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INTRODUCTION

The Hope International University Employee Handbook serves as a resource for the employees of Hope International University. The purpose of this Handbook is to provide a description of the policies that govern the employees of the university.

Hope International University is a Christian university with roots in the Restoration Movement also known variously as The Nineteenth Century Reformation, The Stone-Campbell Movement, and the Christian Churches and Churches of Christ. The University currently consists of three Schools: Pacific Christian College, the School of Graduate Studies and the School of Professional Studies. The entire University is engaged in *"empowering students through higher education to serve the Church and impact the world for Christ."*

The Employee Handbook is a summary of the policies and procedures for the non-Faculty employees of Hope International University. The Employee Handbook stipulates specific and targeted procedures, responsibilities, and benefits. These policies are not to be construed as legal documents. Due to the constantly changing nature of our environment, circumstances will obviously require that the policies, practices, and benefits described be changed from time to time. Therefore, **Hope International University** (the "University") reserves the right to amend, supplement, or rescind any provision of this handbook. An officer of the University will make any changes in writing. Employees will be advised of changes as they occur. If there is a discrepancy between this summary, the original plan documents, any verbally communicated policy, procedure, or benefit, the Plan Document takes precedence unless otherwise stated in writing to the employee by an officer of the University.

Laure J. Close
Vice President for Business & Finance
Personnel Officer for Hope International University

SECTION I. GENERAL UNIVERSITY INFORMATION

MISSION OVERVIEW

The purpose of Hope International University is to prepare people for paid staff positions in local congregations of Christian churches, and also to prepare people for non-church careers that have a high potential of influencing society with the Christian mind-set. The end product for which the University exists is the local church itself, and the society in which the local congregations function.

Fulfilling the mission of Hope International University calls for the contribution of every employee. We live and serve under the umbrella of our mission. The fulfillment cannot be done just by classroom activities. To succeed in that mission we must model the goals and objectives and the mission in our work on campus and our individual lives off campus. What happens at a secretary's desk, in an administrator's office, in academic advising, around the table in the cafeteria, in the dormitories, on the athletic field, etc. all contribute to the student's education and growth. Therefore, it is important that each employee knows, understands and agrees with the mission, goals and objectives of the University. We cannot expect students to grow to fulfill the objectives and goals of the University if they see us modeling something far different.

What is the formal mission of the University?

MISSION STATEMENT

Hope International University…empowering students through higher education to serve the church and impact the world for Christ.

MISSION STATEMENT GOALS

The University is engaged in "empowering students through higher education to serve the Church and impact the world for Christ." The University aims to fulfill its mission to Christ through the following goals:

- The student shall demonstrate a growing appreciation for and knowledge of the Bible by the application of its truths to life and discipling the nations.
- The student shall demonstrate a deepening commitment of service to the Church as the instrument of God's will in the world.
- The student shall demonstrate a growing Christ-likeness that is manifested in a lifestyle that serves and gives itself to reconcile others.
- The student shall demonstrate a maturing understanding of self in order to effectively serve Christ's call to ministry.
- The student shall demonstrate a growing understanding of the world and make a Christian response to it for disciplining the nations.
- The student shall demonstrate a developing ability to communicate as a Christian service leader.

- The student shall demonstrate a developing competence in a chosen career as an effective steward of Christ's mission.

The fulfillment of the above goals cannot be accomplished by classroom activities alone. Faculty, administration and staff must model these goals both on campus and off campus. We can expect students to grow in fulfilling the goals of the University only if they see faculty, staff and administration modeling them.

In emphasizing Christian service both through congregational leadership and roles in the larger society, the University builds into degree programs a core of biblical and general education studies that integrate occupational preparation with life-values and general knowledge. The fundamental mission of the University is based on the biblical concept that every Christian is a servant/minister. Therefore, the University prepares every student for *one* vocation (calling): Christian service to others. Each student is helped to understand that vocation and to commit his/her life to it. How a person serves/ministers is a matter of their personal choice.

THE UNIVERSITY AND THE LARGER CHRISTIAN COMMUNITY

The University maintains that all Christians are first-class citizens in the Kingdom of God. Consequently, the mission of the University includes not only preparing people for paid staff positions in local congregations, but also preparing people for careers that have a high potential of influencing society.

The product of Hope International University is not just its students and graduates. The end product—the reason we exist—is the success of the church and the quality of society in which local congregations function.

The University believes that God has called the church into existence to make a difference in society as local churches evangelize, help their members grow toward Christian maturity, and minister to the various needs of the community.

Therefore, the University seeks to be sensitive to the needs of both the Church and society. A quality education equips students to address the needs of both the Church and society. However one may be engaged in serving Christ, both the Church and society will benefit. A quality education is measured not only by the instruction and available resources of our programs, but also by the demonstration, competence and character of our graduates in the full range of vocational choices they make.

Fulfilling the mission of the University calls for the unselfish and humble contribution of every employee. We live and serve under the umbrella of the University mission, not for our own individual self-interests. To lose sight of the overall mission of the University is to lose touch with the success of the mission. Maintaining focus on the mission demands that all who serve the University dedicate themselves to a process of continuing renewal of their commitment to the University's task, and to their partnership in this community.

COMMITMENT TO CHRISTIAN BELIEF

The University is committed to teaching and promoting the essentials of the Christian faith for reconciling people to God through Christ and to one another. Yet the University is also committed to freedom in regard to non-essentials.

The Church consists of people with all levels of spiritual maturity and understanding. Therefore, differences in our understandings will always exist. However, these differences should not be used as tests of fellowship. It is not necessary that people see all of God's truth exactly alike before they are added to His Church. God has created everyone with the freedom to choose. Thus, reconciliation to God through Jesus is available to all who respond to the Gospel. It is necessary that we recognize two matters: our lost condition and Jesus as the way of salvation—exhibited by our faith in Him and our willingness to obey Him.

Anyone who has made such a declaration should consider all others who have made such an acknowledgment as fellow Christians and should exhibit love among themselves as brothers and sisters in the same family.

The University is committed to Jesus Christ as Lord. We believe that the apostles revealed the mind of Christ, and so their teaching on any matter takes precedence over what is taught by churches–either historically or currently. While Christians may differ in their interpretations of what the apostles meant, we should not differ in our commitment to build faith upon the foundation of apostolic teaching.

The University affirms that Christians may differ in understanding and still manifest unity in Christ, so we also affirm that Christians may differ in career activities while maintaining the same calling—serving Christ's mission of discipling the nations. Regardless of career, each Christian shares the same honor, dignity, opportunity and responsibility. The University desires that people see that their first obligation is to minister for Jesus, although accomplished through a variety of career and voluntary settings.

HISTORICAL OVERVIEW

Pacific Bible Seminary was founded in 1928, housed at the property of what is now the Golden West Christian Church, near downtown Los Angeles. In 1930 the Seminary moved to the First Christian Church in Long Beach. James Hurst was the first full-time president and George Taubman, preacher of that church, was the Seminary’s Dean. In 1937 PBS purchased its first owned property.

In the early 1940's PBS moved onto the property in Long Beach. The Seminary continued in operation during World War II, with more female students than male students in attendance. During the war PBS graduated men who went into the chaplaincy as well as into the churches. President Hurst died in 1953 after more than twenty years as president.

Kenneth A. Stewart assumed the presidency in 1954. President Stewart hired the first paid professors of the Seminary. New buildings were erected—dormitories, a student center, and a library. In 1963 the name was changed to Pacific Christian College. The College was accredited by AABC (American Association of Bible Colleges) in 1963 and by WASC (Western Association of Schools and Colleges) in 1969. The student enrollment in 1969 was 185 students.

Medford Jones became the third full-time president of PCC. In 1969, President Jones led the College in its move to an area located in the midst of other institutions of higher education—the present campus in Fullerton. In addition to purchasing the main academic complex, President Jones led the College to purchase the dormitories and cafeteria. The 1970's saw a shift in emphasis toward church growth and the priesthood of all believers, with the end product of PCC's efforts being measured by what happens in the local church. With an emphasis upon the ministry of all Christians, Medford Jones led the College in expanding academic majors, developing a graduate program, opening extension programs in over 20 different locations, emphasizing church growth, and establishing an on-campus day care center. In 1981, Dr. Jones retired as president, returning to the classroom of the graduate division of the College. The student body numbered 398.

Knofel Staton became the College's fourth president in 1981. During the 1980's the student body grew to over five hundred undergraduates, the number of out-of-state students doubled, the number of trustees was expanded, and national awareness of Pacific Christian College grew. The College formalized relationships with other Christian agencies—Church Development Fund, Amor Ministries, Southern California Evangelistic Association, Angeles Crest Christian Camp, and Financial Planning Ministry. At the beginning of 1990, President Staton retired from the Presidency and moved to undergraduate classroom teaching.

In 1990 the trustees called E. LeRoy Lawson to the presidency. His first challenge was to maintain financial stability during difficult years in the early 1990's. Overall, the last decade of the century was a time of significant growth for Pacific Christian College. Three new programs, designed for adult and international learners, were established: the EXCEL degree completion program, the Center for International Education, and the Global Language Center. These programs were joined to create a new school of professional studies. The graduate program also expanded to include marriage and family therapy, management and education degrees. Later, it became a separate school of Graduate Studies. The College became a member of the nationwide Council for Christian Colleges and Universities. Acquisition of the Terraces complex of office buildings nearly doubled the physical size of the campus. In 1996, total enrollment exceeded one thousand students for the first time. In 1997, the changing nature of the College was acknowledged when the trustees changed its name to Hope International University.

ALL EMPLOYEES ACCOUNTABLE TO HANDBOOK

This Handbook is the Employee Handbook of Hope International University. All employees are subject to and accountable for the provisions and policies of this Handbook.

This Employee Handbook reflects University policy as of the date of publication. It supersedes all previous publications and revisions of the Hope International University Employee Handbook.

This handbook includes information on the organization of the University, personnel policies, and principal operating procedures.

This Employee Handbook is not intended to contain all of the policies and or operations procedures of the University.

This Employee Handbook should be used as a guide by employees and administrative members in conjunction with other University publications.

Employees and administrative members are expected to follow the policies and procedures described in this document.

SECTION II. COMMITMENT TO EMPLOYEES

EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

It is the University's policy to make all employment decisions without unlawful regard or consideration for any individual's race, color, sex, age, national origin, ancestry, citizenship, physical or mental disability, medical condition, or marital status. It is the responsibility of every employee to ensure that discrimination or harassment on any of these impermissible bases does not occur in the workplace. The Vice President for Business and Finance is the University's Personnel and EEO Officer and is responsible for the implementation of this Policy. Any questions, concerns or complaints regarding this Policy should be directed to office of the Vice President for Business and Finance.

ADA (AMERICANS WITH DISABILITIES ACT)

The ADA prohibits discrimination against disabled persons in almost every aspect of life. Title I affects discrimination in employment practices and Title III addresses public accommodations. These titles require the University to provide equal opportunity to disabled persons and also to provide reasonable accommodations for disabled employees and customers. Hope International University meets the requirements of the Americans with Disabilities Act of 1990 by ensuring that qualified individuals with disabilities are not discriminated against with regard to any employment practices or terms, conditions and privileges of employment. This includes recruiting, employment applications, testing, hiring, assignments, evaluation, disciplinary actions, training, promotions, layoff/recall, terminations, compensation, leave and benefits. The University will make reasonable accommodations in the workplace for any known disability as long as the accommodation does not create an undue hardship. Any questions, concerns or complaints regarding this Policy should be directed to office of the Vice President for Business and Finance.

HARRASSMENT

Any form of harassment, including sexual harassment, is absolutely prohibited. Complaints of actual or suspected sexual harassment, discrimination or harassment of any type must be reported immediately to your Supervisor and the University's Personnel Officer. The complaint will be thoroughly investigated. After reviewing all the evidence, the University will make a determination concerning whether reasonable grounds exist to believe that harassment or discrimination has occurred. Disciplinary action, up to and including discharge, will be taken against any employee who is found to have engaged in harassment or discrimination.

Sexual harassment includes, but is not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
- Physical conduct: Touching, assault, impeding or blocking movement.

Under the Equal Employment Opportunity Commission "Guidelines," the University is responsible for the discriminatory acts of its agents, faculty and supervisory employees regardless of whether the supervisor or authorized Administrator knew of (or even should have known of) the acts. In addition, the University is responsible for sexual harassment conducted by non-supervisory employees.

Any employee who believes he or she has been harassed by a supervisor, co-worker, or any agent of the University should promptly report the facts of the incident to his or her supervisor, dean, Provost or the Vice President for Business and Finance as the University Personnel Officer. Supervisors should immediately report any incidents of harassment to their manager and the University Personnel Officer.

SECTION III. EMPLOYMENT

EMPLOYMENT - AT- WILL

Employment at the University is "at-will." This means that your employment is not for a specified period and can be terminated by either you or the University with or without cause or notice. Similarly, the terms and conditions of your employment, including your compensation, position and duties, may be reduced or changed at any time for any reason without notice. No one other than the University President may make any agreement contrary to this at-will relationship, and any such agreement must be in writing signed by the President.

EMPLOYMENT APPLICATIONS

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented and gathered during the employment process.

Any misrepresentation, falsification or material omission may result in the University's exclusion of the applicant from further consideration for employment, or, if the person has been hired, termination of employment.

IMMIGRATION REFORM and CONTROL ACT

Under the provisions of the Immigration Reform and Control Act of 1986, all employees must provide at the time of hire proof both of their identity and their authorization to work in the United States.

I-9 attestation forms are to be completed and signed by the new hire verifying identity and work authorization.

All applicants will be considered for open positions regardless of national origin and citizenship status in accordance with the provisions of the Immigration Reform and Control Act of 1986 and all regulations promulgated there under.

The University will strictly enforce this policy, and all employees are expected to cooperate in ensuring that violations of the policy do not occur.

GET ACQUAINTED PERIOD

The "Get Acquainted" period for all employees is 90 days following the commencement of employment. During this period employees will learn about the objectives, history and nature of our school as well as the requirements of the work they will be performing. During this same period, the University will have an opportunity to observe skills, abilities, attitudes and potential for the employee to fulfill the mission, goals, and objectives of the University. Employees may be terminated at any time during this period. An employee that leaves our University during this period will not receive any pro-rated vacation benefits at the time of termination. All benefits normally granted to employees will not accrue to new employees during their first 90 days except vacation. All such benefits will not be vested (i.e. not available) until this period is successfully completed, except for medical insurance coverage.

(Please refer to each benefit policy for specific information as to eligibility of benefits.)

EMPLOYEE STATUS

CLASSIFICATIONS:

- **Full-time Staff or Administrative Employees** are employees hired to work forty (40) or more hours per week. All employees fit into one of the following five categories with regard to overtime, sick pay and other benefits. These categories are based upon the Federal Fair Labor Standards Act.
- **Hourly Non-Exempt** - Includes all employees who are paid on an hourly basis and who are entitled to the "overtime" benefits set forth below.
- **Salaried Non-Exempt** - Includes all employees who are paid on a salary basis and who are entitled to the "overtime" benefits set forth below.
- **Salaried Exempt** - Includes certain officers, directors, managers, supervisors, professional and administrative personnel who are paid on a salary basis but who are not entitled to the "overtime" benefits set forth below.
- **Part-time Regular Employees** - Employees who are hired to work less than forty (40) hours, but more than twenty (20) hours are eligible for pro rata University holiday and vacation benefits, sick leave and personal leave time as set forth in each section. However, employees must work a minimum of thirty (30) hours to be eligible for benefits (insurances, tuition, and dependent benefit). Employees who are scheduled to work less than 20 hours per week are not eligible for any of the benefits provided by the University.
- **Temporary and Seasonal Employees** - Employees who are hired on a temporary or seasonal basis, whether full-time or part-time, are not eligible for the benefits normally provided to regular employees. Temporary and seasonal employees will receive only their hourly or daily rate of pay and overtime as provided by law and no other benefits. Temporary and seasonal employees whose work assignment is completed will be terminated without prior notice at the completion of the assignment and/or school term.

HOURS OF WORK

The University schedules forty (40) hours of work per week from Monday through Sunday beginning at 12:01am on Monday and ending at 12:00 midnight on Sunday.

The hours of work are normally 8:00 a.m. to 5:00 p.m. unless otherwise provided; this may be adjusted with the agreement of the majority of the employees affected.

Full-time employees receive an unpaid meal period, not to exceed 60 minutes. The regular eight hour shift also allows for two (2) fifteen (15) minute rest breaks. These rest periods are for the benefit of the employees and may not be accumulated for use of lost time away from the job.

Nonexempt personnel shall not work for more than five (5) consecutive hours without a meal period of at least 30 minutes unless the work can be completed in 6 hours.

Various factors such as work loads and staffing needs may require variations in an employee's starting and quitting time and the total hours worked each day or week.

The University reserves the right to assign employees to jobs other than their usual assignments when required. In addition, employees may be required to work overtime hours or hours other than those normally scheduled whenever necessary.

LUNCH PERIODS AND BREAKS

Non-exempt employees who work a full eight (8) hour shift receive two fifteen (15) minute paid breaks, one to be taken during each four (4) hour period.

They shall also take a minimum of one thirty (30) minute unpaid lunch break. The general standard for a typical 8:00 a.m. to 5:00 p.m. schedule is a sixty (60) minute unpaid lunch break.

Non-exempt employees who work more than three and one-half (3-1/2) hours in any one-day are entitled to receive one fifteen (15) minute break during those hours.

Non-exempt employees who work in excess of five (5) hours in one day shall take a minimum of one thirty (30) minute unpaid lunch break in addition to any paid breaks to which they are entitled.

Your supervisor shall schedule the meal periods and employees must indicate on their timesheets when they take a meal break. Employees are cautioned to be punctual and are not to sign in until they are ready to commence work.

ATTENDANCE

Because every job is critical in meeting our goals, the University and your fellow employees depend upon you to arrive on time every workday.

It is your responsibility to notify the University if you are going to be late or absent.

Any employee who fails to report for work for three (3) consecutive working days without giving prior notice will be deemed to have voluntarily quit because of job abandonment.

Punctuality and attendance are given serious consideration with respect to pay increases and promotions.

An employee that has an attendance problem in excess of policy guidelines may face performance counseling and ultimately termination of employment.

POLICY GUIDELINES: Regular attendance and punctuality are essential conditions of employment, and critical elements of our ability to meet business needs and customer expectations. As part of a team, getting the work done depends on everyone being in the right place at the right time. You are expected to work your scheduled shift. When illness, injury, or other circumstances prevent you from coming to work, the University is responsible for covering your work assignment. If you know you will not be in to work in advance, you are to contact your Supervisor as soon as possible. You must contact your immediate Supervisor within the first 60 minutes of your scheduled starting time each day you expect to be absent from work. If you are not able to reach your supervisor, contact the person at the next level of authority within your department. The following information must be provided:

- Your name;
- a phone number where you can be reached; and
- the reason you can not come to work.

Your immediate Supervisor must be contacted each day you are out of the workplace. Absences for reasons of illness of 3 or more consecutive days require a doctor’s certification of a condition requiring work absence. If you are absent 3 or more consecutive days due to illness or injury, a written authorization from your doctor permitting your return to work is required for you to return to work. Employees with a doctor's certification listing the days they are excused from work, and employees with written documentation of approved absences listing the return to work date, do not have to contact their supervisor daily.

If an illness continues, the employee must advise their immediate Supervisor (or Human Resources in the absence of the immediate Supervisor) of his/her condition and progress toward recovery, so that work schedules can be adjusted and personnel reassigned. If an employee wishes to be absent for reasons other than illness he/she must obtain advance approval from the Supervisor; approval of such absences is subject to business needs.

PROFESSIONAL ETHICS

It is expected that employees will conduct themselves in a manner consistent with biblical standards, values and character. Specifically:

Employees shall respect the integrity and confidences of faculty, administration, staff, and students.

Employees are expected to model appropriate language on and off campus. (Ephesians 5:4 – There should be no ”obscenity, foolish talk or coarse joking which are out of place”). (I Timothy 6:20, 2 Timothy 2:23)

Employees shall maintain appropriate attitudes of concern for other employees: Problems concerning employee roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move to the relevant Department Head or the office of the Vice President for Business & Finance.

It is required that new employees attend the orientation session conducted by the University’s Human Resource Department. Normally, this orientation session should be completed within the first week of employment.

Employees are expected to work within their roles as defined in this handbook and their individualized contracts.

Employees must model appropriate behavior to the students and various other publics of the University. Employees are expected to conduct both on and off-campus activities and relationships in a manner that models a demonstration of a growing Christ-likeness which is manifested in a lifestyle that serves and gives itself to reconcile others.

Employees are expected not to divulge confidential information about students, personnel, plans, procedures, business dealings of the university or other matters. Inappropriate release of such information is subject to discipline and may result in termination.

PERSONAL CONDUCT

Each employee must conduct their personal affairs so that there can be no opportunity for unfavorable reflections upon the University, either expressed or implied.

The use of common sense, good ethical standards and discretion will guide employees in proper conduct. Failure to maintain reasonable standards is cause for dismissal.

RULES OF CONDUCT

In every organization where many people work together, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all employees and enhance the smooth operation of the organization. **Hope International University** has attempted to keep these rules to a minimum. Their purpose is to maintain a working environment that protects the safety and dignity of each employee and student without placing unreasonable restrictions on anyone.

Employees are expected to become familiar with the standards outlined in this Employee Handbook and to apply common sense in their daily work performance. Following is a list of rules violations, provided as examples of behaviors that will result in disciplinary action, up to and including employment separation:

Attendance and Work Schedules:

1. Deliberately marking another employee's timecard or having another person mark your time card.
2. Leaving your work place before the start of breaks or quitting time.
3. Repeated tardiness or absence, even though reported.

Attention to Duties:

1. Being negligent or careless in performing your assigned duties and responsibilities.
2. Incompetent or inefficient performance of assigned duties and responsibilities.
3. Conduct that indicates an inattentive or indifferent attitude toward your duties.
4. Falsification of any written reports or records, including employment application and time cards.
5. Reporting for work in an unfit condition, including being under the influence of alcohol or other drugs which impair your ability to perform your regular duties and responsibilities and/or which present a hazard to the safety or welfare of yourself or others.
6. Interference with the work performance of any employee(s), delaying or otherwise impeding work performance, or influencing or attempting to influence others to so interfere.

Accident Prevention:

1. Failure to observe known or posted safety rules.
2. Failure to report an injury immediately to your Supervisor regardless of how minor it appears to be. Every work area has access to a first aid kit and professional treatment is available when needed.

3. Horseplay, practical jokes or other activities that may present a hazard to the safety or welfare of yourself or others.

Personal Misconduct:

1. Insubordination or uncooperative conduct, including refusing to follow a Supervisor's reasonable and lawful requests, instructions or orders, or refusing to abide by any University rule or policy.
2. Gambling or involvement in any activity connected with unapproved gambling, including lotteries or games of chance while on University premises, or while engaged in University business away from University premises.
3. Fighting or threatening bodily harm or provoking such misconduct.
4. Bringing onto or possessing firearms or other weapons while on University premises.
5. Carrying, storing or using drugs, alcohol or other substances which may be detrimental to the health or safety of yourself or others while on University premises.
6. Theft, abuse of, or destruction of University records, documents (of any kind), property or equipment. Repair of University property or equipment, which is damaged as the result of willful abuse or destruction shall be at the expense of the person or persons responsible for the damage.
7. Violation(s) of University policies concerning security, unauthorized disclosure of confidential information to any person(s), or unauthorized removal of University records, documents or property from University premises.
8. Theft, unauthorized removal, abuse or destruction of any property of another employee or of the University, it's guests, or invitees.
9. Immoral behavior or misconduct, including the use of abusive or provocative language while on University premises or while engaged in University business away from University premises.

Violation of Religious Beliefs and Principles of the University:

1. Fraternizing with, dating, or otherwise becoming romantically involved with students of the University.
2. Engaging in any activity while on the University premises or while engaged in University business away from University premises, or which the employee knows or has reason to know will impact upon the lives of any of the students of the University, which adversely affects the mission of the University.
3. It is expected that employees will conduct themselves in manner consistent with biblical standards, values and character, specifically:
    - Employees should respect the integrity and confidence of students.
    - Employees should maintain appropriate attitudes of respect and concern for other employees, remembering:

- Problems concerning employee roles, relationships, and professional conduct should be first handled directly with the person in question. If such cannot be satisfactorily concluded, the matter should move to the relevant Department Head.
- It is important to refrain from saying anything that one would not say directly to that person.
- Each employee should strive to accomplish her/his tasks well. Conflict in overlap of tasks should be worked out directly with those concerned.
- Employees are expected to operate within the framework of team effort and good will, with respect to all board and administrative policies.

In summary, Christian ethics demand that employees act in love, and integrity, in confidentiality, and toward the mission/purpose of the University.

PAY DAY

Each year consists of twenty-four (24) pay periods. The payday usually falls on the fifth (5th) and the twentieth (20th) day of the month. The employee will receive, with each payroll check, a pay stub that will show the established earnings, if any.

Paychecks are prepared in the Business Office, and are to be distributed through department supervisors.

If the day for being paid falls on a Saturday, paychecks will normally be prepared on the preceding Friday. If the day for being paid falls on Sunday, paychecks will normally be prepared on the next Monday. If the day for being paid falls on a holiday, checks will normally be available the day prior to such a holiday.

PAYROLL DEDUCTIONS

The stub on each payroll check shows the gross earnings for the pay period minus those deductions required by law in addition to those authorized by the employee. It also shows the cumulative totals of gross pay and deductions for the calendar year to date.

The University is required by law to deduct the following from employee paychecks:

Federal Income Tax
State Income Tax
Social Security Contributions (F.I.C.A.)
State Disability Insurance Premium (S.D.I.)

An annual report is prepared each year showing the earnings including the deductions made from each individual's pay. This report (W-2) is for tax purposes and the employee's permanent record.

Payroll deductions will not be made for persons treated as independent contractors.

TIME CARDS

Non-exempt employees will be required to keep time cards. These time cards are official records by which pay is computed.

Employees should not punch their time card more than seven (7) minutes before the start of each shift or any later than seven (7) minutes after completion of each shift unless their Supervisor has authorized overtime work.

Employees are required to punch out and in for their meal periods.

Willfully recording time on someone else's time card is grounds for discipline, including immediate discharge.

Employees leaving the University campus on University business must punch out at the time of leaving and write the reason under "Remarks". The employee should punch in upon return to campus.

If an error occurs on your time card, immediately advise your Supervisor for correction.

OVERTIME

All overtime for Non-Exempt employees must be authorized by their Supervisor in advance. Failure to comply with this policy may lead to disciplinary action.

Overtime will be paid to all eligible employees as follows:

- One and one-half (1 1/2) times their regular hourly rate of pay for hours they are required to work, and actually worked, in excess of eight (8) hours in any one workday or in excess of forty (40) hours in any one workweek; and
- Two (2) times their regular hourly rate of pay for all they are required to work, and actually worked, in excess of twelve (12) hours in any one workday and for all work in excess of eight (8) hours on the seventh (7th) consecutive day of any work week.

There shall be no pyramiding of overtime. When more than one overtime premium can be applied to the same working time (for example, an employee works in excess of eight (8) hours on a particular workday and the employee's hours also total more than forty (40) hours for that work week) only one computation, whichever is of greater benefit to the employee, shall be used to compute overtime pay.

DISCIPLINE AND DISCHARGE

No one is authorized to make commitments to you concerning your employment or length of employment. Involuntary termination of employment may occur regardless of a staff member's status or length of service.

Your continued employment is subject to your contributions and ability to comply with all policies, regulations, standards of performance, attendance and conduct. Depending on the nature of the incident, some actions may result in verbal or written performance counseling up to and including demotion or termination. Actions of a more serious nature may result in immediate demotion or termination without prior notice.

The University reserves the right to take appropriate action outside its standards of progressive performance counseling in its sole discretion.

TRANSFERS AND PROMOTIONS

Job openings are available on a preferential basis to current employees who meet the following requirements of service and good standing:

Service requirement - One year of service in the current position is required for transfer or promotion unless the managers of both the old job and the new job and the Department of Human Resources agree to the move.

Good standing requirement - To be eligible for transfer, employees must have received an overall rating of at least satisfactory on the most recent performance evaluation and have had no recent disciplinary actions.

Application - To ensure consideration for a job, a current employee should submit an application for transfer or promotion to the Human Resource Department within five days of the open job's posting date. Applications are accepted beyond the five days if the job is still open.

Supervisor notice - Notice to the employee's supervisor is not needed during the initial application process, but the employee who becomes a finalist for the position must notify his or her supervisor about the potential transfer.

Performance evaluations - Performance evaluations of finalist candidates are made available to the hiring manager.

Decision - Offer decisions are made jointly by the hiring manager and the Human Resource Coordinator.

Transfer date - The Human Resource Coordinator coordinates with the hiring manager and the employee's current manager. Exempt employees should provide three weeks' working notice, and non-exempt employees provide two weeks' working notice.

SECTION IV. PERFORMANCE MANAGEMENT

PERFORMANCE APPRAISALS

All new employees will be reviewed during and shortly after they have completed the 90-day "Get Acquainted" period. Thereafter, each employee usually will receive an annual performance review by the employee's Supervisor.

The University administers a performance appraisal system to evaluate employees for individual qualifications and performance. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both the supervisor and employee with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals.

Annual performance evaluations will be completed for each employee near the anniversary date of employment; this review may be conducted 30 days before or after the employment anniversary date. The University knows how important it is for employees to understand how their supervisor perceives their work, and if necessary, how they can improve. Employees are encouraged to speak to their Supervisor about their evaluation and any positive or negative aspects of it to attain a comprehensive understanding of expectations and needs.

Performance reviews are conducted to evaluate an employee's job performance and contribution to the University. The factors considered in an employee review include the following:

Job Knowledge
Quality of Work
Quantity of Work
Cooperation, Teamwork and Customer Service
Problem Solving
Adaptability
Initiative/Effort
Administration

This review will also take into account whether the employee has contributed to the stated purpose of the University, and whether the employee has performed in accordance with the religious beliefs of the organization.

Performance reviews do not assure an "automatic" wage increase; rather, reviews are conducted to evaluate an employee's job performance and contribution to the University. Wage increases are based primarily on merit. Any wage increases, even if determined at the employee's annual review, shall not take effect until the January 1 following notification of the increase, unless otherwise specified.

PERFORMANCE PROBLEMS

The University has specific procedures when any employee misconduct occurs. Verbal and written warnings are issued to employees when misconduct occurs.

These warnings constitute a formal record of discussion between the employee and his or her Supervisor or Administrator regarding the employee's misconduct and the consequence(s) of the current and possible future infractions.

Serious misconduct can result in immediate termination without any prior warning(s). Serious misconduct includes, but is not limited to:

Unauthorized removal of property
Theft
Insubordination
Intoxication
Fighting, etc.

When verbal warnings are given, they are noted in the personnel file.

When written warnings are given, the employee receives a copy, and a copy is placed in the personnel file. Written warnings should be signed by the Supervisor and the employee.

While employees should take both verbal and written warnings seriously, written warnings are particularly serious because they usually constitute a final warning to the employee that he or she may be suspended and/or terminated if there is any further violation of any University rule or policy.

If the employee disagrees with the warning and/or has comments to make, the employee may take advantage of the EMPLOYEE PROBLEM/DISPUTE RESOLUTION program outlined at the end of this section.

PROGRESSIVE STEPS OF PERFORMANCE COUNSELING

The University has established a formal progressive counseling procedure to manage performance issues. This program is intended to identify performance deficiencies to aid employees in improving performance to established University standards. It is the employee's responsibility to address performance issues for improvement, to avoid additional performance counseling and the risk of more severe disciplinary action.

The purpose of this policy is to state the University's position on administering equitable and consistent counseling and related actions for unsatisfactory conduct in the workplace. The best measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The University's own best interest lies in ensuring fair treatment of all employees and in making certain that performance management actions are prompt, uniform, and impartial. The major purpose of any counseling action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the University is based on mutual consent and both the employee and the University have the right to terminate employment at will, with or without cause or advance notice, the University may use progressive counseling at its discretion. The procedure consists of:

- Verbal Performance Counseling
- Written Performance Counseling
- Suspension (with or without pay)
- Discharge

(For new employees in the initial 90-day Get Acquainted Period, the counseling procedure may exclude the Written Counseling.)

Any or all of these steps may be accelerated, depending upon individual circumstances and the nature of the infraction. Moreover, exceptions or deviations from the normal procedure may occur whenever the University deems appropriate, subject to the concurrence of the Personnel Officer. Progressive performance counseling means that, with respect to most performance problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than 12 months have passed since the last performance counseling action, the process will normally start over.

By using progressive performance counseling, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the University.

If the employee disagrees with the warning and/or has comments to make, the employee may take advantage of the EMPLOYEE PROBLEM/DISPUTE RESOLUTION program outlined at the end of this section of the Employee Handbook.
The existence of this program does not alter the "at-will" nature of employment with Hope International University.

EXCESSIVE ABSENTEEISM AND TARDINESS

As stated under the University's Attendance Policy, your timely and consistent attendance at assigned work schedules is important. Unplanned absences could severely impair our ability to meet business needs and may create contractual problems. This University considers planned absences, those for which the employee has provided sufficient notice of the need for time off, and for which the University has ample time to arrange coverage/replacement, as "excused" absences. While repeated requests for absences would not be appropriate, the University will make every effort to accommodate infrequent and reasonable employee needs for time off subject to business priorities.

Absences occurring without 24-hour prior notification and approval limit the employer's ability to assign a replacement and create significant logistical problems. For this reason such absences will be considered "unexcused" absences. 4 occurrences of any unplanned ("unexcused") absences or tardiness within a 3-month period are considered excessive and subject to formal performance counseling. Additional problems with attendance and /or tardiness could result in additional disciplinary action up to and including employment separation.

An occurrence is defined as an absence of one-half day or more, separated by 1 or more days of work. For purposes of enforcement of this policy, "absences" shall not include work-related illness or injury, pre-approved personal time off, jury duty or time off for a death in the family.

An employee out on any type of approved leave must return to work as specified in their leave documentation. Failure to do so could result in disciplinary action up to and including termination.

EMPLOYEE PROBLEM/DISPUTE RESOLUTION

Anytime people work together there are bound to be occasional misunderstandings or grievances. While the University certainly hopes that these will be infrequent, it's recognized that they do occur. The University will make every effort possible to resolve them quickly in a manner that is equitable to everyone.

The University is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from University supervisors and management.

The University strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the University in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of this Problem/Dispute Resolution program. The following written communication procedure for the solution of these matters has been adopted:

STEP 1 The Employee Informs The Appropriate Supervisor.

The employee will communicate orally to their immediate Supervisor by explaining in detail the nature of the matter and suggest potential solutions. (If the employee has reason and justification to pursue problem resolution at a level above the immediate Supervisor, the employee should make contact with the immediate Supervisor's Manager. In extreme situations the employee may contact the Administrator directly following procedures identified in STEP 2.)

After recording the inquiry in writing, the Appropriate Supervisor/Manager will then respond to the employee with both an explanation and solution within five (5) working days.

In the event that the Appropriate Supervisor/Manager fails to respond within five (5) working days or the response is not satisfactory to the employee, the employee may proceed to STEP 2.

Should the employee not proceed to STEP 2 within three (3) working days after receiving an unsatisfactory response (or no response), the inquiry will be considered withdrawn by the employee.

STEP 2 The Employee Informs The Administrator In Writing.
The employee will refer the matter in writing to the Appropriate Administrator.

An oral response will be given to the employee, usually within five (5) working days from the receipt of the employee's written inquiry.

In the event the Appropriate Administrator fails to respond within five (5) working days, the employee may proceed to STEP 3.

Should the employee not proceed to STEP 3 within three (3) working days after receiving an unsatisfactory response (or no response), the inquiry will be considered withdrawn by the employee.

STEP 3 The Employee Informs The President's Cabinet.
The employee may state the concern in writing to the President's Cabinet (by way of the Executive Assistant to the President), updating to reflect the response from the Appropriate Administrator and the reason(s) why the matter remains unresolved. Suggestions for resolution of the inquiry are encouraged.

After receiving the written inquiry, the President's Cabinet will render a decision. This decision will be final and will be communicated to all concerned.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

SECTION V. TAKING TIME OFF

VACATIONS

All full-time employees are entitled to take vacation time according to the following schedule:

> Administration: All administration personnel receive fifteen (15) vacation days during the calendar year. After the completion of five (5) full years of employment, administration personnel earn an additional five (5) vacation days. After the completion of ten (10) full years of employment, administration personnel earn an additional five (5) vacation days, for a total of twenty-five (25).
>
> Staff: All full-time staff employees receive ten (10) vacation days after the completion of one (1) full year of employment. After the completion of five (5) years of employment, staff employees earn an additional five (5) vacation days, for a total of fifteen (15) vacation days. After the completion of ten (10) years of employment, staff employees earn an additional five (5) vacation days, for a total of twenty (20) vacation days.

Regular part time employees are eligible to earn prorated vacation benefits based upon the above “Staff” entitlement computed on their average number of working hours during the previous year.

All employees are required to take their scheduled vacation time within the current twelve (12) month period.

If for some reason an employee is unable to take their scheduled vacation time, "carryover" of accrued vacation from one year to the next will be capped at two times the annual vacation rate and further accrual will cease until vacation time is taken.

Employees who do not complete their "Get Acquainted" period or their contract term shall receive no vacation benefits.

There shall be no vacation pay in lieu of vacation time off.

Requests for vacation should be submitted to the employee's immediate supervisor at least two months in advance for approval. The University will make a reasonable attempt to grant each employee's request for vacation; however, the University reserves the right to deny requests based upon the business necessity and operational needs of the University.

Each department may, at its discretion, establish periods of time during which vacations may not be taken.

SICK LEAVE

Private colleges are especially dependent upon a high percentage of employees' consistent attendance. Extensive or frequent absences seriously disrupt department processes, and the university's ability to provide excellent customer service to students. The University does not have the staff or budget to provide for an unusual amount of employee absenteeism. On the other hand, the University has always maintained an understanding attitude regarding sickness and necessary absences. Sick leave benefits shall be provided as follows:

Eligible full-time employees earn "sick leave" at the rate of four (4) hours per full month worked [six (6) days per year], retroactive to the employee's most recent date of hire, following the successful completion of ninety (90) days continuous employment with the University.

Sick leave may be accumulated to a maximum of thirty (30) days. "Carry over" of sick leave benefits not used in excess of thirty (30) days is not allowed. No payment for unused sick pay accruals will be made to employees upon leaving the service of the University, regardless of the reason.

To be eligible for sick leave due to illness, employees must call in within the first sixty (60) minutes of their scheduled starting time, except in cases of extreme emergency or incapacitation.

Payment of sick pay for absence due to illness is not considered as time worked in the computation of overtime, and employees may not receive sick pay for any days for which they receive S.D.I. or Workers' Compensation payments.

A certification by a licensed physician may be required upon returning to work after an absence of three (3) consecutive days or more.

Unused vacation leave may be applied toward sick leave if the employee so chooses. However, unused and accrued sick leave may not be transferred to an employee's vacation leave.

Sick leave shall be granted to employees only if they are unable to perform their required tasks by reason of sickness, injury, or required medical, dental, optical examinations, mental health treatments or required treatments.

Employees must advise the University of all appointments as soon as they are scheduled.

Sick leave utilized for the care of an employee's spouse, dependent child or parent may not exceed one-half of the annual accrual value per calendar year. Extended care may be provided under Family Medical Care Leave of Absence status.

PAID HOLIDAYS

All eligible full-time and regular part-time employees receive the scheduled holidays as published in the University Master Calendar.

> To be eligible, the employee must have worked for the University at least 90 days prior to the holiday, and must work the day before and the day after the holiday unless approved by the supervisor.

Eligible part time staff that regularly works more than twenty (20) hours per week will be paid for the hours they would normally have worked.

PERSONAL LEAVE TIME

The University offers eligible full-time employees "personal leave time" of three (3) days per calendar year accrued at the rate of two (2) hours per full month worked, retroactive to the employee's most recent date of hire, following the successful completion of six (6) months continuous employment.

Employees may not "carry over" personal leave time not used during the preceding year.

Personal leave time shall be granted to the employee for any personal reason which may include, but not be limited to illness, medical, dental, optical examinations or any other reasons which require the employee to take time away from work.

Employees must advise their Supervisor of any time for which personal leave time is requested a minimum of twenty-four (24) hours in advance.

The Employee may be required to temporarily postpone the time off if such time off poses a hardship on the department involved (except for illness or other emergency situations).

No payment for unused personal leave time accruals will be made to employees upon leaving the service of the University, regardless of the reason.

RELIGIOUS HOLIDAYS

An employee may request unpaid time off, or extended vacation time for religious reasons. This request must be in writing and must be received two (2) weeks in advance. The University will grant this request as long as the employee's absence does not create an undue hardship on the continuing business needs.

JURY DUTY

An employee may take a paid leave of absence for jury duty for up to ten (10) days. We believe it is the civic duty of our employees to fulfill their jury duty obligations, and are thus willing to pay for this ten (10) day period of service.

Jury duty extending beyond ten (10) days may be considered a personal leave of absence.

Employees who receive jury duty summons who desire a written verification of this policy should contact the Human Resource Coordinator.

Employees who receive a jury summons must notify their Supervisor immediately.

The employee shall turn over to the University, all jury fees payable to him/her, except for mileage reimbursement, for the ten (10) day period of service paid for by the University.

WITNESS SERVICE/COURT ORDERED APPEARANCES

The University encourages employees to appear in court for witness duty when subpoenaed to do so.

If an employee has been subpoenaed or otherwise requested to testify as witnesses by the University, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the University. Employees are free to use any available paid leave benefit (such as vacation or personal time) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's Supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

SCHOOL VISITS

The University recognizes the importance of parents' involvement in their children's education and development. Therefore, employees with children attending school in grades K through 12 may be permitted unpaid time off to attend school-related meetings or activities for their children during each school year. Time off for this purpose must be scheduled in advance with your immediate Supervisor and is without pay unless vacation time is used. Your immediate Supervisor may request proof that an employee visited his or her child's school on a specific date and time.

VOTING TIME / ELECTIONS

Employees should arrange to vote before or after working hours. If this is not possible, their Supervisor will arrange for up to 2 hours of time off to vote.

SECTION VI. LEAVES OF ABSENCE

BEREAVEMENT LEAVE

The University allows paid bereavement leave of up to five (5) working days whenever there is a death in the employee's immediate family. Immediate family is defined as a spouse, child, parent, brother and sister. Additional time for funerals held out of town may be provided upon request to your Administrator.

DISABILITY LEAVES OF ABSENCE

An employee on an extended leave of absence (2 weeks or more) due to a disability must submit a physician's statement indicating the anticipated duration of the disability.

During the duration of the disability leave of absence, it is the employee's responsibility to advise the Human Resource Coordinator, in writing, on the first (1st) of each month regarding the status of the disability and the employee's intent to return to work. In the event that no notice is received by the University, it will be assumed that the employee no longer has an interest or intent to return to work and the employee will be deemed to have voluntarily resigned their position.

Depending on the length of the employee's non-FLMA leave and to accommodate the business needs of the University**,** it may become necessary for the employee's position to be filled. In such circumstances, the employee shall be placed on a preferential hiring list to be reinstated when the employee is released from the disability, and when the same or a substantially equivalent position for which the individual is qualified becomes available.

Employees may not engage in other employment or apply for unemployment benefits while on leave.

Returning employees retain all benefits they have accrued at the commencement of their leave but do not accrue vacation, holiday benefits, sick pay or seniority while on leave.

FAMILY MEDICAL LEAVE OF ABSENCE (FMLA)

Eligibility:
Employees are eligible for unpaid Family Care and/or Medical Leave if they have both (1) completed 12 months of service with the University and (2) worked at least 1,250 hours during the 12 months preceding the requested leave.

If the University employs both parents, they may take only a total of twelve weeks leave in connection with the birth or adoption of a child.

Leave Entitlement:
Eligible employees are entitled to take up to twelve (12) weeks of unpaid leave in a twelve (12) month period for the following reasons:

- Leave for the birth of a child to the employee or placement of a child with the employee in connection with an adoption or foster care;
- Leave to care for a child, spouse or parent who has a serious health condition; and
- Leave because of the employee's own serious health condition that makes the employee unable to perform the functions of the position.

This policy does not apply to leaves taken for disability caused by pregnancy, childbirth, or related medical condition. Leaves for disability resulting from pregnancy are covered by the University's pregnancy disability policy.

Employees must use unused sick leave and may elect to use accrued vacation during the leave. Use of vacation and/or sick benefits will not extend the time of the leave.

The employee will continue to participate in the University's benefit plans, but must continue to pay the employee's portion of benefit payments.

Certification Requirements:
Employees who take leave because of their own serious medical condition must provide a certification by their health care provider that contains the following information:

- The date the serious health condition commenced;
- The probable duration of the condition; and
- A statement that because of the serious health condition, the employee is unable to perform the functions of his or her job.

Additional information may be requested by the University in conformity with applicable law.

Employees who take leave to care for a child, spouse, or parent who has a serious health condition must provide a certification by the treating health care provider that contains the following information:

- The date the serious health condition commenced;
- The probable duration of the condition;
- An estimate of the amount of time the employee needs to care for the individual; and
- A statement that the serious health condition warrants the participation of a family member to provide care during the period of treatment.

Additional information may be requested by the University in conformity with applicable law.

Procedure:
An employee requesting medical and/or family care leave should make a written request prior to commencement of the leave if possible.

The University expects at least 30-calendar days written advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment of the employee or a family member).

For events that are unforeseeable, the University requires notification as soon as the employee learns of the need for the leave, but in no circumstances later than three (3) working days from learning of the event.

Reinstatement:
Employees who take approved medical and/or family care leave will be reinstated to the same or comparable position upon termination of the leave to the extent required by applicable state and federal law.

An employee seeking reinstatement upon conclusion of his or her leave must notify the Human Resources Department in writing at least fourteen (14) days prior to the expiration of the leave.

In addition, before returning to work after a medical leave of absence, an employee must submit a certificate signed by the physician primarily responsible for the treatment of the employee's injury, illness or disability. The certificate must state the employee is able to return to work, the date that the employee is able to return to work, and any restrictions on the work the employee may perform.

If an employee does not return to work at the end of his or her leave, then his or her employment will be terminated.

MILITARY LEAVES OF ABSENCE

Employees are entitled to leaves of absence due to military service according to law.

Employees must immediately notify their supervisor and the Human Resource Coordinator concerning the anticipated date and duration of such leave.

PERSONAL LEAVES OF ABSENCE

Should time off be needed for personal reasons, the matter must be discussed with the department supervisor. If the absence is to be short, the supervisor may arrange for time off without pay, depending upon the circumstances. However, any accrued and unused personal leave time benefit must be used in conjunction with the leave of absence request.

The supervisor may approve one such excused absence for a period of up to ten (10) consecutive working days.

Any absence of more than ten (10) consecutive working days or any subsequent request for personal time off requires a formal leave of absence. If granted, a formal leave of absence is retroactive to the first day of absence.

Personal leaves of absence are limited to thirty (30) days and are granted on an unpaid basis only.

Reinstatement to the same position upon return from personal leave of absence is not guaranteed.

Requests for personal leaves of absence must be approved in writing by the employee's supervisor, the Administrator overseeing the department, and the Human Resources Coordinator prior to commencement of the leave.

Requests will be considered on the basis of the employee's length of service, performance, responsibility level, reason for the request, production schedules, the needs of the employee's department, the University's ability to obtain a satisfactory replacement during the leave period, and other business related circumstances. The University has complete discretion to grant or deny any request for a personal leave of absence.

Returning employees retain all benefits they have accrued at the commencement of their leave but do not accrue vacation time, holiday benefits, sick pay or seniority while on leave. In the event the employee does not report for work on the scheduled return date and no notice is received by the University, it will be assumed that the employee no longer has an interest or intent to return to work and the employee will be deemed to have voluntarily resigned their position.

PREGNANCY DISABILITY LEAVE (PDL)

Any California employee disabled due to pregnancy, childbirth or a related medical condition is eligible for, and will be granted, an unpaid leave of absence for the duration of the disability up to a maximum of four (4) months.

If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

The pregnancy disability leave does not need to be taken in one continuous period of time but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth would all be covered by your pregnancy disability leave.

To obtain such a leave, the employee must submit a written request and a doctor's statement verifying the expected due date, existence of a pregnancy-related disability, and the expected duration of the disability.

Employees who are able to do so should request the disability leave and obtain the medical certification of disability at least two weeks prior to commencement of the leave.

For unforeseeable pregnancy related disabilities, the University requires notification as soon as the employee learns of the need for the leave, but in no circumstances later than three working days from learning of the disability.

The employee may use any accrued but unused vacation or sick leave benefits during the leave.

Upon conclusion of the leave, the employee will be reinstated to the same position unless the University for business reasons is unable to hold the job open or to fill it on a temporary basis. Under these circumstances, the University will offer the employee any substantially similar job for which the employee is qualified and which is open. If there are no positions open at that time, the employee will be placed on a preferential hiring list and reinstated to the same or a comparable position at such time as a position becomes available. Please discuss with the Human Resource Coordinator prior to your leave of absence whether or not immediate reinstatement to your position or a comparable position can be accomplished while at the same time meeting the business needs of the University.

The University cannot guarantee reinstatement to a person who is disabled by pregnancy for a period longer than four (4) months.

Taking a pregnancy disability leave may impact certain of your benefits. If you want more information regarding your eligibility for a leave and/or the impact of the leave on

your seniority and benefits, please contact the Human Resources Coordinator.

Returning employees retain all benefits they have accrued at the commencement of their leave but do not accrue vacation, holiday benefits, sick pay or seniority while on leave. Employees should contact the Vice President for Business and Finance (or designate) concerning their rights, if any, for continuation of group medical benefits and insurance during such a leave.

Employees returning to work after a pregnancy leave of absence must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

SECTION VII. HEALTH CARE AND INSURANCE BENEFITS

MAJOR MEDICAL

The University pays a percentage (currently 100% up to a maximum dollar amount) of the monthly premium for a major medical group health plan for full-time employees. The University currently offers a choice of two Health Maintenance Organization (HMO) plan options – Kaiser and Blue Shield. The employee may have dependents added to the insurance plan. Employees who want to participate will receive the necessary information concerning eligibility and premium contributions from Human Resources.

If the employee is otherwise covered by major medical insurance, then the University will give to that employee an amount equal to one-half of the premium the University would have otherwise paid for insurance for the individual employee.

DENTAL

Group dental insurance coverage is available as an elective employee paid option. Contact Human Resources for information.

LIFE INSURANCE

The University provides a life insurance policy equal to $20,000 in coverage for all full-time employees. Additional insurance coverage may be elected as part of the University program, but will be a deduction from salary.

CALIFORNIA STATE DISABILITY INSURANCE

This state-operated plan pays the employee directly if he or she is out of work due to a non-occupational illness or injury and is not receiving a salary or sick leave benefit. The protection is provided through employee contributions (the S.D.I. on your payroll check stub). Applications for S.D.I. benefits are available from the California Employment Development Department.

LONG TERM DISABILITY INSURANCE

The University provides long-term disability benefits for full-time employees. The benefit is approximately 66 2/3% of the employee's regular rate of pay after a six month

waiting period. Specific information is available through Human Resources.

WORKERS' COMPENSATION INSURANCE

If an employee is injured on the job, the related medical, surgical and hospital expenses may be covered by insurance that is entirely paid for by the University. If the injury causes loss of work this insurance may pay a percentage of the employee's average weekly earnings.

STATE UNEMPLOYMENT INSURANCE

This program provides income to employees who are out work through no fault of their own. The premiums are paid for entirely by the University. Eligibility for benefits is determined by state statutes and regulations.

CONTINUATION OF BENEFITS

If an employee who is on an extended leave (30 days or more) or leaves the University, he/she may be eligible to continue their group health insurance benefits (major medical, dental, and Section 125 Health and Dependent Care Reimbursement) pursuant to Federal law (“COBRA”). Please contact Human Resources for details.

FLEXPLUS HEALTH AND DEPENDENT CARE REIMBURSEMENT PLAN

Employees who normally work in excess of seventeen and one-half (17 ½) hours per week, are over 18 years of age, and have at least six months of continuous service with the University are eligible to participate in this plan. Elections to participate are made annually (usually in late November) for this calendar year plan. Under this plan, eligible employees may elect salary deductions pre-tax to fund a reimbursement account for eligible health and dependent care expenses. Additional information is available through Human Resources.

SECTION IX. OTHER EMPLOYEE BENEFITS

MEALCARDS

Full-time employees are permitted to purchase a meal card for use in the Dining Commons, which provides a discount over the normal cost of meals, from the Business Office Cashier. These meal cards are for the employee's use only and are not to be used by others, including spouses, children or friends of the employee.

DEPENDENT CHILD CARE ASSISTANCE PROGRAM

The University provides a reimbursement benefit to full-time employees for dependent childcare (eligible at age 2 through the date they begin kindergarten) costs incurred in order that the employee may work. The maximum benefit is $50.00 per week per child.

DEPENDENT TUITION REMISSION PLAN

Full-time employees are eligible to apply for financial assistance for their dependents who are enrolled students at Hope International University according to the following criteria and schedule:

- All "tuition remission" recipients must first apply for all Federal and State aid.
- Total employee and trustee benefits per fiscal year will be limited to a total amount of dollars as determined in the annual university budget.
- The employee must apply for the Dependent Tuition Grant through Human Resources, generally no later than December 31st of any given year for the benefit to be received the following September – May academic year.
- Tuition grants to dependent children and spouses of full-time employees are per the following schedule:

after one year of employment -	20%
after two years of employment -	40%
after three years of employment -	60%
after four years of employment -	80%
after five years of employment -	100%

- Children and spouses of full-time employees are not automatically enrolled at Hope International University. Each student must meet the admission standards of the University. In addition, each student must maintain a grade point average (GPA) of 2.5 or above in order to continue to be entitled to this remission of tuition. A one-semester probation will be allowed if the GPA falls below the minimum, but the remission of tuition will be terminated if the minimum is not met by the end of the probation semester.

PENSION/RETIREMENT 403(B) TAX SHELTERED ANNUITY PLAN

Eligibility

All full-time employees with at least one year of continuous employment with Hope International University are eligible to participate in the retirement plan.

Retirement Income Plans

The University may annually fund a contributory, money purchase defined contribution plan. Employer contribution shall be a matching percent of each eligible employee's voluntary contribution, the percent to be determined annually by the Board of Trustees. To be in compliance with the Tax Equity and Fiscal Responsibility Act, annual contributions to any one employee will not exceed the lesser of $30,000 or twenty-five (25%) percent of includable compensation for a defined contribution plan.

Vesting

Rights to the retirement program of Hope International University will vest immediately after an employee becomes eligible.

403(B) Pre-Tax Savings Plan

For full time employees with three months of continuous employment with Hope International University, each covered employee is eligible to participate in the pre-tax savings plan [403(b)], which is part of the retirement plan.

Funds from the 403(B) Pre-Tax Savings Plan will be invested as per participant direction.

Withdrawals may be made upon termination of employment, demonstrated financial hardship, disability, death, or upon reaching age 59 1/2 as per Internal Revenue Code.

Hope International University will make payments to the participant directed provider monthly.

PROFESSIONAL DEVELOPMENT

Each year the University tries to budget funds for professional development, seminars and meetings, course work, retreats, and in service training for all employees. Prior requests and approval for use of funds must be made in writing to your Administrator. Please contact your immediate supervisor for further information on the various programs available.

A full time employee, with the approval of his or her supervisor, may be permitted to take up to three unit hours of classroom instruction per semester at the University, at no charge. If the selected courses are for purposes of professional development in conjunction with the employee's position, the course may be taken during the employee's regular hours. If the course is for personal benefit or is not directly related to the employee's job, the course must be taken on the employee's own time. Employees are required to apply for this benefit each year during the annual Employee Benefits enrollment meetings held in December. (The application is primarily for the purpose of setting the university's budget for this expense.) Individuals not making application at that time who decide they would like to take courses later, may request to be added to a "wait list" for the next available commitment of grant dollars.

UNIVERSITY BOOKSTORE DISCOUNT

Full-time employees of the University receive a ten (10%) percent discount on purchases in the University Bookstore. Textbooks are eligible for this discount also, if the employee is enrolled in a course(s) at the University.

SECTION X. GENERAL EMPLOYEE INFORMATION

ALCOHOL or DRUG USE or POSSESSION

Students:
Use and possession of drugs, alcohol or any controlled substance by any student is contrary to the fundamental principles and objectives of Hope International University. Therefore, policy is to prohibit the possession, use or sale, by or to any student or employee, of drugs, alcohol or any controlled substance at any University function or on the University premises.

Anyone who violates this policy shall be subject to discipline, including suspension, and/or termination. All instances shall be referred to the appropriate dean or Vice President to handle.

Staff and employees are responsible to report all instances of suspected drug or alcohol use or possession to the Dean of Students. Each situation will be considered on an individual basis and every attempt will be made to assist the student to receive assistance whether through counseling, therapy or otherwise.

Employees:
Hope International University will not tolerate the possession or use of alcohol or drugs by any employee, faculty or staff member while on University premises or during normal daily school activities.

No one shall report to work or continue to work while under the influence of drugs or alcohol (except for the use of physician prescribed medication unless they are abused).

No employee shall possess, for use or sale, any quantity of any substance, drug or alcohol while on University premises, other than authorized substances. "Authorized substances" include only:

- Lawful "over-the-counter" drugs in reasonable amounts, and
- Other lawful prescription drugs.

All employees may be subject to be required to submit to a drug test if an authorized representative of the University such as the Vice President for Business & Finance determines there is probable cause to believe that the employee is under the influence of drugs or alcohol while on University time or premises.

"Probable cause" shall exist when an employee's ability to perform his/her job duties is impaired. "Impaired" means that the employee's motor senses or judgment are or may be affected.

Probable cause shall also exist if any employee is involved in either a job-related accident or incident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage.

Positive test results will result in discipline, which may include discharge, and subject the employee to voluntary random drug tests throughout the duration of their employment with the University. The employee may be offered the opportunity to participate in the Employee Assistance Program or other rehabilitation programs.

As a condition of employment, employees will notify Hope International University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Upon such notification, Federal law requires either:

- Employee termination; or
- Employee participation in a drug abuse assistance or rehabilitation program.

The University reserves the right to either immediately terminate said employee, or to offer the opportunity to participate in the Employee Assistance Program or other rehabilitation programs.

If the employee is offered such an opportunity but either chooses not to participate, or does not satisfactorily complete such a program, the employee shall be terminated.

BUSINESS MEALS, GIFTS AND ENTERTAINMENT

In keeping with the University's policy on "Commercial Bribery", you are not to accept gifts or attend entertainment of a value of more than $50.00 from vendors or other persons who do business with the University.

Business related meals and entertainment are often a necessary part of an employee's job with the University and, therefore, may be part of an employee's work environment. Consequently, the University's discrimination and harassment policies apply to all business related meals and entertainment.

Employees should not arrange or participate in business related lunches, dinners or other entertainment inappropriate for the workplace. Examples of such inappropriate entertainment would include restaurants, clubs, bars, etc. that have a sexual theme or sexually themed entertainment, as well as clubs, bars, etc. where the entertainment includes sexual materials or jokes about sex, race, color, national origin, religion, age or sexual orientation. In short, behavior at business related functions must comply with the University's policies on discrimination and harassment. Employees must remember that their conduct at such business related functions must remain professional at all times.

CHILD ABUSE REPORTING REQUIREMENTS

Every employee who works directly with children (Under 18 years old) has a legal duty to understand the requirements to report suspected child abuse. By reporting the

suspicion or knowledge of child abuse quickly, the child is protected from further injury, and the University and the employee are protected against civil and criminal liability for failing to report such instances.

Section 11166 of the California Penal Code requires anyone covered under this regulation to report any cases of suspected abuse to the proper authorities within 36 hours learning of the possible abuse.

CONFLICT OF INTEREST POLICIES

A conflict of interest is defined as that activity which would benefit the financial and/or political status of an individual employed by Hope International University and/or the company owned by an individual employed by Hope International University and/or a company in which an employee of Hope International University holds the major stock.

The beneficial activity is herein defined as that activity entered into as a direct decision of Hope International University without reference to proper bidding procedures.

Conflict of Interest Activities:
Hope International University will not engage in conflict of interest activities (as defined above) without doing one or more of the following:

- Conducting a cost factor of services/supplies etc. and then making a decision based upon that which would best benefit the University as to cost and quality.
- Letting bids out. In those situations which warrant letting out bids, University will not give advance notification to any University employee, or Board member, or private donors concerning those bids.
- The University will neither reveal to any employee, or Board member, or private donors of the University of the status of those bids which would enable an employee, or Board member, or private donors to underbid competitors.

Comparative Cost Factors:
Hope International University will not engage in an activity which would give a University employee, or Board member, or private donors an advantage by sharing comparative cost factor analyses on supplies or services which would enable the employee, or Board member, or private donor to undercut the comparative cost factors for the purpose of receiving business from Hope International University.

Investments:
Hope International University will not knowingly invest in stocks, businesses, real estate ventures, etc. without those investments being approved by the Board of Trustees in a non-conflict of interest manner. Consequently, the University will not make investments that

would financially benefit an employee, Board member, or private donor of the University unless those investments are considered to be in the best interest of the University in a mutual business investment activity.

Banking:
Hope International University will continually explore the banking services that have the most advantages to the University without regard to the identity or involvement in those banking institutions by University Board members, employees, or private donors.

Contract Services:
Hope International University will not contract services (such as security, landscaping, food services, maintenance, etc.) which are owned, partly or fully, by a *University* Board member, *University* employee, or private donor unless such contract services are legitimized by the previously outlined bidding and/or cost analysis factor study.

DRESS CODE

Professionalism as an educational institution is reflected by the appearance and manner of our faculty, staff, and employees. Consequently, it is necessary to establish guidelines for maintaining and enhancing the University's image.

The various 'standard' of dress which may be required and/or adopted at various times or for various events throughout the year, is specifically set forth in Appendix H to this Handbook.

EMPLOYEE ASSISTANCE PROGRAM

The University recognizes that drug and alcohol dependency is a major problem and concern in today's society.

Alcohol and drug abuse severely affects an employee's job performance and the safety of the students, employee and co-workers.

Confidence in the University can be undermined by the consequences of drug and alcohol dependency by employees.

The University does believe that alcohol and drug abuse is a condition requiring medical treatment. We will:

- Encourage affected individuals to seek medical help at an early stage;
- Assist department heads, supervisors and administration in recognizing and dealing with associated problems related to work performance and alcohol or drug use; and
- Discourage supervisors, fellow employees, and possibly family members from "covering up" for the affected individual.

Treatment:

- Voluntary referral:

An employee who feels that he or she may have a drug or alcohol problem is encouraged to seek the help of an Employee Assistance Program (EAP) offered by Alcoholics Anonymous, from the family physician or any agency specializing in the rehabilitation of drug and alcohol dependency.

The University shall make every reasonable effort to accommodate any employee who voluntarily enters and participates in a rehabilitation program, provided no undue hardship on the University will result.

When an employee voluntarily seeks help through an EAP, the matter will be handled confidentially to protect the employee's rights of privacy.

- Mandatory referral:

Any employee may be referred by the University to an EAP for assistance because of deteriorating job performance or excessive absenteeism or tardiness associated with chemical dependency.

Benefits:

An employee who voluntarily wishes to enter and participate in an alcohol or drug rehabilitation program may use personal leave time to which the

employee is entitled for the purpose of entering and participating in the rehabilitation program.

An employee may be eligible for California State temporary disability benefits while obtaining treatment to recover from alcohol or chemical dependency. However, receipt of temporary disability benefits will be determined by the standards established by the state agency.

Privacy:
When an employee voluntarily seeks assistance, either through an EAP, or otherwise, such information will be held in strict confidence so as not to infringe upon the privacy rights of the employee.

If referral of the employee to seek assistance or counseling occurs, such information will be disclosed only to those persons deemed necessary to be informed of such information.

Every reasonable effort will be taken to protect the privacy rights of the employee.

EMPLOYMENT OF RELATIVES

The progress of an employee should be a result of qualifications, performance, and potential. Family relationships that may influence an employee's status or opportunity for advancement are to be avoided in assigning employees to jobs.

A relative is defined as a blood, in-law, step, or adoptive relative as close as or closer than nephew or niece. Such relationships include the employee's spouse, parent, child, grandparent, grandchild, brother, sister, aunt, uncle, nephew, niece, stepparent, parent-in-law, stepchild, stepsibling, sibling-in-law, or the spouse of such a relative.

Because of the possible conflict of personal interest with institutional interest, an employee ordinarily is not placed in a position under the direct or indirect supervision of a relative.

HOUSEKEEPING

The University strives to provide a clean, orderly and comfortable working environment for all employees. Comments and suggestions for improving all or any part of the working environment are encouraged and should be communicated to the Vice President for Business and Finance.

HEALTH And SAFETY REGULATIONS

In the ongoing attempt to provide and maintain safe working conditions for all employees, the University strives to comply with all applicable health and safety laws and regulations.

Every employee is responsible for practicing safe work habits to assure the safety of themselves and their fellow employees, to report immediately any health or safety hazards to their Supervisor and to keep their work area free of dirt, paper or other material that could create a health, fire, or safety hazard.

The University takes precautions to guard against the hazards of fire. However, it is important for one's own safety and the safety of the students and all employees that everyone be familiar with the location of the fire extinguisher and the avenues of exit from his/her working area.

INDEMNIFICATION

The University protects each employee against legal liability or legal expenses incurred in connection with the performance of his or her job as long as the employee has performed the job in line with assigned duties, has acted in good faith in the performance of the job, and has not violated any law or University policy.

INJURIES ON THE JOB

All on the job injuries, regardless of how small or insignificant, must be reported immediately to your Supervisor.

MAIL

University mail is distributed to and collected from general 'drop-off' locations throughout the university by mailroom and/or campus safety personnel. Each department has its own re-distribution procedure. Check with your immediate supervisor regarding the specific procedure for your department.

Personal mail may be sent through the university mailroom, but must have the appropriate postage already on the item being mailed. Postage may be 'purchased' in the mailroom for regular, express, and UPS delivery services.

Personal mail should not be received through university offices.

NO SMOKING RULE

Hope International University will comply with all city smoking regulations.

Employees may not smoke in any work area or bathroom.

Smoking on campus is discouraged and will be permitted only in designated areas.

OUTSIDE EMPLOYMENT

The University discourages full-time employees from holding additional jobs outside the University.

If, for compelling reasons, outside employment has to be sought, prior approval must be obtained from your Supervisor and the supervising Administrator.

Outside jobs must not be held if they will interfere or conflict with the interest of the University.

PARKING

Employees are granted parking privileges on campus.

Parking spaces are available for your convenience. However, employees must park in areas designated for employees.

Additional regulations may be promulgated by the University at any time to further regulate the use of parking spaces, and must be adhered to by any employee using the parking lots.

The University does not assume liability for theft or damage to your car or personal belongings.

Please refer to the 'Parking Protocol' and university 'Vehicle Code' located in the Appendix.

PATENTS AND INVENTIONS

Patentable discoveries or inventions occasionally result from research and educational activities at the University. The University desires to assure that all ideas and discoveries are properly disclosed and used for the greatest possible public benefit.

The University also desires to protect the patent rights of faculty, staff, and students and to abide by federal law, University policy, and patent regulations of agencies and other sponsors providing funds for programs.

Certain staff members may be required to sign a patent understanding that assigns rights in such inventions to the University and to submit disclosures of all inventions made using University resources. If funds are received from the licensing of such inventions, they will be distributed according to the University patent policy.

PERSONAL LETTERS, PUBLISHED ARTICLES, & PUBLIC AFFAIRS

When writing personal letters or articles to be published or when participating in University functions, fund raisers, or public relations, employees are cautioned to avoid embarrassing situations that would reflect negatively on the employee or the University.

Personal letters must not be written on University letterhead.

The Vice President for Advancement must approve endorsements, testimonials, publications or participation in public relations events if the University could be associated with the activity.

PERSONNEL RECORDS

To keep our personnel records accurate and to comply with state and federal laws, employees must notify the Human Resource Coordinator and Payroll Specialist immediately of any change(s) in the following personnel information:

- Your name (whether by marriage or otherwise).
- Your home address and telephone number.
- Your marital status and correct number of dependents.
- Whom to inform in case of emergency, including name(s) and home and work telephone numbers and addresses.
- Withholding tax information.
- Completion of education.
- Change of beneficiary on group health insurance.

REFERENCES

All references will be handled by the Human Resource Department.

No employee, supervisor or manager is authorized to give any reference regarding employees or former employees of the University. If you receive a request for reference, you must refer the request to the Human Resource Coordinator.

Individuals may respond to requests for a "personal" reference. However, the response must be restricted to personal knowledge of the individual, not as a supervisor.

SEARCHES

The University reserves the right to search all University property including desks, computers, electronic files, and electronic mail and to request permission to inspect personal property on University premises for the purpose of investigating violations of any policies, including the drug and alcohol policy or investigating other misconduct, such as violations of other University policies or thefts.

Entering onto University premises is deemed to be consent to all searches.

Searches may also include the use of electronic surveillance equipment or any other lawful means available to the University.

Employees who interfere with or refuse to cooperate in an investigation are subject to discipline including immediate termination.

Contractors who interfere with or refuse to cooperate in an investigation will be denied access to the University premises.

The University will cooperate with law enforcement agencies in their efforts to investigate violations of California laws regarding illegal drugs and alcohol. If the University suspects an employee of violating any such law, the University may ask a law enforcement agency to investigate the matter.

SOLICITATIONS and MEETINGS on UNIVERSITY PREMISES

Since certain activities may disrupt the University, cause hard feelings, or damage relationships with students and employees, the following activities are prohibited unless previous permission has been obtained from management:

- Soliciting or selling, for any non-school related reason or cause on University premises during work hours;
- Posting notice on University premises at any time;
- Holding unauthorized meetings on University premises at anytime; and
- Removal or defacing of approved posted University notices.

WORKPLACE DIVERSITY

The University is proud of the many different cultures represented among its employees. This University respects the differences associated with this diversity and asks each employee to do the same. While discussing business matters it would be preferable that the common business language, English, be used. In all other matters, it is reasonable and acceptable to use languages which are more comfortable to each and more readily understandable by the other person or persons involved in the conversation. When talking in languages other than English, please be aware of the sensitivities of others around you who may not understand what is being said. Frequently, others may feel left out of a conversation, or that they are not welcome into a conversation which is spoken in an unfamiliar language.

WORKPLACE VIOLENCE PREVENTION

The University is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the University has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the University.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The University will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the University may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

The University encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the appropriate Administrator before the situation escalates into potential violence. The University is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

SECTION XI. SEPARATIONS/TERMINATIONS/RE-EMPLOYMENT

SEPARATION/TERMINATION

Hope International University recognizes three (3) reasons to remove an employee from the payroll:

- Voluntary Termination (Resignation): Voluntary termination occurs when an employee chooses to leave the University. To leave in good standing and be eligible for rehire consideration, employees must give at least two (2) weeks prior notice.
- Involuntary Termination (Discharge): Involuntary termination occurs when the University chooses to discharge the employee.
- Layoff for Lack of Work: When business considerations require a reduction in staff, the University reserves the right to lay off employees. Such lay-offs will be determined by a combination of the University's needs, seniority, merit, and ability.

DISMISSAL PAY

Hope International University's policy is that no dismissal pay or severance allowance of any kind is to be granted.

EXIT INTERVIEWS

Exit interviews shall be conducted with every employee that leaves the University, whether by involuntary termination or voluntary termination. The purpose of the exit interview is to inform the employee of their status regarding employee benefits and to determine why the employee chose to resign and obtain feedback concerning any problems the employee encountered.

When an employee is terminated, the exit interview shall be conducted to advise the employee of the problems leading up to the decision to terminate. This policy benefits the employee and the University.

REINSTATEMENT

An employee who leaves University employment in good standing may be reinstated within 30 calendar days to an available regular position for which he or she is qualified without the loss of prior service or benefits status.

RE-EMPLOYMENT

Hope International University considers reemploying people who have separated from the University when the previous work record, the reason for the separation, and the present qualifications warrant consideration.

Individuals may not be reemployed without the approval of the Vice President for Business & Finance. A record of the approval becomes a part of the personnel file.

SECTION XII. UNIVERSITY PROPERTY

ELECTRONIC MAIL & VOICE MAIL

The purpose of E-mail and voice mail is to facilitate University transmittal of business-related information. Accordingly, E-mail and voice mail should be used for matters of concern to University operations and not for communication of personal, private, or non-business activities. The University considers all data developed or existing on the system, including E-mail and voice mail, to be the property of the University
.
The University has access to all E-mail and voice mail communications, and is authorized under this policy to monitor these activities for misuse. This serves as notice to employees that their E-mail and voice mail messages may be monitored.

KEYS TO UNIVERSITY FACILITIES

Keys for accessing university facilities are requested for the employee by the Department Manager.

A record is maintained of specific keys assigned to each employee.

Keys may not be shared or given to others, and must be returned upon termination or upon specific request.

UNIVERSITY COMPUTER & TELECOMMUNICATIONS EQUIPMENT

The University's telephones and computers are for conducting business. Personal calls should be kept to a minimum. Personal call charges should be reimbursed to the university. Calling reports are available from the university Telecommunications department and your supervisor.

Computers may not be used to play games or to “surf” the net during work periods. The information on the University’s computers is confidential and must not be compromised. Do not permit any unauthorized person to view your computer screen. Do not share your network password with another individual, or log someone else onto the system using your password.

Failure to follow the University’s telephone and computer procedures as detailed in the “University Computer Use Policies” document appearing in the Appendix to this handbook could result in disciplinary action, up to and including termination.

Students and visitors are to be discouraged from using University' phones except in an emergency, so as not to unintentionally block incoming calls or impede University work.

USE OF UNIVERSITY TELEPHONES

Incoming Calls:

Calls come through the University switchboard and are forwarded to the appropriate extension.

The University operates with a voice mail system.

Employees are assigned a telephone extension and access code upon their supervisor's request.

Access codes must not be shared with others.

Employees without a separate extension will have calls forwarded to their immediate supervisor's extension.

Outgoing Calls:

Calls may be made as needed from any university telephone.

All employees are asked to keep personal telephone calls to a minimum.

A record of all personal calls should be kept, and reimbursement made to the University. All calls, including those to 714 area numbers, incur a charge and must be paid for.

Call accounting reports are made available to department managers detailing calling records for all employees/access codes assigned to a budgetary department.

USE OF UNIVERSITY VEHICLES

Vehicle Use Policy (See Appendix K - Vehicle Use Policy.)

Approved Driver Policy (See Appendix K - Approved Driver Policy.)

PERSONAL USE OF UNIVERSITY FACILITIES

Facilities, such as the pool area or conference center, are available to employees of the university on a discounted rental basis.

Rent is charged to offset the cost of utilities, liability insurance, and housekeeping.

Use of facilities is subject to availability.

Requests for use should be directed to the office of the Vice President for Business & Finance.

USE OF OTHER UNIVERSITY PROPERTY

During the course of employment, employees will have authorized access to University-owned property, equipment and supplies. Any unauthorized use of this access is strictly prohibited. Additionally, the University reserves the right to inspect its property, equipment and supplies at any time, with or without notice. Employees are hereby notified that such inspections may reveal personal items when such items are stored in/on University-owned property.

E M P L O Y E E S T A T E M E N T (Employee Copy)

1. I acknowledge having access to a copy of the University Employee Handbook. I have read and understand its contents, including University policies and rules governing my conduct, wages and working conditions as an employee. I have had the opportunity to ask questions about the University's policies and rules. I agree to abide by these policies and rules during my employment and understand the consequences if I do not.

2. I understand that my employment is "at will", that either I or the University may terminate the employment relationship at any time, that this handbook and the University's policies, rules and benefits may be changed at any time and there are no exceptions unless the exceptions are approved in writing by the Vice President for Business and Finance.

3. I will observe the policy of confidentiality as to all the business or activities of the University of whatever kind with its employees, students, and parents of students or donors, and I will not divulge any of said matters, nor the status of any of said University business or activities which I may acquire as an employee, or use any information of whatever kind or character which I may receive as an employee for any purpose other than for the advancement of the interests of the University and its students, and I will at no time divulge any such information to any person not entitled thereto.

4. I further promise that I will honestly and faithfully conduct myself, and duly and diligently perform all the duties assigned to me while in the employ of the University, and I will truly and faithfully account for and deliver to the University all property belonging to the University which I may receive for, from or on account of the University, and that upon termination of my employment, I will at once deliver to the University all books, documents, money, or other property belonging to the University or for which the University is liable to others, which shall be, or which ought to be, in my charge of custody, and I will in all other respects honestly and faithfully perform all my duties as an employee of the University.

5. I shall be bound by all the rules and regulations of the University now in force, and by all such other rules and regulations as may be hereinafter called to my notice and I will faithfully observe and abide by the same.

_____ _____

Name (Please Print) Signature & Date

_____

Employee Hire Date

Please retain a copy of this Employee Statement in the Employee Handbook.

EMPLOYEE STATEMENT

1. I acknowledge having access to a copy of the University Employee Handbook. I have read and understand its contents, including University policies and rules governing my conduct, wages and working conditions as an employee. I have had the opportunity to ask questions about the University's policies and rules. I agree to abide by these policies and rules during my employment and understand the consequences if I do not.

2. I understand that my employment is "at will", that either I or the University may terminate the employment relationship at any time, that this handbook and the University's policies, rules and benefits may be changed at any time and there are no exceptions unless the exceptions are approved in writing by the Vice President for Business and Finance.

3. I will observe the policy of confidentiality as to all the business or activities of the University of whatever kind with its employees, students, and parents of students or donors, and I will not divulge any of said matters, nor the status of any of said University business or activities which I may acquire as an employee, or use any information of whatever kind or character which I may receive as an employee for any purpose other than for the advancement of the interests of the University and its students, and I will at no time divulge any such information to any person not entitled thereto.

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5. I shall be bound by all the rules and regulations of the University now in force, and by all such other rules and regulations as may be hereinafter called to my notice and I will faithfully observe and abide by the same.

_____ _____

Name (Please Print) Signature & Date

_____

Employee Hire Date

Please return a signed copy of the Employee Statement to Human Resources when you have completed reading this Employee Handbook.