee related problems may be corrected at an early stage, thereby benefiting the University and the employee.

At the discretion of the University employees can be terminated for a first offense without the use of the progressive disciplinary process. However, under no circumstances will an employee be terminated on the spot; suspension of the employee should occur in order to properly investigate a serious breach of policy.

## **PROBLEM RESOLUTION PROCEDURES**

Western University is firmly committed to complying with its legal and ethical obligations under all state and federal laws, therefore expecting all employees, at every level within Western University, to comply strictly with all legal and ethical obligations. Our values can be implemented only if our employees recognize their responsibility to treat everyone in an honest and ethical manner.

If an employee becomes aware of any violation of a legal or ethical obligation, the employee must immediately report the matter to their immediate supervisor and follow the steps as outlined below.

Employees should feel free to report any information regarding this policy without fear of reprisal or retaliation of any kind. Western University will treat such information as confidential to the extent it can do so without failing to fulfill its legal obligations. In addition, employees who do not wish to identify themselves can report information anonymously.

Western University wishes to establish and maintain an atmosphere of respect and trust between employees, supervisors and administrators. Part of this effort is to provide a method whereby problems can be resolved in a fair and impartial manner. This process is available to all non-introductory period employees.

This procedure has been designed to evaluate problems pertaining to alleged violations of University policies with the exception of issues pertaining to compensation, allegations of discrimination including harassment, or to resolve work issues between employees.

**Step 1: Supervisor** - The employee should first discuss the problem with the immediate Supervisor. The Supervisor must respond within five (5) business days unless there is a legitimate reason for delay.

**Step 2: Dean/Director**- If the problem is not resolved at the first step, the employee should write a letter to the Dean/Director within ten (10) business days. The letter should include a full description of the events and the solution desired. The Dean/Director should review the situation and respond in writing within ten (10) business days, unless there is a legitimate reason for the delay.

Step 3: Vice President, Human Resources - If the problem is not resolved at the second step, the employee may request a Problem Resolution Hearing with the Vice President, Human Resources. The employee should submit a copy of the letter used describing the events, any additional relevant information, and the names of potential witnesses who could provide information relevant to the complaint. A report of findings must be submitted by the Vice President, Human Resources to the COO/EVP within ten (10) business days.

Step 4: Provost/COO - The Provost/COO will review the recommendation and make a final decision. The decision, in writing, will be sent to the parties within five (5) business days of the receipt of the recommendation.

## CONFLICT OF INTEREST POLICY

### General principles

All decisions made in the course of their professional responsibilities by administrators, faculty, and other employees of Western University of Health Sciences are to be made solely on the basis of a desire to promote the best interests of the University.

A potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer reasonably to question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise, in any transaction involving the University, or which is being considered by an University Officers or faculty (including any committee or other group of administrators or faculty).

In the event that an Administrative Officer, faculty member or other employee of the University shall have a significant financial, personal or professional interest that could potentially create a conflict of interest, or the perception of one, such person shall, as soon as he or she has knowledge of the transaction, take the following actions:

- a. Disclosure. Disclose fully in writing the precise nature of his or her interest in such transaction to those at the University involved with the transaction, or to his or her Dean, Department Chairperson, Supervisor, or the independent responsible authority (contact the Office of Human Resources for a Conflict of Interest Disclosure Form); and
- b. Non-Participation. Refrain from participation (including acting individually or as a member of a committee or other group) in the University's consideration of the proposed transaction unless expressly permitted to do so by a responsible authority of the University. When an individual refrains from participating in a decision due to a conflict, and should no other responsible individual or panel be available to make the decision, the matter will be referred to the individual's immediate supervisor and the Vice President, Human Resources for determination.

### Definitions

For purposes of this policy:

*"The University"* shall mean Western University of Health Sciences.

*"Administrative Officer"* includes the President, Executive Vice Presidents, Vice Presidents, Directors and Deans and any other officer of the University that has authority to exercise significant influence on University decisions.

*"Faculty member"* shall include any person who has a faculty appointment with the University or any College or Program.

*"Significant financial interest"* shall mean any direct or indirect interest with monetary value, but excludes interests with a nominal or de minimis value.

Administrative Officer, faculty member or other employee has a “personal interest” in a transaction if the transaction directly benefits or affects either the individual, a relative of the individual, or a person with whom the individual has a close personal relationship, such as a person that resides in the same home as the individual.

### **Compliance**

All employees subject to this policy are expected to comply fully and promptly with it. Instances of deliberate breach of policy, including the failure to disclose or knowingly submitting incomplete, erroneous, or misleading disclosure information, or violation of the guidelines, will be reported to the appropriate senior officer or to the Provost/COO.

### **Personal use of university property or services**

Equipment and other property owned or leased by the University is only to be used to advance the interests of the University, and no Administrative Officer, faculty or other employees of the University shall make personal use of such property, except in the following circumstances:

- a. When such personal use has been authorized, in writing, by an appropriate supervisor. When any such personal use is authorized, the University shall be reimbursed for the reasonable value of the use of the property.
- b. When such personal use is specifically authorized by written University policy applicable to the University as a whole.
- c. When such personal use is specifically authorized, in writing, as part of the compensation paid by the University for the individual’s services.

All work and services performed by University employees (while being compensated by the University) shall be solely to advance University interests. It is recognized there may be occasions where University functions or other activities are conducted at the homes or other properties of an Executive Officers, faculty or other employees of the University. If any employee is directed to perform services on property belonging to any Executive Officer, faculty or other employee of the University, an appropriate written work order shall be authorized, in advance, which shall describe the University purpose of the services.

### **Expense reimbursements**

Expenses incurred by an employee for University purposes are reimbursed only in accordance with established University policy. This requires approval by an appropriate supervisor who does not have a personal or financial interest in the decision. The University may reimburse employees prior to review and approval by the responsible supervisor, but upon review, any disallowed expenses shall be reimbursed to the University by the person who received the reimbursement.

## **SEPARATION OF EMPLOYMENT**

If you decide to leave your position, Western University requests that, if possible, you provide your supervisor and the Office of Human Resources with a minimum of two weeks written notice in advance, stating your reasons for leaving. The request that you give notice prior to your resignation is not intended to, and shall not be considered as a change in the at-will status of your employment.

Notwithstanding any other representations, you have the right to resign at any time with or without cause, and with or without notice. Likewise, Western University retains the right to terminate your employment at any time with or without notice, and with or without cause so long as an employee’s rights are not violated.

As explained throughout this Employee Handbook, you are an employee at-will. However, the following examples of actions or inactions that may lead to dismissal are provided here to give an indication of some of the more severe circumstances that may result in termination from employment. These include, but are not limited to, unsatisfactory job performance, negligence, misconduct, excessive absenteeism, tardiness, willful misconduct, theft, insubordination, sleeping on the job, fighting or other altercations, threatening and/or engaging in violent actions, drug or alcohol intoxication, falsifying records or violation of rules, or involvement in activities that may bring harm to the name and reputation of the University.

Regardless the reasons for termination, employees are expected to return all Western University property in their possession or control immediately upon termination of employment. You will be paid for the vacation days you have earned but have not taken. Employees are not paid for unused sick leave at termination.

An exit interview will be arranged and conducted by the Director, Employee Relations/Career Development, usually during the last day of employment.

## HEALTH INSURANCE

Health insurance is provided for all regular full-time and part-time employees actively working a minimum of 32 hours per week. All eligible employees are entitled to health care coverage on the first day of the month following hire date. If the hire date is the first of the month then benefits are effective on that day.

The University pays most of the premium cost for the employee and subsidizes the cost of dependent/domestic partner coverage.

For complete benefits information please visit the [Employee Benefits Resource Center](#) or contact the Director, Benefit Administration in the Office of Human Resources.

## DENTAL INSURANCE

Dental insurance is provided for all regular full-time and part-time employees actively working a minimum of 32 hours per week. All eligible employees are entitled to dental care coverage on the first day of the month following hire date.

If the hire date is the first of the month, employees will be eligible for benefits on that day. Western University pays the premium cost for the employee and Dental coverage for eligible dependents and/or domestic partner is paid by employee and is available through payroll deduction.

For complete benefits information please visit the [Employee Benefits Resource Center](#) or contact the Director, Benefit Administration in the Office of Human Resources.

## VISION CARE

Vision care insurance is provided for all regular full-time and part-time employees actively working a minimum of 32 hours per week. All eligible employees are entitled to vision care coverage on the first day of the month following hire date.

If the hire date is the first of the month, employees will be eligible for benefits on that day. Western University pays the employee premium cost; coverage for eligible dependents and/or domestic partner is paid by the employee and is available through payroll deduction.

For complete benefits information please visit the [Employee Benefits Resource Center](#) or contact the Director, Benefit Administration in the Office of Human Resources.

## **COBRA**

In accordance with the requirements of the federal health insurance law, called “COBRA,” eligible employees and their family members/domestic partner may continue participation in the University’s group health insurance program following certain “qualifying events.” These events include an employee’s termination (other than due to “gross misconduct”), resignation, reduction in hours, divorce, legal separation, death, Medicare entitlement, and certain other events. Where the right to continue coverage arises, coverage may be continued at special rates authorized by COBRA.

Details regarding the COBRA rules are presented to employees when they begin employment and, again, when they experience a qualifying event that triggers the right to continue participation in the group health plan. Details on both, COBRA and HIPAA laws and regulations are available by contacting the Director, Benefit Administration in the Office of Human Resources.

## **LIFE INSURANCE**

Life insurance is provided for all a regular full-time and part-time employees actively working a minimum of 32 hours per week.

All eligible employees are entitled to life insurance on the first day of the month following hire date. If the hire date is the first of the month, employees will be eligible on that day.

Western University pays the employee cost; coverage for eligible dependents and/or domestic partner is paid by the employee and is available through payroll deduction.

For complete benefits information please visit the [Employee Benefits Resource Center](#) or contact the Director, Benefit Administration in the Office of Human Resources.

## **STATE DISABILITY INSURANCE**

To protect employees who miss work due to a non-work-related accident or illness, the law requires that a small percentage of each employee’s wages, up to the prevailing maximum, be deducted each pay period for disability insurance.

Benefits begin after the seventh day of the illness or accident. Eligible employees will be paid a percentage of their regular earning for a maximum period provided by law in any one year.

An employee’s accrued sick leave and/or vacation may be used, until exhausted, to integrate with SDI benefits so that total compensation remains the same.

More information may be obtained by contacting the Director, Benefit Administration in the Office of Human Resources.

## LONG TERM DISABILITY INSURANCE

All regular full-time and regular part-time employees working a minimum of 32 hours per week, under the age of 65 (reduced benefits after age 70), and who are residents of the United States or Canada are eligible for Long Term Disability Insurance coverage on the first day of the month following their hire date. If the hire date is the first of the month, employees will be eligible on that day.

An optional “buy-up” on your long-term disability insurance is available at your expense through payroll deduction.

For complete benefits information please visit the [Employee Benefits Resource Center](#) or contact the Director, Benefit Administration in the Office of Human Resources.

## CAFETERIA PLAN

This plan gives the option to reduce a portion of your gross salary on a tax advantaged basis to pay for health care and dependent care expenses.

For complete benefits information please visit the [Employee Benefits Resource Center](#) or contact the Director, Benefit Administration in the Office of Human Resources.

## RETIREMENT BENEFITS

Western University offers eligible employees participation in the University’s Defined Contribution Retirement Plan. Plan Contributions are invested, at the direction of the employee, in one or more of the Funding Vehicles available under the Plan. For tax purposes, the contribution is a reduction in current taxable income.

Western University agrees to contribute on behalf of the employee, an amount of up to seven and one-half percent (7½%) of your base wages; it is mandatory that you also contribute a minimum of one percent (1%) of your base wages through the payroll system of reduction of salary, to be eligible for the University’s contribution, subject to legal restrictions (see table below):

By the Participant	By Western University
1.0%	1.5%
2.0%	3.0%
3.0%	4.5%
4.0%	6.0%
5.0%	7.5%

Additional amounts may be contributed by the employee. These additional amounts vary and are determined by law, length of service, and prior year’s contributions to the plan.

A Summary Plan Description and other information may be obtained by contacting the Manager, Benefits Administration in the Office of Human Resources. Funding vehicles available include Mutual of America and TIAA/CREF.

## EMPLOYEE ASSISTANCE PROGRAM

Western University has contracted with PacifiCare, a National Counseling and Training firm to provide confidential short-term, preventative assistance to employees and their dependents that are experiencing difficulties in dealing with personal, professional and life management issues.

The EAP is available at no cost for the first five visits per incident per plan year. The plan year is from August 1st through July 31st (academic year).

For additional information, contact the Director, Benefit Administration in the Office of Human Resources.

## HOLIDAYS

Western University observes the following days as paid holidays:

New Year's Day\*  
Martin Luther King Day  
President's Day  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Day\*

All regular full-time and part-time employees are eligible for holiday pay, beginning with their first day of employment.

Employees must either work, or be on "approved paid leave", the scheduled workday before and the scheduled workday after the holiday(s), in order to receive compensation for a holiday(s).

Holidays occurring during an employee's scheduled vacation are treated as holidays and are not counted as vacation days. Holiday hours will not be counted toward the computation of overtime.

Regular full-time employees will receive holiday pay in an amount equal to their regular workday.

Regular part-time employees, who are regularly scheduled to work 20 hours per week or more, will receive prorated holiday time, beginning with their first day of employment. Holiday pay for regular part-time employees is calculated based on their regularly scheduled number of hours worked.

If a non-exempt employee is required to work on a scheduled holiday, the employee will be paid holiday pay plus their regular rate of pay (double time) for each hour worked.

Holidays that fall on a Saturday or Sunday, will usually be observed the preceding Friday or the following Monday.

### Winter Break

In previous years, the University has offered 2 weeks off, with pay, during the winter break. The announcement is usually sent in September or October, confirming the closure of the University during that time. This is always subject to change, depending on the needs of the University, Department and/or College.

The winter break historically has lasted for two weeks and encompasses Christmas Day and New Year's Day.

Days off during the Winter break are not to be considered additional holidays, vacations, or personal days. The two (2) official holidays observed for this time period are Christmas Day and New Year's Day.

***Any Non-Exempt employee required to work during the winter break will be paid time and ½ for each hour worked (double time for Christmas Day and New Years Day) in lieu of winter break time off.***

Temporary employees, if asked to work during the winter break, will be paid at their normal rate of pay.

## VACATION

Eligible regular full-time employees, and regular part-time employees (regularly scheduled to work 20 hours or more per week) begin accruing vacation benefits from their date of hire. Vacation hours may not be counted toward the computation of overtime.

In order to facilitate Department/College scheduling, vacations should be scheduled as far in advance as possible and approved by your supervisor. Vacation time may be taken at any time during the year, except that it must be scheduled in advance and is subject to workload demands. Vacation may be taken in 1/4 hour increments or more.

Employees must be on vacation the entire week of a pay week or be on vacation on a payday and the entire week following the payday in order to request an early paycheck. Requests for early paycheck should be made by contacting the Payroll Department via e-mail. At least one week's notice is required.

Vacation time is not accrued when an employee is on a leave of absence.

Holidays occurring during an employee's scheduled vacation are treated as holidays and are not counted as vacation days (i.e., an employee who is on a one-week vacation when a holiday occurs will receive four days vacation and one day holiday pay.)

In the event of termination, for whatever reason, employees will be paid for any accrued, but unused, vacation hours.

Non-Exempt employee's vacation may be accrued to a maximum of 48 days. When that point is reached, accrual ceases until vacation is taken. When the accrual is reduced below the maximum, additional vacation is accrued to the maximum of 48 days.

Non-Exempt employees under one year of service will earn .538 days per pay period, that is, 14 days per year. During the second year of service, employees will earn .73 days per pay period, that is, 19 days per year; third year and more will earn 1 day per pay period, that is, 26 days per year.

Exempt employees accrue vacation at the rate of 1 day per pay period (26 days per year). Vacation may be accrued to a maximum of 48 days. When that point is reached, accrual ceases until vacation is taken. When the accrual is reduced below the maximum, additional vacation is accrued to the maximum of 48 days.

### Regular Part-Time Employees (Exempt and Non-Exempt)

Regular part-time employees who are scheduled to work 20 hours per week or more earn a prorated amount of vacation time based on their regularly scheduled number of hours worked. Part-time employees who are regularly scheduled to work less than 20 hours per week and temporary employees are not eligible to receive vacation benefits.

## **SICK LEAVE**

Eligible regular full-time employees (37.5 or 40 hours per week), begin accruing sick leave benefits from their date of hire. Sick leave is accrued at an equivalent of 8 hours per month on an annual basis up to a total of 30 days maximum if you have worked less than five years, and up to a maximum of 60 days if you have worked five years or more.

Part-time employees who are regularly scheduled to work 20 hours per week or more earn a prorated amount of sick leave based on their regularly scheduled number of hours worked. Sick leave may be used for your own illness or of your family members. Family members are defined as spouse, domestic partner, parent (biological, foster, adoptive, stepparent or legal guardian) or child (biological, foster, adopted, stepchild, legal ward or child being raised by the employee).

Sick leave can be taken in ¼ hour increments or more. Employees that are absent from work due to their own illness, or that of a family member for five consecutive days or more must contact the Manager, Benefits Administration to find out if they qualify for a Medical Leave.

If it is necessary to use sick leave, please notify your supervisor as soon as possible. You may be asked to provide a doctor's note in connection with any absence. Sick leave does not accrue when an employee is on a leave of absence.

Accumulated sick leave pay will not be paid upon termination of employment and sick hours may not be counted toward the computation of overtime.

## **BEREAVEMENT**

Regular full-time employees (37.5 or 40 hours per week) may be excused for up to three days with pay to attend a funeral in the case of a death of a spouse, domestic partner, child (biological, foster, adopted, stepchild, legal ward, or child being raised by the employee), parent (biological foster, adoptive, stepparent, or legal guardian), sister, brother, cousin, aunt, uncle, grandchild or grandparent, and in-laws, including brother and sister-in-law. In the case of the death of anyone other than those relatives listed, vacation time or leave without pay may be taken. Arrangements for such an absence should be made with your supervisor.

Part-time employees who are regularly scheduled to work 20 hours per week or more are eligible for bereavement pay on a prorated basis based on their regularly scheduled number of hours worked.

## **JURY DUTY**

Western University recognizes that you may be called upon for jury duty. If you are summoned for jury duty, you should present a Prospective Juror's Notice to your supervisor. The University will pay your regular wages up to a maximum of 10 days per year if you are a regular full-time employee (37.5 or 40 hour per week) while serving as a juror.

Part-time employees who are regularly scheduled to work 20 hours per week or more are eligible for jury duty pay based on their regularly scheduled number of hours worked.

In order to receive pay for the time off, you must attach your proof of service to your time card and submit to the Payroll Department. In no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury.

## **TIME OFF TO VOTE**

Western University encourages its employees to participate in the election of government leaders. Therefore, if an employee does not have sufficient time outside their regular work hours to vote, up to 2 hours of paid time off will be allowed at the beginning or at the end of the workday to exercise this right.

If possible, employees should make their requests at least forty-eight (48) hours in advance of Election Day. The employee may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot. Every effort should be made to vote either before or after the employee's normal workday.

## **CHILD SCHOOL VISITS**

Western University provides time off without pay for an employee if he/she needs to appear at the school and who is a parent or guardian of a child to attend to disciplinary matters involving the child.

Time off will be unpaid. The employee may use vacation time and must give reasonable notice of the request.

Unpaid time off is provided up to a maximum of 40 hours per calendar year, with a maximum of eight hours in any calendar month of the school year for the purpose of participating in activities of the school or licensed day care facility.

Western University requires documentation from the school as proof that the employee participated in the activity on a specific date and time.

## **FAMILY AND MEDICAL LEAVE/CFRA**

It is Western University's policy to provide family and medical leaves of absence in accordance with federal FMLA (Family and Medical Leave Act), state CFRA (California Family Rights Act) and NDAA (National Defense Authorization Act) law and regulations.

It's very important that employees confer with the Director, Benefit Administration in the Office of Human Resources regarding this policy.

The purpose of this policy is to provide eligible employees up to 12 weeks of unpaid, job protected leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee spouse, registered domestic partner, child (including the child of a registered domestic partner), or parent, who has a "serious health condition";
- To care for the employee's child after birth, or placement for adoption or foster care;
- For a serious health condition that makes the employee unable to perform the employee's job;
- For any "qualifying exigency" because the employee is the spouse or registered domestic partner, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation;
- To care for a "covered service member" who is the spouse or registered domestic partner, son, daughter, parent or next of kin of the employee.

To be eligible for leave under this policy, an employee must (1) have been employed by Western University for at least 12 months (2) have completed at least 1250 hours of service during the twelve (12) months immediately prior to the date on which leave commences, and (3) work in a location with 50 employees or more or within 75 miles of such location.

Eligible employees of Western University can take up to 12 workweeks of family and medical leave over a 12-month

period. The 12-month period used for purposes of calculating the 12 weeks of leave entitlement, is the 12-month period rolling backwards from the first date leave is used.

For those employees with less than one year's service and who do not qualify for Family and Medical Leave/CFRA, emergency leave of up to thirty (30) days may be granted for their own serious health condition or that of a spouse, family member or parent.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University's operations. Leave due to qualifying emergencies may also be taken on an intermittent basis.

In addition, leave is provided for the care of a serious health condition of a parent or person who stood "in loco parentis" to the employee when the employee was a child.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

When requesting leave, the employee must give at least a verbal notice informing the supervisor and the Director, Benefit Administration in the Office of Human Resources the expected start date of the leave, and the anticipated duration of the leave.

Whenever leave is foreseeable due to an expected birth, adoption, or foster placement of a child or a planned medical treatment for the employee's own or a family member's serious health condition Western University requires at least 30 days of advance notice.

If 30 days of advance notice is impossible, employees are required to give notice as soon as practicable and must comply with the University's usual and customary call-in procedures for reporting an absence. Please refer to page 17, section "Absences and Tardiness" of the [Employee Handbook](#).

Employees on an approved Family and Medical Leave may continue their health insurance coverage (medical, dental, and vision) under the same conditions as when they are at work. Employees will be required to pay their portion of the premium.

Vacation and sick time will not accrue when employees are on a leave of absence.

An employee on an approved Family and Medical Leave will be reinstated to the same or to an equivalent position that the employee held before the leave, unless the employee held a key position prior to the leave or unless the employer has another lawful reason for refusing reinstatement.

At least two weeks before returning from FMLA or additional medical leave, employees should notify the Director, Benefit Administration in the Office of Human Resources of their intention to resume work. If the employee doesn't return at the end the leave, it will be considered a voluntary resignation.

Upon return from leave for the employee's own personal illness, a physician's statement indicating that the employee is physically able to work shall be provided to the Director, Benefit Administration in the Office of

Human Resources.

An employee who is off work for a pregnancy related disability is entitled to up to a 16 week leave based on a physician's certification. The leave may be incurred before or after the delivery. This leave is in addition to CFRA leave wherein the employee may be entitled to an additional 12 weeks of leave for the care of the child, as defined in this policy. The employee may use vacation time during pregnancy disability leave.

An employee on leave for pregnancy related disabilities will be returned to the same job provided that the employee returns to work at the expiration of the leave.

As long as the employee taking leave of absence is properly notified, the Pregnancy Disability Leave (PDL) will run concurrently with the Family Medical Leave (FMLA).

FMLA leave runs concurrently with CFRA for all leaves except due to Pregnancy Disability or to care for registered domestic partners.

If a holiday falls within a week taken as family leave, the week is nevertheless counted as a week of family leave.

If, however, business activity has temporarily ceased for some reason and employees generally are not expected to report for work for one or more weeks, (for example, Western University currently closes for 2 weeks for the Christmas/New year holiday) the days the University's activities have ceased **do not** count against the employee's family leave entitlement.

## **PREGNANCY DISABILITY LEAVE**

Employees must provide at least 30 days advance notice before pregnancy disability leave or transfer is to begin if the need for the leave or transfer is foreseeable. If the need for a pregnancy disability leave or transfer is not foreseeable, employees must give notice as soon as practicable.

A medical certification from their attending physician must be forwarded to the Director, Benefit Administration in the Office of Human Resources. The certification must include the date the disability will begin, the probable duration of the disability, and a statement that the disability renders the employee unable to perform on or more of the essential functions of the position.

An employee who is off work for a pregnancy related disability is entitled to up to a four month leave based upon a physician's certification. The leave may be incurred before or after the delivery. To the extent permitted by applicable law, for employees who work less than full time, or on alternative work schedules, the maximum amount of leave will be adjusted on a proportional basis.

Pregnancy Disability Leave (PDL) is in addition to California Family and Medical Leave (CFRA) but will be taken concurrently with Federal Family and Medical Leave (FMLA). Pregnancy disability leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

Employees on an approved Pregnancy Disability Leave may continue their health insurance coverage (medical, dental, and vision, life and long term disability) under the same conditions as when they are at work for a period of six months. Employees will be required to pay their portion of the premium.

Employees must use any available sick leave while on pregnancy leave. They may also use available vacation if requested in writing prior to the leave.

Employees who are disabled due to pregnancy may be transferred to a less strenuous position, provided that (1) the employee requests a transfer; (2) the transfer is medically necessary; and (3) Western University can reasonably accommodate the transfer.

An employee on an approved Pregnancy Disability Leave will be reinstated to the same position held before the leave. The only exception is if the position no longer exists due to reorganization or layoff. When Pregnancy Disability Leave is not sufficient, additional leave is available under the California Family Rights Act (CFRA), depending upon whether or not the employee meets the eligibility requirements. Please contact the Director, Benefit Administration in the Office of Human Resources for additional information.

When ready to return to work a medical certification verifying that the employee is now physically able to work must be forwarded to the Director, Benefit Administration in the Office of Human Resources. If the employee on leave does not return to work at the end of the approved leave, it will be considered a voluntary resignation.

### **Lactation Accommodation**

Western University will accommodate mothers who choose to continue breastfeeding upon return to work. Sufficient break time will be granted and a private room provided for the purpose of expressing milk. Employees who need accommodations should contact their supervisor or the Office of Human Resources.

## **WORKERS' COMPENSATION**

Western University provides Workers' Compensation coverage as required by law. Any work-related injury or illness, no matter how minor, must be reported to the employee's supervisor immediately and the Manager, Benefits Administration must also be contacted as soon as possible. If medical assistance is required the Office of Human Resources will provide the employee with the appropriate paperwork and send him or her to an approved medical facility.

As specified by regulations, the employee must go to the University's approved medical facility. The Western University Medical Center cannot be used for work related injury or illness. After treatment, the employee must, if medically able, confer with the Director, Benefit Administration so that the appropriate paperwork can be completed.

Worker's Compensation regulations require that within 24 hours of an illness and/or injury a report and a claim form be completed and submitted to the Director, Benefit Administration.

Compensation payments begin from the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized.

For the first three (3) days of this waiting period, an employee may use any unused sick leave and/or vacation time. If sick leave or vacation time is not requested or the employee has no time accrued, no pay will be received for the lost time.

In the event that an employee is off work for more than fourteen (14) days, worker's compensation benefits are paid for the original three-day waiting period. In this case, it is the employee's responsibility to submit to the payroll department, a copy of their worker's compensation benefits payment, and the detailed explanation of benefits accompanying the payment. Upon receipt, the amount will be deducted from their next payroll check, and corresponding sick leave and/or vacation time will be reinstated to their accrued hours.

FMLA leave is considered to run concurrently with Workers' Compensation disability periods. Available sick leave must be coordinated with workers' compensation benefits in order to approximate regular wages. Accrued vacation and/or personal holidays may be coordinated at the employee's option.

## **PAID FAMILY LEAVE (PFL)**

Paid Family Leave (PFL), also known as Family Temporary Disability Insurance Program (FTDI) extends disability compensation to employees who take time off work to care for a seriously ill child, spouse, parent, domestic partner, or to bond with a new minor child.

Employees may receive up to six (6) weeks of benefits that may be paid over a 12-month period. PFL is fully funded by employees' contributions, similar to the SDI program. PFL requires a seven (7) day non-payable waiting period and it does not need to be taken seven days in a row. PFL benefit compensates employees who suffer a wage loss due to the need to provide care for a seriously ill family member or to bond with a new child.

Western University requires the use of accrued banked vacation hours for a period of up to two (2) weeks while on PFL. Employees may choose to use accrued sick time and additional accrued vacation time at their discretion by means of signature on the appropriate Paid Family Leave form. This form is available from the Director, Benefit Administration in the Office of Human Resources.

PFL simply provides partial wage replacement when a person cannot work due to the need to care for a child, parent, spouse, or registered domestic partner, or to bond with a new child.

Western University will coordinate unused sick leave with SDI as well as with Paid Family Leave insurance. Paid Family Leave insurance does not change the Family Medical Leave Act (FMLA) or the California Family Rights Act (CFRA) law in any way and is completely separate from them. It merely provides up to six (6) weeks of paid benefits to workers who suffer a wage loss when they take time off work to care for others.

The Paid Family Leave program does not protect anyone's job. You may have your job protected under other laws, such as the FMLA or the CFRA. Contact the Director, Benefit Administration in the Office of Human Resources for additional information.

## **PERSONAL LEAVE OF ABSENCE**

Employees may request a personal leave of absence without pay for a reasonable period of time of up to 30 days. Requests for such leaves of absence will be considered on the basis of a combination of factors, including the employee's length of service, performance, position, responsibility level, the reason for the request, and the expected impact of the leave on the University.

Western University will make a reasonable effort to return an employee to his or her former position or a comparable position for which the employee is qualified. It is the employee's responsibility to be available and report to work at the end of the approved leave.

An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned and the appropriate termination procedures will be executed.

## **MILITARY/RESERVE LEAVE**

Western University will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

The University pays the difference between military service pay and the regular salary/wages for employees who are required to serve two weeks active duty training in the U.S. Armed Forces Reserve or National Guard. Employees may request to use any accrued vacation time during military leave.

Employees on an approved Military Leave may continue their health insurance coverage (medical, dental and vision) under the same conditions as when they are at work. Employees will be required to pay their portion of the premium. For leaves lasting longer than six months, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated in their former position or a position of similar status, the same seniority, pay, and benefit rights that they would have had if they had worked continuously.

Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

Effective October 10, 2007, 10 days of unpaid leave will be provided to the spouse of a “qualified member” of the military who works an average of 20 or more hours per week. A “qualified member” is a member of the U.S. Armed Forces, National Guard or Reserves who has been deployed in support of an Operational Mission under Sections 12301 and 12302 of Title 10 of the United States Code or Title 32 of the United States Code.

## **EDUCATIONAL ASSISTANCE PROGRAM**

Regular full-time employees who have completed one year of continuous service with the University are eligible to receive reimbursement up to a maximum of \$500.00 per fiscal year towards the tuition of one class that will improve current career skills, are related to their current position and are available outside of Western University.

Courses that may be approved are only those that will assist the employee in the performance of their current position(s) or will help them prepare for promotion to another position within the Western University community.

Please click on the following link to access the application: [Educational Assistance Application](#)

Employees must receive prior written supervisory approval and review by the Office of Human Resources before commencing the course. In order to receive reimbursement employees must submit evidence of completion of the course along with original receipts and a grade “C” or better or, in the case of a “Pass/Fail” Certificate program, a passing grade. Please contact the Director, Employee Relations/Career Development for additional information.

## **TUITION REMISSION PROGRAM**

Regular full-time employees who have four years of service or more with Western University are eligible for a reduced tuition rate for a spouse, domestic partner, or child should that person apply and be admitted to Western University Graduate Program leading to an advanced degree.

Interested employees must complete the [Tuition Remission Application](#) and forward the completed and signed form to the Director, Benefit Administration for review and the appropriate approval.

Employees eligible for this policy are full-time employees who work a minimum of 40 hours per week on a regular basis and who meet the years of service schedule as outlined below:

<u>Length of Service</u>	<u>Tuition Benefit</u>
1 - 3 years	No benefit
4 years or more	50% of tuition
5 years or more	75% of tuition
6+ years or more	90% of tuition

In those cases where the qualifying relationship commences when the student is already enrolled, application can be made for the next term, not retroactive. The application form contains instructions pertaining to notification procedures to both the employee and Financial Aid. A new application must be submitted for each fiscal year.

No more than two full time students using tuition remissions will be allowed to participate at any one time in a four-year program, and only one in a two- or three-year program.

This benefit covers only tuition, limited to one program of study in a fiscal year (July 1 through June 30). It does not include books, fees, or other expenses.

For determination of individual tax liability, the participants in this program are encouraged to consult a qualified tax advisor, at the participant's expense, for applicability of Internal Revenue or State of California Tax Code.

If more than one dependent, spouse, or dependent partners are enrolled during the fiscal year, the tuition payment will be divided among the students as determined by the employee. If the dependent/spouse is in different programs, the amount to be divided will be the tuition cost of the program with the highest cost.

Dependents that are qualified for benefits under this program must apply in the same manner as other applicants; meet the entrance requirements of the College to which the dependent is applying and; if admitted, meet the same academic standards as other students in order to remain as a student.

## **CAMPUS CRIME AWARENESS AND SECURITY**

In compliance with the Campus Crime Awareness and Campus Security Act of 1990, Western University publishes and distributes to all employees and students "Your Right to Know", available at a complete handbook on safety and security. Please click on the following link for an electronic copy:  
<http://www.westernu.edu/bin/safety/handbook.pdf>

Safety and security on campus is an important issue for everyone who comes to Western University of Health Sciences. Even though our campus is located in the heart of downtown Pomona - a busy district of business, restaurants, and nightclubs - the campus is a safe environment.

The University has contracted with Chief Protective Services to ensure a safe academic environment. Uniformed officers are visible throughout the day and into the evening hours, and they patrol the parking lots in marked vehicles every day that University buildings are open. Nonetheless, you can help continue our history of safety by taking these suggested steps:

- During the evening hours, walk in groups into the parking areas.
- If you know you are going to be here late into the evening, consider moving your car into parking lots around the credit union building and Business Center.
- If you are alone during the evening hours and you need to get to your car, ask for an escort.
- ALWAYS wear your identification card.

- Pay attention to your surroundings, if you see something that is not right or suspicious; report it to a security officer.
- If you see a crime being committed, call the Pomona Police at 911.

Please contact the Office of Environmental Health and Safety at ext. 5528 if you have any questions or concerns regarding the safety of Western University.

## **VIOLENCE IN THE WORKPLACE**

The safety and security of all employees is of primary importance at Western University. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, students, or other individuals by anyone on Western University's property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on the Western University campus, medical centers or clinics shall be removed from the premises as quickly as safety permits and shall remain off the Western University property pending the outcome of an investigation. Following investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Western University reserves the right and will take any necessary legal action to protect its employees. All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent, or which could endanger the health or safety of an employee of Western University, whether the behavior has been carried out on Western University's property or is connected to Western University's employment or Western University's business.

## **ILLNESS AND INJURY PREVENTION PROGRAM**

Western University is committed to the health and safety of all of its employees. We have established a health and safety policy that will continue to keep the number of injuries and illnesses on our campus at an absolute minimum. Our Illness and Injury Prevention Program (IIPP) includes all necessary safeguards and inspections to find and eliminate unsafe working conditions and practices.

As part of the program, each building has at least one employee who has been designated as an Associate Safety Coordinator. Wherever necessary, health and safety rules will be implemented in accordance with individual department needs.

If an employee wishes to report a safety problem they may do so by contacting the Director of Safety at x5528. To be successful, our IIPP needs the cooperation and involvement at all levels of responsibility.

Please join in making our campus a safe and healthy place to work and learn.

## **CHILDREN ON CAMPUS**

Western University has a diverse environment of classrooms, offices, laboratories, and common areas. Visitors to campus are welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance.

The University values its employees and strives to provide an environment open to work and family issues. Safety is a primary concern when considering the presence of children on campus. Serious injuries can and have occurred to children on university campuses. Therefore, the following guidelines are in place to ensure the safety of our young visitors. The following guidelines apply to bringing children to the workplace:

- Children are not to be brought to work on a regular basis in lieu of childcare;
- All minors under the age of 18 attending any sanctioned activity deemed appropriate for children, present in any University venue, must be supervised by a parent or guardian;
- There may be occasions when brief visits by children under the age of 18 of faculty and staff may be necessary. Minor children may visit University offices and facilities, other than classrooms, for limited periods of time at the discretion of the supervisor of the office or facility. Regular, repeated visits by children are not permitted.

## SMOKING IN THE WORKPLACE

It is Western University's policy to comply with the California Labor Code Section 6404.5, which bans smoking in the workplace. It is also Western University's policy that in consideration of others and consistent with its commitment to providing a health work environment, smoking is not permitted inside any Western University building. A violation of the smoking law is a criminal infraction. The office of Human Resources or the police may be contacted to enforce this law.

## DISASTER PREPAREDNESS GUIDELINES

Western University's Department of Environmental Health and Safety coordinates a Disaster Preparedness Program in case a disaster strikes. The following guidelines should be heeded during and/or after a disaster:

- Be Prepared

Have a plan and supplies at home. Be sure your family knows what to do and where to go. Have an "out-of-area" telephone number pre-arranged for family to call to provide location and status. Keep some food (e.g., crackers) and water, extra medicine and glasses at your desk. Take your medicine and glasses with you as you evacuate. Keep a bag of supplies in your car: water, food, tennis shoes, gloves, blanket, and a jacket.

- During an Earthquake

If indoors - Remain where you are. Do not run outside. Stay calm; keep others calm. Take shelter in a doorway or under a strong table. Stay away from glass windows, shelves, light fixtures, heavy furniture and equipment. Stay clear of chimneys and falling objects. Assume a crouch position with back up and head down, shielded by arms, in case ceiling debris falls on you. Avoid stairways and elevators. Do not rush for exits in public buildings. Stay clear of heavy objects that could fall or fly around.

If outdoors - Move to an open area away from buildings, trees, and power lines. Do not go inside; you could be hit by falling objects.

- After an Earthquake

Carefully exit the building and move to your designated evacuation site. Do not push or shove. Assist both the handicapped and the injured to evacuate. Designated individuals should take emergency supplies on the way out. If possible, take personal belongings like a purse or wallet. Listen to instructions from your Department/College Emergency Coordinator and emergency workers. Stay calm and help your co-workers to stay calm. Remain in the area until identified by your Department/College Emergency Coordinator. *Do not leave work unless instructed to do so.* Notify your Department/College Emergency Coordinator if you *have* to leave the site. Examine yourself for injuries. Then, make sure your co-workers are all right. Wait for further instructions if you want to assist with rescue and search efforts. Tune to FM 88.7 (KSPC) for information.

- Precautions

*Do not use elevators!* Do not walk around without shoes. Do not turn on electrical switches. Do not ignite open flame. *Do not return to a building until told it is OK!* Do not drink water until quality has been checked. Do not eat or drink from containers near shattered glass. Do not spread rumors.

- Telephone Extensions

In the advent of a widespread disaster, it is important to keep Western University's telephone switch from becoming overloaded. All extensions except designated extensions will be disconnected in the case of a widespread disaster. You are advised not to use the telephone unless it is an emergency.

## IDENTIFICATION BADGES

In order to protect the safety and maintain the security of all employees, every employee is required to wear an identification badge at all times while on Western University campus or in any of the University's medical facilities or clinics. Contact the University Library to obtain a photo identification badge that identifies you as a Western University employee.

The ID badge also serves as a library card for checking books out of the University Library. Loss or damage of the ID badge should be reported to the University Library immediately in order to receive a replacement badge. The ID badge is property of Western University and must be returned upon termination of employment.

Because employee ID badges are also the means by which employees enter and leave the premises, employees must not loan their badge to anyone.

## MASTER KEY SYSTEM

The University's Facilities and Physical Plant Department keeps a record of all keys used in every location of Western University. A list of keys held by each employee is also on file. Employees requiring University keys should contact their immediate supervisor.

When an individual terminates employment with Western University, all keys must be returned to the Office of Human Resources during the exit interview.

## PARKING

All administration, faculty, and staff will receive an appropriate "parking permit hang tag", which must be visible in your vehicle when using any of the University parking areas. Aside from a few assigned parking spaces parking is on a first-come, first-served basis for all employees.

There are "Visitor" spaces available for outside guests, which may not be used by WesternU employees or students. Western University provides roving security officers for the parking lots between the hours of 7 a.m. and midnight, Monday through Friday.

Although any damage or theft of vehicles is not the responsibility of the University, any incident should be reported to the Environmental Health and Safety department and the local police. Unauthorized vehicles are subject to towing. There are also all day parking spaces provided by the City of Pomona in some of our lots. These lots each have one or two meter machines that dispense parking permits. The cost is 75 cents per day per vehicle (quarters only). The machine receipt must be displayed on your dash or seat to avoid being ticketed. City parking spaces do not have any designation or painting in the parking space. Free parking is also available on the streets surrounding the University, subject to the posted restrictions.

## STAFF LOUNGES

For the convenience of all employees, free coffee and/or tea service is provided for all employees. In addition, vending machines offering a variety of foods, including microwavable items, are provided at various locations throughout the campus.

The Western University Bookstore also sells snack foods and drinks. Each staff and faculty lounge is equipped with refrigerators and microwave ovens.

## SUGGESTION BOXES

It is the policy of Western University to have a suggestion box available to encourage employees to recommend improvements to any aspect of the University's operations - whether its curriculum, facilities, effectiveness of the faculty, staff, administration and the overall environment.

The purpose of this policy is intended to be a vehicle for positive change and betterment in serving our Mission, Values and Vision. This purpose can be served by positive ideas and constructive thoughts of any nature.

To submit suggestions/kudos/comments, simply click on the following link [Suggestion Box](#)  
There are also Suggestion Boxes currently located throughout the campus at the following locations:

- Health Professions Center (HPC) guard station
- Health Sciences Center (HSC) guard station
- Business Center lobby
- First floor of the Library, near the elevator
- Student Services Center lobby

To ensure effectiveness of this policy, all suggestions shall receive a response or feedback.

## WELLNESS INCENTIVE PLAN

To promote the wellness and health of our employees, Western University of Health Sciences offers several benefits and incentives to encourage our employees to exercise. These are available to all regular full-time and part-time employees who actively work a minimum of 32 hours per week. Dependents and or domestic partners that meet the eligibility criteria may also be eligible for some benefits as noted below.

Employees can be reimbursed up to \$100.00 annually for a health club membership. Complete the Health Club Membership Reimbursement form, attach a copy of your receipt and return it to the Office of Human Resources. The \$100.00 is taxable and will be added to your next paycheck. Forms are available on the web site or in the Office of Human Resources.

With LA Fitness, the employee premier membership cost is \$159.00 annually or \$199.00 annually and \$20.00 additional cost for racquetball court use. For WesternU employee family members, a premier membership is at the rate of \$179.00 for a one year and \$20.00 additional cost for racquetball court use.

Enrollment may be completed with the LA Fitness Representative who is on campus once to twice during the month. Notification of the date, time and location is sent via a Western University email to all employees.

Bally Total Fitness annual membership is \$149.00 for employees and eligible dependent(s)/domestic partner. In order to enroll please pick up a Bally form in the Office of Human Resources and return it along with a check made payable to Western University.

In addition, the University offers a financial incentive to employees for exercising. You will be paid a total of \$54.00 (\$1.00 per day) if you exercise on an average of 3 times per week for a total of 54 days during an 18 week period. The money is taxable and will be included in your check during the first payroll after the 18 week period. Forms are available on the web site or in the Office of Human Resources.

## **RIDESHARE PROGRAM**

Western University is a participant in the Ridesharing Program administered by the South Coast Air Quality Management District. The purpose of this program is to reduce emissions from vehicles by reducing the number of commute trips between home and work during peak morning commuting hours.

Ridesharing is one of the strongest means in reducing smog emissions and improving the overall air quality. Western University offers attractive incentives to employees who wish to participate in our Ridesharing Program. We should all make a firm commitment to contribute to the ultimate goal of clean air.

Western University's rideshare plan includes the incentives listed below and employees who qualify are those who use alternate means of transportation weekdays between the hours of 6:00 a.m. and 10:00 a.m.

**Bonus Pay:** A bonus of \$3.00 will be paid to employees for each day that they carpool to work. The bonus will be included in the employee's payroll check after the first full payroll period of the month following receipt and approval of the Rideshare Incentive Voucher by the AQMD Administrator in the Office of Human Resources.

**Guaranteed Ride Home:** The University will guarantee a ride home to employees who participate in Rideshare and have an emergency during normal working hours. The guaranteed ride home will usually be by taxi. The maximum fare to be reimbursed will be \$50.00 per ride home.

**Transit Subsidies/Bus Passes:** Reimbursement of up to a maximum of \$120.00 per month for bus passes/tickets will be paid.

**Metrolink Tickets:** Reimbursement of up to a maximum of \$120.00 per month towards Metrolink fares will be paid. Employees will be reimbursed for their fare upon submission of a receipt or other verification of ticket purchase to the AQMD Administrator, Office of Human Resources.

**Preferential Parking:** Four preferential parking spaces have been designated behind the University Administration Center for use by car-poolers on a first come, first serve basis.

**Rideshare Recognition:** A raffle, gift certificates, luncheons, etc. will be given periodically in recognition to those who use alternate means of transportation to work.

**Bicycle Bonus:** A bonus of \$3.00 per day will be paid to employees for each day that they bicycle to work. Bicycle racks have been installed to facilitate this method of transportation. Bicycle racks are located in front of HPC and HSC and accommodate 144 bicycles. The bonus will be included in the employee's payroll check after the first full payroll period of the month following receipt and approval of the Rideshare Incentive Voucher by the AQMD Administrator in the Office of Human Resources.

**Walking Bonus:** A bonus of \$3.00 per day will be paid to employees for each day that they walk to work. Showers located in the HSC building (PT Department) are available for employee use. The bonus will be included in the employee's payroll check after the first full payroll period of the month following receipt and approval of the Rideshare Incentive Voucher by the AQMD Administrator in the Office of Human Resources.

**Ride Guide Lists:** Available free from the Commuter Action Network, are Ride Guide Lists matching potential Rideshare Partners by zip code with similar work start and end times. You may request a match list by calling 1 (800) COMMUTE. You may also log onto [www.commutessmart.info](http://www.commutessmart.info) for more ride matching assistance.

Information regarding potential carpool partners among WesternU employees is also available from the University Employee Transportation Coordinator. Contact the Senior Human Resources Administrator for more information.

### **GROUP AUTO, HOMEOWNERS, AND RENTERS INSURANCE**

Through Liberty Mutual Insurance Company, employees can purchase automobile, homeowners, or renters insurance at a 5% discount by utilizing our easy payroll deduction program. If you are interested in a policy, please contact Liberty Mutual directly. You may contact a sales representative at (909) 980-0575.