



Employee Handbook

(Applies to Faculty and Staff)

Updated

July 6, 2021

Office of Human Resources

APU is a Christian University seeking to advance the work of God in the world. The University is honored to have co-laborers join in this effort. This Handbook lays out the terms and conditions and policies and practices that govern the interactions with and expectations of each of its employees. In all of it, we strive to put God First in the manner in which we steward the resources (human, physical, and financial) He has entrusted to APU.

The relationship between the employee and the University is for an unspecified term and is considered employment at will.

Policies within this manual may be updated throughout the year. Policies that have been revised will include a revision date listed on the policy and in the Table of Contents for quick reference.

A full review of all policies will be conducted in the spring of each year, and a summary of any revisions will be provided to the community.

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Section 0: Revision Process

Change is a way of life in this modern world, and we naturally expect that our policies, procedures, and programs will be modified in order to meet the demands of the future. Azusa Pacific University reserves the right to amend, supplement, or rescind provisions of this handbook, as it deems appropriate and at its discretion.

These policies, therefore, may be revised from time to time. Policy changes made after publication of this handbook will be on file in Human Resources, and such changes will be fully effective whether or not they are printed in the Handbook or published electronically.

If there are any questions that this Handbook has not answered, the Office of Human Resources will be glad to assist.

Changes in the handbook that are:

1. Required by law must be approved by the Vice President, the Director of Employee Relations and Compliance, and the General Counsel.
2. Solely applicable to the faculty must be approved by the Academic Cabinet and the Provost.
3. Applicable to all employees must be approved by the Vice President, the Director of Employee Relations and Compliance, and the President's Cabinet.

Revisions approved will be communicated as appropriate, with an annual summary of changes being distributed on an annual basis to all employees.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 1.0: Introduction

This Employee Handbook is provided for all employees' use as a reference and as a summary of Azusa Pacific University's personnel policies, work rules and benefits, and to assist all employees in understanding and applying those policies and principles. It is designed to acquaint faculty and staff with the university policies as quickly as possible. Employees will find it to their advantage to read the entire handbook promptly so that they will have a complete understanding of the material covered. The information in this handbook supersedes previous employee handbooks.

Differences in procedures for faculty and staff have been designated as applying to one or the other. If differences are not specified, the policy will apply to all employees of the university. References to the Faculty Handbook identify expanded policies and procedures that apply only to faculty members.

This handbook is not applicable to student employees, except where stated.

Please understand that this book only highlights university policies, practices, and benefits for the employee's personal education and cannot therefore be construed as a legal contract. In addition, circumstances will obviously require that policies, practices, and benefits described in the handbook change from time to time. Consequently, Azusa Pacific University reserves the right to amend, supplement, or rescind any provisions of this handbook, other than its employment-at-will provisions, as it deems appropriate and at its discretion. As policies and benefits are revised, updated pages will be posted on the Human Resources website. Hard copies are available from Human Resources upon request.

Questions on any material in this volume should be directed to the Office of Human Resources.

May God continue to bless the ministry of Azusa Pacific University and all of those who labor in that endeavor.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of Human Resources

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Section 1.2: Office of Human Resources

To fulfill the mission and purpose of Azusa Pacific University, the Office of Human Resources plays a key role in helping APU deal with a fast-changing, competitive environment and the greater demand for quality employees. Thus, the Office of Human Resources has been established to manage the six key people-related activities that add value to an organization:

1. Effectively managing and developing people.
2. Strengthening individual and organizational performance.
3. Developing new competencies that enhance individual and organizational performance.
4. Increasing the innovation, creativity, and flexibility necessary to enhance competitiveness.
5. Applying new approaches to work-process design, succession planning, career development, and intra-organizational mobility.
6. Managing the implementation and integration of technology through improved staffing, training, and communication with employees.

The Office of Human Resources serves as a resource for employees (management, staff, and faculty) to help them work through work-related situations. The representatives of the Office of Human Resources will act in a consultative manner to resolve issues in a way that balances the needs of the employee, management, and APU.

The Office of Human Resources is responsible for current employee information and employment procedures, work rules, benefits, personnel records, insurances, job opportunities, federal and state employee regulations, training and development opportunities, employee-relations concerns, and benefit-conversion privileges upon termination of employment. Information for all employees will be kept current, secure, and accurate.

The Office of Human Resources of Azusa Pacific University consists of professionals working in the areas of recruiting, training and development, employee relations, compensation, benefits, safety, occupational health, and personnel records, and brings experience in all these disciplines to bear in supporting the APU community.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 1.3: The Provost's Office

As the individual responsible for all activities related to the academic enterprise of the university, the provost oversees and monitors all academic programs, teaching and research alike. This overall review and supervision is carried out through interacting with (and periodically reviewing) the deans of each school, working with faculty directly through various committees and groups, and representing the university in matters relating to the academic enterprise.

The provost provides strategic academic vision for the university and oversees all academic matters: hiring new faculty, working with faculty to ensure academic excellence, developing and implementing new programs, and setting academic policy.

APU is committed to fostering an atmosphere wherein transformational scholarship and faith integration are not simply taught but lived. Professors, experts in their respective fields and passionate about the subjects they teach, challenge and stretch their students to reach their goals. Students are encouraged to think critically and analyze thoroughly what they learn in the classroom.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Provost's Office

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Section 1.4: Organizational Charts

Azusa Pacific University is a multifaceted organization with a large number of schools and departments. As such, it is divided along functional lines in administrative, operational, and instructional areas of service.

A full set of organizational charts are accessible online via the Total Access portal at <https://hrtotalaccess.apu.edu/>. These are regularly updated and include positions and the names of individuals holding specific positions.

It is recommended that all employees review these to gain a broader understanding of the scope and impact of the university.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Human Resources

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Section 1.5: Board of Trustees and Administration

The Board of Trustees is responsible for the oversight of Azusa Pacific University. The Board adopts rules, regulations, and policies governing APU. The Board has authority over curricular development, use of property, development of facilities, and fiscal and human resources management.

Administration of the university is under the direction of the president, who is assisted by the executive leadership team, referred to collectively as the President's Cabinet.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of the President

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Section 1.6: History of APU

Azusa Pacific University is the product of the merger between three Christian institutions from the Southern California area. The following is a brief historical sketch of the three respective colleges.

Azusa College

The origins of Azusa College date back to 1899. During this year, a group of spiritual leaders from various denominations met to pray in the home of Philena B. Hadley. Their mutual concern was the formation of a Bible college in the southwest for the purpose of training students for service and missionary endeavors. As a result of their efforts, the first class of 12 students met on March 3, 1900.

The first principal for the school was Mary H. Hill, who served in this position for one year. In 1901, the school was moved to the Boyle Heights area of Los Angeles and then to Figueroa and First Streets in 1902. In 1907, the school obtained facilities in Huntington Park and remained there until moving to the present location in 1946. For many years, the school was known as the Training School for Christian Workers. In 1939, the name was changed to Pacific Bible College.

In 1946, a 12-acre campus was purchased one mile east of Azusa on Highway 66; in August 1955, a gift of an additional 1.6 acres adjacent to the campus made possible further expansion of the program for educating young people in a Christ-centered atmosphere. In 1956, the name of the college was officially changed to Azusa College. Subsequently, the campus has been expanded.

Los Angeles Pacific College

In 1903, a group of ministers and laymen of the Free Methodist Church who desired for their children the best educational advantages in a Christian atmosphere founded Los Angeles Pacific College, originally named Los Angeles Free Methodist Seminary.

The college was located in Highland Park on a beautiful hillside campus consisting of 100 city lots donated for that purpose by Mr. Ralph Pogers. Friends of the college and parents of prospective students helped to finance the erection of the administration building. A charter was granted by the state of California on April 23, 1903. The school opened in September 1904, with Mr. N. J. Davis serving as the first principal of Los Angeles Free Methodist Seminary. Elementary and secondary classes were offered.

In 1911, under the administration of President B. J. Vincent, a junior college was added to the school. During the administration of President Byron S. Lamson, the offering of the Bible Department was expanded by courses leading to the Christian Workers Diploma, the Bachelor of Theology degree, and the Bachelor of Arts degree with a major in religion. Finally, under the administration of President C. Dorr Demaray, an expansion program was inaugurated that included the construction of new buildings and the development of a broader curriculum.

The 1954 session of the board and administration of the Free Methodist Church of North America granted senior college standing to Los Angeles Pacific College. Two distinct courses of study were offered: one leading to the Associate of Arts degree, the other to the Bachelor of Arts degree. In the spring of 1965, Los Angeles Pacific College merged with Azusa College

to form a new institution of higher learning.

Arlington College

Arlington College was established in 1954 by the Association of the Churches of God in Southern California. The school was founded for the purpose of providing training at the collegiate level for ministers, church musicians, church school teachers, and missionaries. Class instruction began on October 1 at Arlington, California, in temporary facilities made available by the association.

In 1959, the college secured a five-acre site in Long Beach adjacent to California State University, where arrangements were made to allow Arlington College students to take nine church-related subjects in a cooperative program with the state university. While the new site was being developed, the college used the facilities of the College Park Church of God. In 1963, the move was made to the new site, where two buildings, a dormitory, and a library/classroom building were constructed. Although in many ways the cooperative program with California State University was successful, changes in accreditation standards and the growing sense of unrest in the state university system caused the leaders of Arlington College to search for a new and different kind of academic outreach.

Following extensive discussion and planning with Dr. Cornelius Haggard, president of Azusa Pacific College, the Long Beach property of Arlington College was sold, and in the fall of 1968, Arlington College merged with Azusa Pacific College. The library furnishings and equipment from the Long Beach property along with a sum of \$50,000, donated for the purpose of perpetuating an Arlington Memorial Room on the Azusa Pacific campus, were donated in the new merger. The faculty, staff, and students of Arlington College were warmly welcomed by their new college family at Azusa.

Azusa Pacific University

Azusa Pacific University is a Christian university of the liberal arts and Bible. Through the amalgamation of the three colleges, affiliations with the Brethren in Christ Church, Church of God, the Free Methodist Church, the Missionary Church, the Salvation Army, and the Wesleyan Church were established for the one institution. Joined upon the legacy provided through the three institutions, Azusa Pacific University seeks to serve its denominations and their evangelical constituency throughout the world. The university is concerned with seeking new ideas for the promotion of academic excellence, as well as creating new patterns for student involvement in academics and in spiritual growth.

The Board of Trustees took action in February 1981 to change to university status; and in May 1981 the name Azusa Pacific University was adopted. In the past few years, Azusa Pacific University has been able to acquire additional land to accommodate its growth.

Azusa Pacific University is accredited by the WASC Senior College and University Commission (WSCUC). The School of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the California Board of Registered Nursing. The Social Work Programs are accredited by the Council on Social Work Education. The Doctor of Psychology Program is accredited by the American Psychological Association. The Master of Science in Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education Programs. Azusa Pacific Seminary programs are accredited by the Association of Theological Schools. The Doctor of Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American

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Physical Therapy Association. The School of Business and Management is accredited by the International Assembly of Collegiate Business Education (IACBE). The School of Music programs are accredited by the National Association for Schools of Music (NASM), and the Department of Art and Design has dual accreditation – undergraduate and graduate art is accredited by the National Association of Schools of Art & Design (NASAD) and Art Education by CCTC. Azusa Pacific University offers teacher education programs approved by the California Commission on Teacher Credentialing authorizing elementary and secondary school teaching and the Council for the Accreditation of Educator Preparation. The School Psychology program is accredited by the National Association of School Psychologists. Azusa Pacific University is approved for the training of veterans under the Veterans' Bill of Rights. The university is listed with the United States Department of Justice for the training of students from foreign countries.

Accreditation documents are available through the Office of the Provost.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: University Relations

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Section 2.1: The University's Christian Worldview

The [Statement of Faith](#), [Mission Statement](#), [Statement of Essence](#), [Cornerstones](#), and [the Motto](#) of Azusa Pacific University provide a solid foundation on which to build positional statements of the institution as an evangelical Christian university. These documents evidence a strong Christian commitment and form the core of the increasingly far-reaching nature and scope of the APU community. They give expression to a strong, clear, unswervingly evangelical Christian worldview that permeates the university and guides its activity. As its guiding center, the university is able to grow more effectively in the confidence that its Christian nature will flourish.

The documents that have been part of the growing history of APU serve as a cohesive core. Each evolves from the other, providing consistency and natural coordination that demonstrates the university's worldview as thoroughly Christian.

The [Statement of Faith](#) is the central statement of the university in matters of identity and nature. It provides an evangelical Christian declaration of the theological underpinnings on which the university is built. It contains a clear description of faith and living as a reflection of the institution's heritage of integration of right belief and right living.

The [Mission Statement](#) provides the direction and task to which the university applies its resources and effort, with the understanding that the integrative nature of faith cannot be fulfilled apart from a mission of transformation consistent with a Christian commitment.

The [Essence Statement](#) describes the nature of the university in living out core values in the pursuit of its mission.

The [Cornerstones](#) serve as a strategic guide to focus the efforts needed to fulfill the university's mission. They reflect the strategic emphases of implementation.

The [Motto](#) expresses the foundational commitment on which the university statements and policies rest.

Date of Original Policy Approval: October 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: University Relations

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Section 2.2: Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative word of God.

We believe that there is one God, creator of heaven and earth, eternally existent in three persons — Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, and in His personal return to power and glory.

We believe in the fall and consequent total moral depravity of humanity, resulting in our exceeding sinfulness and lost estate, and necessitating our regeneration by the Holy Spirit.

We believe in the present and continuing ministry of sanctification by the Holy Spirit by whose infilling the believing Christian is cleansed and empowered for a life of holiness and service.

We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

Daily Living Expectations

The following are fundamentals held to be essential, and the university expects faculty and staff not only to believe in them, but to practice them in daily living:

- A caring, effective love both of God and humanity
- A Christ-like unity and acceptance among believers
- A lifestyle dedicated to God's will in society
- A growing, victorious state of mind because of the indwelling Christ
- A daily affirmation of Christ as Lord
- A willingness to serve the Lord, even when it involves sacrifice
- A desire to be sensitive to the personal work of the Holy Spirit
- A working faith in God's promises for all needs and daily life situations
- A witness for Christ without hypocrisy
- A firm, committed desire to be God's person

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: University Relations

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Section 2.3: Mission Statement

The Board of Trustees has adopted the following statement of mission and purpose for Azusa Pacific University:

"Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective of truth and life."

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: University Relations

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Section 2.4: Essence Statement

Essence Statement

The Essence Statement of Azusa Pacific University is a philosophical description of the institution and its people – students, staff, faculty, trustees, administration and alumni – who we are and who we are becoming. We are an institution of higher education with a tradition of Wesleyan evangelical Christianity. While acknowledging that as individuals we are at different points along the way, we are all nevertheless journeying toward the ideals described in the four perspectives that follow: Christian, Academic, Developmental and Service.

Christian

We are Christians who

believe that God is the origin of all things and the source of the values made known to us in His creation, in human experience, and finally and fully, in Jesus Christ.

hold the Bible as the Word of God, the basis of our faith, and the primary record by which these values are made known.

rely on the Holy Spirit to help us discover these values, understand them, and live a life consistent with them.

live as citizens of the Kingdom of God, who model its values and thereby call into question the values of the world.

confess Jesus Christ as Lord of our lives, our university, and our world, and as the final authority for our faith and life.

recognize that redemption by Jesus Christ and personal acceptance of His forgiveness are necessary for human wholeness.

show love toward God (holiness of heart) and a love toward each other (holiness of life) which express themselves in worship, self-denial, and a special concern for the oppressed, and which encourage us to abandon those distinctions that divide us.

practice community among ourselves as members of the one Body of Christ and maintain a nonsectarian openness toward all Christians.

Academic

We are scholars who

believe that all truth is of God; therefore, we recognize the importance of each field of study both for its own significance and for its interrelationship with other areas of knowledge.

believe that God desires that we pursue excellence according to the standard of His will for us.

exhibit intellectual curiosity, flexibility, and critical open-mindedness.

are able to deal with complexity and ambiguity, and to communicate effectively, weigh evidence, and make decisions.

recognize that a knowledge of history is key to understanding ourselves, our world and our

future.

have a basic understanding of Christianity, the humanities, the social sciences, and the natural sciences.

know the language, art, and customs of at least one other culture or know the cross-cultural issues within one's own discipline in order to develop understanding of, respect for, and cooperation with those of all other cultures.

promote and expand the body of knowledge related to our profession or discipline.

have a thorough command of the primary courses, methodology and research skills, major issues, vocabulary, and facts in at least one academic field of study and understand how the skills acquired in this way may be adapted to other fields of endeavor.

encourage and make provision for any person to learn at any period of life.

Developmental

We are persons who

seek to develop a creative Christian lifestyle whose purpose flows from a commitment to God through Jesus Christ.

honor our commitments and take responsibility for our personal behavior, decisions, and continuing growth.

know from experience that self-discipline, struggle, risk, and confrontation are necessary for growth, and recognize that because of the grace of God we grow even through our failures.

have experiences in self-assessment in every dimension of our lives, in values-clarification based on biblical truths, and in planning for continuous individual growth and renewal.

understand the capabilities of our physical bodies and are committed to the lifelong nurturing of our physical selves.

Service

We are servants who

are able to follow joyfully Jesus' example of service in the world and pour out our individual and corporate lives for others because of God's love in Christ for us.

share our faith unashamedly, disciple other Christians, participate in missionary endeavors, minister to the needs of all persons regardless of their agreement with our beliefs, and affirm the unique worth of every individual as one created by God, as one for whom Christ died, and as one who has been given individual gifts and talents to be discovered, developed, and directed toward service.

are faithful stewards of our time, talents, and resources; welcome and seek opportunities for service as a means to clarify and practice our faith and knowledge.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: University Relations

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Section 2.5: The Four Cornerstones

Azusa Pacific University is an institution built on Four Cornerstones: Christ, Scholarship, Community, and Service. These four components define why APU exists.

Christ

Belief in Christ is central to all that we think and do, and who we are. It is this understanding of God's love that informs all our pursuits: academic, service, and community.

"He is the image of the invisible God, the firstborn over all creation. For by him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by him and for him. He is before all things, and in him all things hold together. And he is the head of the body, the church; he is the beginning and the firstborn from among the dead, so that in everything he might have the supremacy." Colossians 1:15-18

Scholarship

We are called to scholarship permeated by our Christian faith. We are committed to teaching excellence. The liberal arts is central in the curriculum, for we are dedicated to the education of the whole person. At the same time, we value the role of professional offerings that prepare students for specific careers.

"Get wisdom, get understanding; do not forget my words or swerve from them. Do not forsake wisdom, and she will protect you; love her, and she will watch over you. Wisdom is supreme; therefore get wisdom. Though it cost all you have, get understanding. Esteem her, and she will exalt you; embrace her, and she will honor you. She will set a garland of grace on your head and present you with a crown of splendor." Proverbs 4:5-9

Community

We believe in community. We are a richly diverse people who value the worth of each individual. Our mission is to encourage, equip, and enable each student to fulfill his or her great potential, and in turn, encourage, equip, and enable others.

"May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ. Accept one another, then, just as Christ accepted you, in order to bring praise to God." Romans 15:5-7

Service

Service is at the heart of our local and international outreach, missions, and service-learning endeavors. Our students often find these experiences to be among the greatest of their lives.

"Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, and faithful in prayer. Share with God's people who are in need. Practice hospitality." Romans 12:9-13

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: University Relations

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Section 2.6: The Motto

The earliest declaration of the university motto, “God First” was originally adopted in the early part of the twentieth century to reflect the desire and commitment that this institution remains spiritually alive and vitally Christian. An early publication stated that “it is the foremost thought of our every activity, the principal lesson of every class and the utmost desire of every soul.” The foundational proclamation, “God First,” continues to be central to sustaining the identity, mission, and purpose of Azusa Pacific University.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval:

Responsible Office: University Relations

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Section 2.7: Expectations of All Employees

All employees of Azusa Pacific University are expected to maintain the highest of professional and personal standards. It is expected that each employee will approach his or her responsibilities with purpose, commitment, and a Christ-like attitude of service and care.

The following are general expectations of all employees regardless of classification:

- Model a Christian lifestyle as outlined in the Word of God.
- Uphold the university's policies and enhance its educational purpose and ministry.
- Affirm, support and sustain the values of the university.
- Protect university property.
- Strive to be healthy in mind, body and spirit.
- Obey the law and practice good citizenship both on and off campus.
- Promote economy and prevent waste.
- Abstain from the use of illegal drugs or abuse of legal drugs.
- Abstain from the use of alcohol and tobacco on campus or any university properties.

Faculty

For additional specifics that apply to faculty, please consult the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 2.8: Living Our Promise

In 2016, a task force comprised of faculty and staff was commissioned by university leadership to develop a guiding framework for how we live in community as employees. The result was a document called *Living Our Promise*, centered around four employee practices, and can be found via Total Access at <https://hrtotalaccess.apu.edu/>. Each section begins with an introductory sentence, followed by a series of commitments related to that employee practice.

Date of Original Policy Approval: May 29, 2020

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Human Resources

Section 3.0: Annual Affirmation

Introduction

Azusa Pacific University's community identity and values, grounded in its Wesleyan heritage, Statement of Faith (<https://www.apu.edu/about/faith/>) and What We Believe (<https://www.apu.edu/about/believe/>) documents, are affirmed each year by the board, faculty, and staff as part of a collective commitment to APU's mission as an evangelical Christian University.

The Commitments to APU's Mission are:

I acknowledge that I have received, read, and understand the university's statement called *What We Believe: Our Identity and Values in Community* (<https://www.apu.edu/about/believe/>). I further acknowledge that (a) I agree with and will adhere to the university's Statement of Faith (<https://www.apu.edu/about/faith/>) without reservation, (b) I affirm, support, and sustain, and I will not advocate positions that are incompatible with, the university's identity, values and essence statements throughout What We Believe (<https://www.apu.edu/about/believe/>), and (c) I will exhibit conduct that exemplifies the university's Christian Mission Statement (<https://www.apu.edu/about/mission/>), the Statement of Faith (<https://www.apu.edu/about/faith/>) and the Daily Living Expectations (<https://www.apu.edu/about/faith/>).

Complaints received that allege an APU employee is in violation of the foregoing commitments shall be handled according to the processes stated in this document.

Grievance and Complaints Process

1. If an individual has a complaint regarding Azusa Pacific University, the university has established a grievance process for graduate and professional students ("Graduate and Professional Student Grievance and Appeal Procedures") and a grievance process for undergraduate students ("Undergraduate Grievance Policy"). The grievance processes, along with a specific grievance process for disability-related complaints, can be found in the Graduate and Professional and Undergraduate Catalogs. Various student handbooks issued by schools or departments and various other policies (e.g., Academic Integrity; Grade Change) may also define the steps you can take to grieve or appeal decisions made by university officials.

Other resources for student complaints include APU's Title IX website (<https://www.apu.edu/titleix/>) and the bias incident reporting system (<https://www.apu.edu/diversity/bias/>).

2. Specific complaints received that allege an APU employee is in violation of the above stated missional commitments should be handled according to the following process:

- a. Complaints against faculty should be filed with the Office of the Provost and complaints against staff should be filed with the Vice President for Human Resources

(VPHR). If the complaint is first brought to the attention of other university offices or officials, including Trustees, those individuals or offices should refer the matter to the Office of the Provost or the VPHR for handling in accordance with these procedures. If the complaint is against the Provost or VPHR or the Provost or VPHR otherwise have a conflict of interest, the complaint will be referred to the other of the Provost or VPHR.

- b. The Provost / VPHR will determine if the complaint alleges sufficient information to identify the employee who is the subject of the complaint and determine if the complaint is based on evidence that is more substantial than rumor, inference, or hearsay.
 - c. The Provost / VPHR will review the complaint with the dean / President's Cabinet member who oversees the employee against whom the complaint is made and delegate the investigation of the complaint to that individual.
 - d. In the case of faculty, the dean and the department chair overseeing the faculty member (unless the subject of the inquiry is a chair) will meet to review the complaint, determine the steps in the investigation, and conduct the investigation. In the case of staff, the President's Cabinet member will review the complaint, determine the steps in the investigation, and conduct the investigation. The President's Cabinet member may consult with an appropriate supervisor of the staff member.
3. During the investigation, the dean/ President's Cabinet member will keep the following principles in mind:
- a. The APU Academic Freedom Policy (located in *What We Believe* and in section 5.7 of the Faculty Handbook) provides the context and rationale for the investigation.
 - i. The evidence supporting the allegation must be more substantial than rumor, inference, or hearsay.
 - ii. The test for the Statement of Faith is whether the employee agrees with and adheres to it without reservation.
 - iii. The test of all other statements in *What We Believe* is whether the employee has advocated positions incompatible with one or more of them through statements or conduct.
 - b. The facts will be found based on the preponderance of the evidence (more likely than not) standard.
 - c. The Dean / President's Cabinet member may meet with the person who filed the complaint for additional information or clarification.
 - d. The subject of the complaint is entitled to know what the allegations are and who brought them, and must be given a meaningful opportunity to be heard before a decision is rendered. The Dean / President's Cabinet member will meet with the employee against whom the complaint was filed to review the complaint and hear the employee's explanation or response.
 - e. The Dean / President's Cabinet member may interview anyone else who can provide direct evidence related to the complaint.
4. Resolution or Sanction

Azusa Pacific University Employee Handbook

- a. It is possible that the investigation will resolve the complaint by clarifying misinformation or misunderstanding. Informal resolutions may be achieved that clarify or reinforce the employee's commitment to APU's mission and supporting statements in *What We Believe*.
 - b. If the evidence so warrants, the Dean / President's Cabinet member may recommend to the Provost / VPHR a sanction appropriate to the case at hand, including counseling, disciplinary action, or termination of employment. In cases where the evidence includes public conduct or statements that appear contrary to the University's positions related to identity, the Provost / VPHR shall require a written clarification or other explanation of the statements or conduct.
 - c. In any cases where a sanction of any kind is issued short of separation, the Provost / VPHR shall follow up with the dean / President's Cabinet member within six months to ensure an additional conversation with the employee takes place to confirm the sanction is adhered to and the employee can sign the commitment.
5. Appeal
- a. Faculty members subject to sanction under this procedure have access to the Professional Affairs Review Board if applicable. Staff may appeal terminations if available under the Employee Handbook.
 - b. No other appeal may be taken.
6. Reporting
- a. On an annual basis, the Provost / VPHR shall report to the President, and the President to the Board, a summary of complaints and investigations conducted under this procedure.
 - b. In all cases of reporting, care shall be taken to respect employee confidentiality, and the identity of employees will be shared only in rare cases and upon the advice of the General Counsel.

References:

1. *What We Believe: Our Identity and Values in Community* (last rev. 8-22-18)
2. Faculty Handbook sections 4.3 and 5.7
3. Office of the Provost Procedure for Handling Complaints Against Faculty With Regard to the APU Identity Statements

Date of Original Policy Approval: May 29, 2020

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

Section 3.1: Employment Qualifications and Responsibilities

Each employee has been selected because of his or her qualifications for a particular position at Azusa Pacific University. Experience, education, skills, abilities, and spiritual life are very important factors in our selection process. Each employee represents the university and is often the only contact with some segments of the public.

The supervisor has the responsibility for keeping employees informed and for answering questions on university policies and procedures as they specifically affect an employee. The supervisor determines the day-to-day assignments and duties, evaluates performance, and will attempt to assist in planning vocational development and growth at Azusa Pacific University.

Each employee has an obligation to keep his or her supervisor informed of any difficulties s/he may encounter on their job. By working together, with a free exchange of information and ideas, the employee and the supervisor will find it easier to achieve mutual institutional objectives.

Faculty

Additional employment qualifications and responsibilities information are found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 3.2: Employment/Termination at Will

Under California law, an employee is generally presumed to be employed at will, which means that both the employer and the employee have the right to terminate the employment relationship with or without notice for any reason or no reason, but not for an illegal reason (such as discrimination or retaliation).

The university has two major distinctions of employment: at-will employment and contract employment.

The majority of employees at Azusa Pacific University are at-will employees. Their employment is for an unspecified term, unlike contract employees who have employment agreements indicating employment for a specified period of time.

Contract employees at APU are not at-will employees unless their contract specifies that they are. University employment contracts typically indicate that employment is for a period of time as provided by the contract. Termination of contracts prior to the designated end date depends on termination language in the contract, in university policies such as those found in the faculty handbook, and/or pursuant to state and/or federal law.

Regular full-time and part-time faculty members are employed under contract with the university, and each contract is for a specific time period. The contract and any modifications require the signature of the President, Provost, and the employee. Adjunct faculty contracts are also for a specific time period, and may be signed by the President, Provost, or others authorized to sign such contracts as indicated in this policy below.

No one other than the president of the university, executive vice presidents, provost, vice provost or their designees (by written designation) has the right or the authority to enter into any written or verbal employment agreement. Any modifications to an agreement must be signed by both the authorized representative of the university (as indicated in the previous sentence) and the employee.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: February 1, 2015

Responsible Office: Office of General Counsel

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Section 3.3: Equal Employment Policy

In compliance with applicable laws, Azusa Pacific University seeks to provide equal employment opportunities and is dedicated to the principle that access to employment opportunities be accorded to each person on the basis of individual qualification and without regard to race, color, national origin, ancestry, age, sex, citizenship, marital status, pregnancy, medical condition, physical or mental disability (including AIDS/HIV) or whether the individual is a veteran, disabled or not.

This policy shall be applied consistently with all applicable federal and state laws and regulations, which bar discrimination and harassment in employment.

Azusa Pacific University, located in Azusa, California, is a Christian institution of higher education and formed as a religious nonprofit corporation under California law. It is governed by a self-perpetuating Board of Trustees. The institution is operated in cooperation with several Protestant denominations consonant with the educational principles of the supporting organizations.

Azusa Pacific University reserves the right to maintain its heritage and destiny as a Christian witness in higher education and asserts its right to employ and retain only those persons who subscribe to and support the intent, mission, and Statement of Faith as presented in the Employee Handbook.

The Vice President who oversees Human Resources serves as the Equal Opportunity Officer and is responsible for the overall university implementation and coordination of the equal employment opportunity efforts.

Any individual who believes s/he has been discriminated against on the basis covered under the university Equal Employment Opportunity policy may contact Human Resources. An investigation of all such claims and appropriate action will be taken. Annually the Vice President who oversees Human Resources will receive and review a summary of recruitment and hiring activity, promotions, transfers and terminations to determine the impact of these actions on university employment goals.

Deans, department chairpersons and other supervisors who are directly involved in the development of job descriptions, the release of publicity, the interviewing of prospective employees or the evaluation for promotions and terminations shall retain, for a reasonable time, documentation used in these processes.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of General Counsel

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Section 3.4: Introduction and Orientation Period

All regular status employees of Azusa Pacific University, both staff and faculty, undergo an introductory and orientation period upon hire or transfer from one position to another. The following guidelines apply as presented:

Each new and transferred regular-status employee is considered to be in an orientation period for the first six months in each position, which may be extended as necessary with the approval of the Office of Human Resources. This period, designed to be mutually beneficial to the employer and employee, allows the opportunity to determine compatibility and the employee's ability to perform the requirements of the assignment. During this orientation period, the employee will (unless termination occurs) receive a ninety day and one hundred eighty day performance review. If, during this period, either the employee or the university decides that the employee is not compatible or suited for the position, a separation date will be arranged. To protect both parties' rights, it should be remembered that the employment relationship is terminable at will, at the option of the employee or the employer, at any time during or after the orientation period.

The decision to discontinue the employee's employment by the university will be made by the department supervisor and the Director of Employee Relations and Compliance or designee in consultation with the Vice President of Human Resources and, as needed, the Office of General Counsel. This decision will be communicated in writing. A staff member terminated within the orientation period is not eligible to utilize the appeal process outlined in Section 8.7 of the Employee Handbook.

No salary increase will be given at the time the employee completes the orientation period.

Faculty

Faculty members are employed under contract and ordinarily begin with a one-year contract. For details of the faculty process, please see the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 3.5: Definition of Employees

An orientation-period is the first 180 days of regular full-time or regular part-time staff employment. Faculty do not have a specified orientation period but ordinarily begin employment with an initial contract of one year in duration.

A regular full-time employee is one who is regularly assigned to a schedule of 30 or more hours per week, is not hired for a temporary assignment, and is deemed “benefits eligible”--eligible for paid time off benefits (e.g., flexible time off, sick, and holiday pay), as well as other designated benefits per policy.

Employees who are regularly scheduled for 30 to 40 hours per week are also eligible for paid time off benefits. Such benefits will accrue on a prorated basis. These employees will also be eligible for other designated benefits. A regular full-time employee may hold a 9-, 10-, 11- or 12-month assignment. The position may be either exempt or nonexempt (see below).

A regular part-time employee is one who is regularly assigned to a work schedule of less than 30 hours per week and is not hired for a temporary assignment. If the work schedule is less than 30 hours per week and a holiday falls on the normal workday schedule, the holiday pay will be prorated accordingly. A regular part-time staff may be eligible to participate in the retirement plan as outlined in Section 5.5 and for paid sick leave in accordance with the policy outlined in Section 5.6. Other benefits are not available to part-time staff employees working less than thirty hours per week. A regular part-time staff employee may hold a 9-, 10-, 11- or 12-month assignment.

A temporary full-time employee is one who regularly works a schedule of 30 or more hours per week for up to twelve consecutive months. A temporary full-time employee may be eligible to participate in the retirement plan as outlined in Section 5.5 and for paid sick leave in accordance with the policy outlined in Section 5.6. Other benefits, including holidays, are not available to temporary full-time staff employees. While on temporary status, an employee will not accrue service hours toward future benefits (i.e., in the case of a temporary employee who later becomes a regular full-time employee).

A temporary part-time employee is one who works on an intermittent basis or who regularly works on a schedule of less than forty hours per week for a specific, limited period, not exceeding twelve consecutive months. A temporary part-time employee may be eligible to participate in the retirement plan as outlined in Section 5.5 and for paid sick leave in accordance with the policy outlined in Section 5.6. Other benefits, including holidays, are not available to temporary part-time staff employees. While on temporary status, an employee will not accrue service hours toward future benefits (i.e., in the case of a temporary employee who later becomes a regular full-time employee).

Nonexempt employees include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to premium pay for work in excess of forty hours in a workweek or eight hours in a workday. Such employees are hourly employees.

Exempt employees include all regular employees who are exempt from receiving overtime pay as classified by the Federal Fair Labor Standards Act and any applicable state laws. Employees in this category receive a monthly salary based on an average forty (40) hour work week computed over a year's time. The salary is received for accomplishing their job responsibilities. Such employees include workers who are defined by state and federal law as exempt executives, professionals, or administrators.

Salaried employees may be exempt or nonexempt employees. Employees in this category receive a semi-monthly salary based on their position.

Hourly employees are nonexempt employees. Employees in this category receive pay based on the actual hours worked for a pay period, including overtime hours when applicable. Hourly employees must record their hours accurately on a daily basis in the automated timekeeping system.

Full-time faculty are individuals employed by the university to provide instruction to students and other duties as outlined in their contract. The salary is received for accomplishing the job, which may normally take approximately 40–50 hours per week, but may take more hours as needed. Such employees include workers who are defined by state and federal law as exempt executives, professionals, or administrators.

Part-time faculty are individuals employed by the university at a less than full load of units to provide instruction to students. For load levels, see the Adjunct Faculty Handbook. The salary is received for accomplishing the job, which may normally take approximately less than 35 hours per week.

Adjunct faculty are individuals employed by the university to provide a limited number of units of instruction to students and are temporary employees.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 3.6: Employment of Minors

All regular status employees of Azusa Pacific University must be at least 18 years of age. Employees may be asked at any time to provide proof that they are 18 years of age.

Azusa Pacific University does not employ individuals under the age of 18, even during the summer, with the exception of full-time enrolled students who have not yet reached their 18th birthday. To qualify for employment, the student must be both enrolled full time and actively attending classes at Azusa Pacific University.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 3.7: Verification of Right to Work

Azusa Pacific University is required by the federal immigration laws to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, documentation that shows each person's identity and legal authority to work must be inspected after an offer has been accepted. Each new hire must also attest to his or her identity and legal authority to work on an I-9 Form provided by the federal government. This verification must be completed within three business days of the date the employment begins. (Temporary workers hired to work less than three days are required to show verification on the first day of work.) All offers of employment and continued employment for positions in the United States are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States. Except when and as required by federal law, the university will not reverify the employment eligibility of a current employee.

As required by California law, the university will (1) post notice to each current employee of any inspections of I-9 Employment Eligibility Verification forms or other employment records conducted by an immigration agency within 72 hours of receiving notice of the inspection, (2) provide individual notice to each current affected employee a copy of the written immigration agency notice that provides the results of the inspection of I-9 Employment Eligibility Verification forms or other employment records within 72 hours of its receipt of the notice, (3) provide individual notice to each current affected employee written notice of the obligations of the university and the affected employee arising from the results of the inspection of I-9 Employment Eligibility Verification forms or other employment records within 72 hours of its receipt of this notice. Individual notices shall relate to the affected employee only and shall be delivered by hand at the workplace if possible and, if hand delivery is not possible, by mail and email, if the email address of the employee is known, and to the employee's authorized representative if known.

Adjunct Faculty Process

Individuals seeking adjunct faculty positions must provide verification of right to work within the United States of America upon contract start date. Toward this end, specific individuals in each department have been trained to process the I-9 form. For individuals who have been granted work authorization, such verification must be made by the Office of Human Resources.

Visa Sponsorship for Faculty Members

On occasion it may become necessary to recruit and hire faculty who require that work permissions be granted to them. In such cases, it is expected that the prospective faculty member will be successful in obtaining work permission on the basis of the specialized skills and knowledge as permitted by the H-1B visa. The H-1B is generally available for six years of residency in the U.S. There may be cases when both the university and the faculty member desire to extend the faculty member's services beyond six years. In order to accomplish this, the faculty member must obtain permanent residency status.

Azusa Pacific University will provide assistance to current or prospective faculty members in obtaining a U.S. nonimmigrant visa or permanent residency status when, at its sole discretion, it would be in the best interest of the university. The specific level of assistance is as follows:

Obtaining an H-1B Visa

In situations where a non-U.S. resident has been identified as a top candidate for a faculty position that has been designated by the Provost as a critical area of competence, the hiring dean must present to the Provost a request for approval of visa sponsorship. The request will include the following information:

- The academic rank of the position
- The budgeted salary of the position
- The anticipated date of hire
- An explanation stating the composition of the applicant pool for the position and details indicating why U.S. resident candidates were not suitable

Should the Provost support the sponsorship, the following assistance will be provided:

- Identify and retain an immigration attorney who will handle the preparation and submission of an application to U.S. Citizenship and Immigration Services.
- Arrange for the payment of the application and attorney fees for the prospective employee only. The Office of the Provost will bear this cost.

In situations where a non-U.S. resident is recruited into a faculty position that has not been designated as an area of critical competence, the following assistance will be provided:

- Identification of an immigration attorney who is capable of handling the preparation and submission of an application to U.S. Citizenship and Immigration Services.

The prospective faculty member will be responsible for all costs associated with obtaining a visa.

Obtaining Permanent Residence

University assistance in obtaining a permanent residency visa will only be provided to a faculty member who has been employed by the University for a minimum of six months. The faculty member's academic dean must provide the Provost with a request for permanent residency sponsorship. This request will include the following information:

- The academic rank of the position
- The prior performance evaluations of the faculty member
- A statement as to why it is in the best interest of APU to sponsor this faculty member

Provided the Provost approves sponsorship, the following assistance will be provided:

- Identify and retain an immigration attorney who will handle preparation and submission of an application to U.S. Citizenship and Immigration Services.
- Provide information and documentation required in order to conduct a labor market certification.
- Arrange for the faculty member to receive a loan that will pay 75% of the application and attorney fees, up to a maximum of \$5,000. This assistance covers the faculty member and her or his immediate family, defined as spouse and dependent children who are under 21 years of age.
- One-third of the total loan amount will be forgiven for each full year of service achieved at APU after receiving permanent residency status.

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- Should the faculty member voluntarily resign prior to serving three full years, the prorated loan balance will be due at the time of resignation.
- Should the faculty member's contract not be renewed, the loan amount will be forgiven.

Visa Sponsorship for Staff Employees

As with faculty, on occasion it may become necessary to recruit and hire a staff employee who is not a resident of the United States. In such cases, it is expected that the staff employee will be successful in obtaining a visa and work permit on the basis of the specialized skills and knowledge as permitted by the H-1B visa. Sponsorship for staff employee H-1B visas is very limited, and the request must be approved by the vice president with responsibility for the department making the request and the Office of Human Resources. Any cost associated with the H-1B sponsorship and requisite process is the responsibility of the department.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Human Resources

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Section 3.8: Recruitment and Offers

Open positions will be posted on the APU website and on selected external job boards. Absent exceptional circumstances approved by the Vice President for Human Resources, all positions will be posted for at least five days and may remain posted until filled. Applications for all posted positions will be submitted online.

Any position that remains posted for over one calendar year will be removed from the APU career site and considered “on hold.” While on hold, a position cannot be filled and all normal hiring processes are paused. To reactivate a position that has been placed on hold due to the 365 day limit, the hiring department or office must submit a new position requisition including an updated position justification.

Decisions regarding employment will be made on the basis of job qualifications, relevant experience, demonstrated performance, the ability to work well with other employees and the public, and alignment with APU’s Christian ethos. Applicants who are not selected for a position they have applied for will not be notified of the reason(s) they were not advanced in the selection process.

Staff

Before posting, all new or replacement staff positions must be approved by the Vice President or the Dean of the respective area, and in some cases the Provost, or appropriate Vice or Associate Provost before being submitted to the Office of Human Resources and the Office of the CFO for final approval and recruitment. All replacement staff position requests should be submitted as an electronic position requisition to be reviewed and approved by the HR Business Partner for the area. All job descriptions must be updated prior to submission, with the current requirements, and must be approved by Human Resources.

Even if already provided for in the annual budget, additions to staffing must be approved by the executive leader responsible for the salary and budgeting of that area at the time of recruitment. The Office of Human Resources must evaluate the position and determine the appropriate salary range before the position may be posted and recruitment begins. All new staff position requests should be submitted as an electronic position requisition to be reviewed and approved by the HR Business Partner for the area. Instructions regarding this procedure are available in the Human Resources online portal at <https://hrtotalaccess.apu.edu/>.

Human Resources will screen all applicants, whether internal or external, to assess their basic position qualifications, including alignment with the University’s Christian mission, before routing qualified applicant profiles to the hiring offices. Human Resources will work with the hiring office throughout the hiring process and final offer.

Only the Office of Human Resources is authorized to determine salary offers. For circumstances in which a position will be funded by a grant, the Office of Human Resources will still assign the appropriate salary range per the normal process. Once the salary offer is determined and approved by Human Resources, Human Resources will extend a conditional offer of employment. Once the offer is accepted, Human Resources will initiate the background check process. The background check is considered complete only when the background check is returned, reviewed, and cleared by Human Resources.

No person should begin work until he or she has been officially hired by Human Resources.

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All new employees must attend New Employee Orientation, usually held bi-weekly, on a Monday. The orientation day is to be the employee's first day of work.

Full Time, Part-time, and Adjunct Faculty

Applicants applying for faculty and adjunct faculty positions must submit a completed Azusa Pacific University employment application online. See the Faculty Handbook and Adjunct Faculty Handbook for more information on search procedures and hiring details, including salary ranges.

Student Employees

Because the primary role of a traditional undergraduate student at APU is that of a student, a traditional undergraduate student is not eligible to hold a regular or temporary staff position. All traditional undergraduate students may be employed through the Office of Student Employment only. See the Student Employment Handbook for more information.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 3.9: Promotions and Transfers

An employee who wishes to be considered for an open position within the university may apply online through the Human Resources employment website. APU holds all application information, whether internal or external, as confidential information. If an internal candidate is interested in a position in his/her current department, the employee should notify the current supervisor acknowledging his/her desire to be considered for the transfer. Employees who wish to seek a transfer will utilize the 'Internal Transfer Request' process as follows:

Employees may generally be considered for interdepartmental transfers or promotions only if the following conditions are met:

1. The employee has satisfactorily completed a minimum of six months of active service in the present job and has successfully completed the orientation period.
2. The employee's performance in his or her current position is satisfactory or better. A written warning received within the six month period preceding the request for a transfer will constitute unsatisfactory job performance for purposes of this policy and may result in a refusal to consider by the hiring department.
3. The employee possesses the minimum qualifications required for the position to which a transfer is sought.

If the above qualifications have been met, Human Resources will forward the original application to the hiring department. The employee's submission of any application or request for promotion or transfer will constitute authorization by the employee for the hiring manager and/or search committee to review the employee's personnel file, including any disciplinary record, if requested, to help identify performance, skills, and experience. If an internal applicant is selected for an interview, he/she should notify his/her current supervisor of the desire for the promotion or transfer.

Human Resources, with the hiring manager, are responsible for determining who will be interviewed (either internal or outside candidates), based on the qualifications of the candidates. Decisions regarding promotions and transfers will be made on the basis of job qualifications, performance, the ability to work well with other employees and the public, and an exemplary Christian lifestyle.

Faculty

Details of faculty guidelines for promotion may be found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 20, 2018

Responsible Office: Office of Human Resources

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Section 3.10: Employment of Relatives and Others as Conflict of Interest

Relatives of university employees and individuals with whom employees reside will not be eligible for employment with the university in any situation where potential problems of supervision, safety, security, or morale exist or where personal relationships may create an actual or potential conflict of interest, cause disruption, or create a negative or unprofessional work environment. For purposes of this policy, relatives include an employee's parent, child, spouse, brother, sister, brother-in-law, sister-in-law, stepparent, stepchild, stepbrother or stepsister. Relatives also include any parent, child, brother, or sister of an employee's spouse. As noted above, the policy is not limited to relatives and applies to other covered situations involving actual or potential conflicts of interest.

If two employees become subject to the restrictions of this policy after they are hired, one or both of the employees must seek a transfer or reassignment that eliminates the actual or potential conflict of interest as specified in this policy. For example, if two employees marry, become related, or reside with one another, and the potential problems noted above occur, only one of the employees will be permitted to stay within the same department or shift. The decision as to which of the individuals will remain within the department or with the university must be made by the two employees within six months of becoming related. If no decision has been made during this time, the Director of Employee Relations and Compliance, in consultation with the Vice President of Human Resources, will decide how to resolve the conflict.

Exceptions to this policy will be arranged by the Director of Employee Relations and Compliance, in consultation with the Vice President of Human Resources. A record of this approval of any exceptions will be retained in the respective files of both employees and will be subject to periodic review to assure ongoing compliance with this policy. This periodic written review should be no less than each three years.

The university reserves the right to determine that other relationships not specifically covered by this policy may represent actual or potential conflicts of interest as well. In any case where the university determines, at its sole discretion, that a relationship between two employees, or between an employee and a non-employee, presents an actual or potential conflict of interest, the university may take whatever action it determines to be appropriate to avoid the actual or potential conflict of interest. Such action may include but is not necessarily limited to transfers, reassignments, changing shifts, or, where the university deems appropriate, disciplinary action up to and including possible termination.

The university also prohibits retaliation by anyone with the status of administrator (executive director or above, department chair or above) against any supervisor who takes action against an employee of the university who is a relative of such administrator ("a related employee"). Reports of alleged acts of such retaliation are to be made to the Director of Employee Relations and Compliance.

Further, Human Resources is required to periodically, but not less than annually, meet with such supervisors (and the related employees) and, if deemed necessary, the administrator, to determine whether the family relationship is creating an actual conflict of interest, influencing the conduct of the supervisor or the related employee, or otherwise adversely impacting the University.

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Any question regarding this conflict of interest policy should be directed to Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 3.11: Requests for Employee Information

The university is extremely concerned about the accuracy of information provided to individuals outside the university regarding current or former employees. Therefore, no employee should provide (either on or off the record) any information regarding current or former employees to any non-employee without the specific written approval of Human Resources. This includes letters of reference. Further, provision of any information concerning current or former employees will not be provided without a written and signed request and signed authorization of the current or former employee.

The Office of Human Resources should be promptly advised of any formal or informal request for information about current or former employees. The Office of Human Resources will, upon written request, normally only verify a former employee's dates of employment, position or positions held, and final rate of pay. A written disclosure authorization and release will be required before any information is furnished.

For references for student employees, the appropriate form must be completed and forwarded to the Director of Employee Relations and Compliance or designee for review and approval.

In all cases of requests from government officials, agencies or subpoenas for information etc. are to be forwarded immediately to the Office of the General Counsel. No employee or student of the university is empowered to accept a subpoena other than those in the Office of the General Counsel who have been approved for such receipt.

As it specifically relates to immigration enforcement agents, in compliance with state and federal law:

- no university employee may permit an immigration enforcement agent to enter nonpublic areas of the university workplace unless the agent provides a judicial warrant; and
- no university employee may permit an immigration enforcement agent to access, review or obtain university employee records without a subpoena or judicial warrant, unless otherwise required by federal law including where a valid Notice of Inspection is presented.

Any subpoena, judicial warrant and notice of inspection must be presented to, and reviewed and verified by, the Office of General Counsel before access under this paragraph is provided.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 3.12: Medical Examination

All employees for designated positions may be required to take a pre-employment medical examination after receiving an offer of employment and before beginning work. This examination is provided by the university at its sole expense. Every offer of employment for the designated positions is contingent upon an employee's successful completion of the medical examination and doctor's verification that the employee can perform the essential functions of the position.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: Office of Human Resources

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Section 3.13: Substance Screening

The university is committed to providing a safe, efficient, and productive workplace. To achieve this objective, the university desires to prevent illegal drugs or legal drugs used illegally from adversely affecting the workplace. Any applicants who receive offers of employment as bus drivers or other designated positions must successfully complete a pre-employment drug screening examination as prescribed by federal and state laws before they may begin work. All offers and continuation of employment are conditioned upon successful completion of this examination. Screening for drugs and alcohol shall also be conducted randomly after hire, per federal and state laws.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 3.14: Employment Background Screening

In order to protect its business interests, the university reserves the right to require background checks for all final applicants. An electronic consent will be obtained from the applicant prior to the background check.

This background check is provided by the university at its sole expense. Every offer of employment is contingent upon the employee's background information being deemed not to interfere with the employee's ability to perform the job successfully.

Should the background check contain information that may disqualify the applicant for the position, the applicant will be notified via a pre-adverse action letter from the Office of Human Resources and invited to contact Human Resources to provide additional information that the applicant believes may result in being cleared for hire. The Office of Human Resources designee will review the information provided and make a final determination regarding the applicant's eligibility for hire. If the applicant is determined to be ineligible for hire, the Office of Human Resources will issue a final adverse action letter to notify the applicant of the decision.

In addition to background checks, pre-employment drug testing and random drug testing during employment are required by law for some positions. See the Employee Handbook, Section 3.13 for more information.

Date of Original Policy Approval: April 01, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 3.15: Personnel and Payroll Files

California Labor Code Section 1198.5(a) states that “Every current and former employee, or his or her representative, has the right to inspect and receive a copy of the personnel records that the employer maintains relating to the employee's performance or to any grievance concerning the employee.” The University's policy, described below, conforms to the labor code requirements.

In accordance with the California Labor Code, current and former employees, including those who are on leave of absence, have the right to request to inspect their personnel records. The request may be made verbally to a representative of Human Resources, in writing or online using a University Personnel File Access Request Form, available on the Office of Human Resources website. Current and former employees, as well as applicants, and designees of same, are permitted to inspect their personnel record and be provided copies of documents they have signed.

Categories of records that are considered to be personnel records include those that are used or have been used to determine an employee's qualifications for hire, promotion, additional compensation (including benefits), or disciplinary action, including termination. Examples of personnel records include but are not limited to the application for employment, requests for leaves of absence, notices of commendation, disciplinary actions, performance appraisals, and attendance records.

Employees may, via the same process, also request access to their payroll records, which can include but are not limited to payroll authorization forms and notices of wage attachments or garnishments.

Not all of an employee's activities while employed are maintained as part of the personnel record. For example, while an employee may be involved in filing a complaint or may be the subject of a complaint, the complaint itself does not necessarily become part of the employee's personnel record, unless it results in disciplinary action against the employee, in which case the written summary of the complaint and the outcome of the complaint made against an employee (e. g., disciplinary action, termination) will be included in the personnel record and thus made available to the employee for inspection. Any investigation report and/or investigation notes will not be included in the personnel record.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Human Resources

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Section 3.16: Dating Policy

Any dating, romantic, or highly socialized relationship between a university employee and an Azusa Pacific University student, or between an employee and anyone who directly or indirectly supervises the employee, is deemed inappropriate and potentially harmful to both students and employees.

Employees may not and cannot be involved in dating or highly socialized relationships (including flirting, romantic, or sexual relationships) with APU students or with any employee who is in the line of supervision. The establishment of such a relationship will require immediate resolution in a manner consistent with this policy. Failure to do so may result in disciplinary action or termination. [Note: All relationships must also comply with APU Policies on Sexual Conduct (Section 8.16)].

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: February 1, 2015

Responsible Office: Office of Human Resources

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Section 3.17: Whistleblower Policy

Policy Statement

This policy governs both the reporting and investigation of allegations of suspected improper or unlawful activities and the protection of whistleblowers from retaliation. It describes the procedures for investigating known or suspected illegal activities or violation of University policy with respect to conflicts of interest, financial reporting or management of University resources and addressing complaints of retaliation for raising such issues.

Reason for Policy

Azusa Pacific University has a responsibility for the stewardship of University resources and the public and private support that enables it to pursue its mission. The University's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute unlawful activities. The University has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities, and to protect those employees who, in good faith, report these activities to the appropriate authority.

Policy

A University employee may not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order, nor (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the University. It is the intention of the University to take whatever action may be needed to prevent and correct activities that violate this policy.

Procedure

A. Filing a Report of Suspected Improper Activities

1. Any person may report allegations of suspected improper activities, which includes any illegal behavior, any violation of University policy with respect to conflicts of interest, financial reporting, management of University resources, or any acts of retaliation in violation of this Policy ("Improper Activities"). Knowledge or suspicion of Improper Activities may originate from academic personnel, staff or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, and customers, vendors, students, employee or student applicants, or other third parties. All University employees with knowledge or suspicion of Improper Activities must report that knowledge or suspicion in accordance with the terms of this Policy.

2 Allegations of suspected Improper Activities should be made in writing and dated so as to assure a clear understanding of the issues raised, but may be made orally. Such allegations should be reported promptly and directly to the Office of the General Counsel. Such reports

should be factual and contain as much specific information as possible.

3. If the reporting party prefers not to report the allegations directly to the Office of the General Counsel, allegations of suspected Improper Activities may be reported by calling the following Hotline: 626-334-2089 or by accessing the following Website: APUSafeReporting.com. The reporting party may elect either to report anonymously or to identify himself or herself so that the Office of the General Counsel will have the name and contact information of the reporting party. All reports to the Hotline or Website will be reviewed by the Office of the General Counsel.

4. While reports should be made to the Office of the General Counsel, or to the hotline or website, if a report is made to any employee of the University, that employee must promptly report the allegations and provide any documentation received to the Office of the General Counsel.

5. When a person reports allegations of suspected Improper Activities to an appropriate authority, or to the hotline or website, as stated in this Policy, the report is known as a *protected disclosure*. University employees and applicants for employment who make a protected disclosure are protected from retaliation.

B. Protection from Retaliation

Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected Improper Activities, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the Office of the General Counsel. Any employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the General Counsel of any such report or knowledge of retaliatory conduct.

C. Investigating Reports of Improper Activities, including Reports of Retaliation

Upon receipt of a report of any suspected Improper Activity, the Office of the General Counsel will promptly and directly contact the reporting party, if known. Where appropriate, internal complaints will be investigated promptly (if sufficient information has been provided to allow an investigation to be conducted) and with discretion, and all information obtained will be handled on a "need to know" basis. To the extent practicable, investigations of suspected Improper Activities will adhere to the following procedures: (1) potential witnesses will be identified and separately interviewed; (2) the identity of the reporting party will be disclosed only where necessary, if known; (3) all relevant documents will be gathered and preserved; (4) two interviewers will be present for all witness interviews; (5) all witnesses interviewed will be reminded of this Policy; and (6) the reporting party will be contacted periodically to ensure no retaliatory actions have been taken against them. Any employee who refuses to cooperate with any investigation or the foregoing procedures will be subject to disciplinary sanctions, including potentially termination.

At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

D. Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any Employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency or call the California State Attorney General Hotline.

Date of Original Policy Approval: October 23, 2007

Date of Most Recent Policy Revisions and Approval: October 2017

Responsible Office: Office of General Counsel

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Section 3.18: Subpoena and Legal Process Receipts

The Office of the General Counsel is the agent for service of process for APU.

- All service of process on Azusa Pacific University that may be effected by U.S. Mail or other regular delivery service shall be addressed to the Office of General Counsel at the University's main address: 901 E. Alosta Ave., Azusa, CA 91702.
- All physical (personal) service of process, including court summonses and complaints, court orders, search warrants, writs, earnings withholding orders, and the like must be served on the physical Office of the General Counsel, which is located in Building B on the grounds of the Foothill Community Church, 777 E. Alosta Ave., Azusa, CA 91702 ([626-387-5763](tel:626-387-5763)). Staff, faculty, and student employees should not accept any of the foregoing documents and should refer all process servers to the Office of the General Counsel.

Should a process server leave a document or if any such documents are mailed to your office, please make a note of the date, time, and location of receipt and immediately contact, and then deliver the document to, the Office of the General Counsel.

Azusa Pacific University employees may not release information about students or any university employee in response to any inquiries by third parties, whether in person, writing, or over the phone, except in accordance with university policies. If an agent or investigator from the FBI, CIA, DHS, military, or any other federal or state government agency calls or appears at your office and requests information on any student or employee, please do not release any information and direct them as follows:

- Information Requests About Students: Student background investigations, housing verifications, and student-employee verifications are to be directed to the Undergraduate Enrollment Services Center, Building 29, Attention: Client Services, at 901 E. Alosta Ave., Azusa, CA 91702 ([626-815-2020](tel:626-815-2020)).
- Information Requests About Employees: Background investigations and employment verification requests regarding employees should be directed to the Office of Human Resources, at 511 W. Citrus Edge St., Glendora, CA 91740 ([626-815-4526](tel:626-815-4526)).

Date of Original Policy Approval: October 20, 2008

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of General Counsel

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Section 3.19: Temporary Employment Policy

In addition to regular full and part-time employees, some of the university's employment needs are met through the hiring of temporary full-time or part-time employees. The only temporary employee positions permitted are those that are short-term project based, seasonal or short-term recurring assignments, or substituting for regular employees on leave. Adjunct faculty and employees hired for grant-funded projects are not covered by this policy. Grant-funded positions continue until the project is completed or until funding has been exhausted. In no circumstance may a temporary employee position covered by this policy extend beyond twelve months. In unusual cases, exceptions to this policy may be made by the Vice President for Human Resources and the CFO.

Project-Based Temporary Employees

Project-based temporary employees may be hired for specific projects that are not expected to take longer than six (6) months to complete, but not longer than a maximum of twelve (12) months. If originally expected to be completed in six (6) months or less, such assignments may be extended by the department manager as long as the total project-based assignment is no longer than a total of twelve (12) months. Temporary employees assigned to such projects may be either full-time or part-time.

Seasonal or Short-term Recurring Assignments

In some cases, the need for a short-term temporary employee may be recurring and/or seasonal, such as at the beginning of an academic year, where a large number of student employees may be hired over a short period of time, or collection and organization of a large amount of data is required to meet reporting requirements. Such assignments are generally expected to last from a few days to a few weeks per seasonal or recurring assignment.

Temporary Employee Substituting for Employee on Leave

A temporary employee position may be created where there is a supported need for a temporary employee to cover the job duties of a regular full or part-time employee on an extended medical or maternity leave, or other approved extended leave of absence. The assignment will end when the regular full or part-time employee's leave ends and the regular employee returns to his/her workplace.

Establishing a Temporary Employee Position

All temporary employee assignments must be approved by the cognizant member of the President's Cabinet and fit within the established salary budget for the relevant department or unit. Such positions must be established in accordance with the University's hiring, termination and compensation policies, processes and procedures as overseen by the Office of Human Resources.

Temporary Employee Requests should be submitted via the online application tracking system process through Human Resources. The request should include the type of temporary position needed, the business justification, and the projected time period for the assignment. A detailed job description for the temporary assignment must be prepared by the applicable department and submitted along with the e-requisition.

Temporary employees may not commence work prior to approval of the assignment and may not continue working beyond the end of the approved assignment. However, if the position is

project-based, the department manager wishes to extend the position (not to exceed a maximum of twelve months), and such extension has been approved by the applicable member of the President's Cabinet and fits within the established salary budget for the relevant department or unit, the department manager may extend the position by completing the Temporary Staff Extension Request Form found online via Total Access at <https://hrtotalaccess.apu.edu/> and providing the business justification.

Benefits

Temporary full-time employees may become eligible to participate in the TIAA retirement plan as outlined in Section 5.5. Temporary employees may also be subject to the University's Paid Sick Leave Policy in accordance with Section 5.6 of this Employee Handbook. Other benefits, including, but not limited to paid holidays and flexible time off are not available to temporary employees regardless of their work schedules or length of temporary assignment.

Additional Temporary Assignments and Extensions

A temporary employee who has completed a six (6) month assignment may not begin another temporary assignment with the university unless there has been a gap of not less than six (6) months between completion of one temporary assignment and commencement of another, except for seasonal or short-term recurring assignments.

A temporary employee who has completed a temporary assignment of less than six (6) months is eligible to commence another temporary assignment in the same or a different department, subject to prior approval of such assignment, and provided that the new assignment and the prior assignment may not together exceed a work period of six (6) months. For example, if the temporary employee has successfully completed a four (4) month assignment, and if the new assignment has been approved, the time worked by the temporary employee may not exceed two (2) months, for a total of six (6) months. If the assignment is longer than two (2) months, then the supervisor can elect to employ the temporary employee who has already worked four (4) months for up to a two (2) month period, and then hire a different temporary employee to complete the remainder of the assignment, if two (2) months is not sufficient time to complete the assignment.

There is no obligation to rehire the temporary employee for any portion of the new assignment.

At-will Employment

Unless under contract, temporary employees are at-will employees, meaning that their employment may be terminated with or without notice, and for any reason, by the university or by the employee. While assignments may be approved for a specified period of time, such approvals do not alter the at-will status of the non-contract employee. In addition, temporary assignments do not represent a guarantee of full-time or part-time status or favored status for purposes of consideration if a full-time or part-time position becomes available during their period of temporary employment.

While adjunct faculty are also temporary employees, they are employed pursuant to contracts, as is outlined in the Adjunct Faculty Handbook. Adjunct faculty may be employed for more than a six (6) consecutive month period pursuant to applicable adjunct contracts, in accordance with the Adjunct Faculty Handbook. Adjuncts are not at-will employees.

Tracking the Assignment

The temporary employee's supervisor will be responsible for keeping track of the length of the assignment to ensure that the temporary employee does not exceed the actual length of

assignment initially approved by the University. The department management is responsible for tracking the assignment and for informing Human Resources of status and any changes.

In order to ensure that temporary employees hired on or after the effective date of this policy do not exceed the approved length of the assignment, the supervisor or department head must notify Human Resources of the end of the assignment not less than five (5) business days prior to the anticipated end of the assignment, so that Human Resources may arrange for the collection of university property from the temporary employee and to request timely processing of a final paycheck for the temporary employee. An exception to the five (5) business day requirement applies where there is a need to terminate the employee's temporary assignment due to performance, misconduct, or unforeseen circumstances.

In the event that the supervisor has not received approval to extend an assignment of less than six (6) months, or when the supervisor has failed to notify Human Resources and the employee of the end of the assignment in accordance with the preceding paragraph, Human Resources will notify the temporary employee of the end of his/her assignment, and arrange for the suspension of the temporary employee's work-related privileges, including, but not limited to, parking permit, email access, and computer privileges, effective as of the last day of the approved assignment. Human Resources will also arrange for the temporary employee's final paycheck to be provided to the temporary employee on his/her last work day.

If, for any reason, the temporary employee is permitted to work beyond the end of his/her approved assignment, the temporary employee will be paid for work performed through the last day worked. However, the supervisor permitting such work shall be deemed to have violated this policy, and such violation will result in disciplinary action, which may include a written warning, or suspension without pay for a period to be determined by the department head in consultation with Human Resources.

Date of Original Policy Approval: April 28, 2015

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 4.1: Wage, Salary Offers, and Increases

Azusa Pacific University has adopted a compensation philosophy, which states that its compensation programs are designed to enable the university to attract, retain and motivate the high caliber of faculty and staff required for the success of APU. It is a long-term strategic initiative of APU to provide employees with compensation and benefit opportunities comparable to the opportunities provided by a select group of comparator universities. This objective is achieved through a variety of programs that support the current and long-term strategic initiatives of the university.

APU holds all employee salaries as confidential information.

Funding for salary increases is typically considered when the annual budget is prepared. From time to time, the entire salary scale may be adjusted and pay increases may be granted. Should the Board of Trustees determine that such funding is not available, salary increases may be delayed, reduced or not approved.

Salary Ranges

Salary ranges for faculty and staff positions will be determined after reviewing market data from comparator universities and published surveys of higher education and general industry.

Each employee within the university will have a job description. The specific position's salary range will be determined by Human Resources as a result of marketplace surveys, job analysis, and the resources of the university. Human Resources can provide information on the job evaluation process and placement of each position within the salary scale.

An actual salary offer to an individual will be within a predetermined salary scale and will be based on factors such as the individual's experience as it relates to the job, level of education, and relevant training.

The Office of Human Resources alone is authorized to determine university salary ranges for staff positions and must approve salary offers.

The Office of Human Resources must also approve any staff salary increase based upon promotion.

Once a promotion or other salary increase has been approved by Human Resources, it is the responsibility of the designated supervisor to notify the employee. If a salary increase is not granted for any reason, it is the responsibility of the designee to communicate the situation and reason for the lack of increase to the employee.

Faculty

Faculty salary and promotion information is found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 4.2: Payday and Pay Deductions

The university has two payday schedules. The payday schedules are posted annually on the Payroll and Human Resources websites.

Employees described as “hourly” are on a bi-weekly pay schedule with paydays every other week on Fridays. When a Friday that would otherwise be a payday falls on a bank holiday that is also an APU holiday, paychecks will be distributed on the next business day. The university may, in its sole discretion, distribute the paychecks on the last business day prior to the bank holiday.

Salaried and contract employees are paid on a semi-monthly pay schedule with paydays on the 15th and the last day of the month. If a payday for salaried and contract employees falls on a bank holiday that is also an APU holiday, paychecks will be distributed on the next business day. The university may, in its sole discretion, distribute the paychecks on the last business day prior to the bank holiday.

Normally, the business days between Christmas Day and New Year’s Day are paid days off for regular full-time and part-time faculty and staff. They are not paid days for student employees or for other temporary employees. The University may, in its sole discretion, elect to distribute the final paycheck of the calendar year on the final business day before the Christmas Break begins. Salaried and contract employees will be paid for work performed up to and including the applicable payday. Hourly employees will be paid for straight time hours worked for the period ending one week prior to the scheduled payday. For example, if the payday is on the 22nd of the month, hourly employees will receive straight time pay on the 22nd for work performed through the 16th of the month. Hourly employees will be paid for overtime hours worked or have wages deducted for hours not worked on the second paycheck following the period in which hours were worked, except in cases where immediate determination of hours needs to be made. Adjustments, including deducting available sick, jury duty, bereavement leave, and other paid days off, will be applied to the applicable category and will be reflected on the second paycheck following the pay period in which the day or days were used.

Accrual of paid sick time is suspended during all leaves of absence. Employees on leaves of absence will not be paid for holidays that occur while on leave.

Certain deductions are required by law and will be made from each employee’s wages. These include state and federal income taxes, social security taxes (FICA), and state disability insurance (SDI) payments. Deductions will also be made for health and life insurance premiums, retirement plan contributions, and other contributions, if applicable.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Payroll

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Section 4.3: Time Keeping and Punctuality

Online recording or time clocks are provided for recording work time by employees who are not specifically exempt from doing so. Employees should not report to work or record their time more than seven minutes before the beginning of their shift. In addition, employees should not work or record their out time more than seven minutes after the end of their shift unless authorization to work overtime has been given by their supervisor. Employees must also clock/record out when they start their meal period and clock/record in when they return to work. Meal periods must be at least a full thirty (30) minutes of uninterrupted, duty-free time. Employees should leave their work stations during their meal breaks to avoid the potential that others might engage them in work-related matters, not realizing that the employee is on a meal break. Employees on meal breaks are also free to leave university property if they wish to do so.

The university utilizes a rounding system in calculating pay for nonexempt employees. A nonexempt employee's actual recorded work time in the automated timekeeping system is rounded to the nearest quarter-hour (15 minutes) for pay purposes. For example, an employee who worked from 8:05 a.m. to noon would be paid for four hours of work.

A grace period is provided during which an employee can report to work late up to seven minutes without being "docked" and still receive a full day's pay. For example, if an employee's normal start time is 8:00 a.m., but the employee records his/her start time as 8:07 a.m., the employee will be paid wages as if he/she started at 8:00 a.m. However, if the employee's regular start time is 8:00 a.m. and the employee records his/her actual start time as 8:10 a.m., the employee will be "docked" for fifteen (15) minutes of pay due to rounding, and not just for the ten minutes after 8:00 a.m. or the three (3) minutes after 8:07 a.m. By being more than seven (7) minutes late, the employee will have lost the full grace period. On the other hand, if the employee works up to seven (7) minutes beyond his/her scheduled time for end of his/her shift (for example, if the employee has an 8 hour schedule and starts at 8:00 a.m., and if the employee is scheduled for a 30 minute meal period, the employee's scheduled end time would be 4:30 p.m.), the employee would be paid for a regular shift at straight time, and would not have earned any overtime, because of the seven (7) minute rounding at the end of the shift. In this example, the employee could work up to 4:37 without earning any overtime. However, if, under this example, the employee worked until 4:40 p.m., then the employee will have earned fifteen (15) minutes of overtime due to the rounding to the quarter-hour, which would be paid at 1 ½ times his/her normal rate of pay (time and a half for 15 minutes).

Despite the grace period at the beginning of the shift for purposes of calculating wages, regular punctuality is expected of all employees. Even though employees will receive a full day's pay for being no more than seven minutes late, they will be considered tardy by their supervisor. Persistent tardiness may result in disciplinary action up to and including termination of employment.

Meal periods are unpaid time, and there is no rounding or grace period when taking a meal break. Meal periods must begin before the end of the fifth (5th) hour of the shift. For example, if an employee begins his/her work shift at 8 a.m., he/she must begin the meal period before 1 p.m. It is recommended that the lunch break be scheduled and commenced no less than five (5) minutes prior to the end of the 5th hour of the shift, to avoid inadvertently starting the meal period later than is required.

If the employee's supervisor causes the employee to either miss a meal period or to commence a meal period five or more hours after the employee starts the work shift (for example, if the employee started his/her shift at 8 a.m., but did not start the meal period until 1:02 p.m. because the supervisor required him/her to continue working to complete a task), the employee will be eligible for a meal period penalty of one (1) hour of straight time. Late commencement of meal periods should be avoided except in cases of business emergency because of the added costs incurred by the university.

If the employee, at his/her own discretion, and without being required to do so by his/her supervisor, elects to commence the meal period five or more hours after commencement of the shift (for example, if the employee decides on his/her own discretion to continue working to complete a task prior to starting the meal period, or if the employee decides on his/her own to skip the meal period altogether) the employee will not be eligible for a meal period penalty, but will be entitled to be paid at straight time for the actual time worked. Employees and/or their supervisors will be required to provide an explanation for meal periods that are started late or that are missed entirely so that Payroll may determine whether or not a meal period penalty is due.

Employees should make every effort to avoid starting their meal periods late, or missing them altogether, and patterns of late starts or missed meal periods, where at the employee's discretion, may result in disciplinary action as violations of university policy.

Nonexempt hourly employees are paid on the basis of information contained in their electronic time record. The hours worked should be indicated precisely, including the time taken for meal periods. Employees working a full eight (8) hour shift, or a regular shift that exceeds eight (8) hours, such as those who are on alternative workweek schedules, must record at least four (4) events (i.e., in time at beginning of the shift, out and in time for a meal period, and out time at the end of the shift) on their electronic time record, unless the employee missed the meal period, in which case no in or out time should be recorded on the day the meal period was missed. Employees who work more than ten (10) hours in a shift are entitled to a second meal period of at least 30 minutes in length. Employees who have taken their first meal period, and who work more than ten (10) hours in the same shift may waive their second meal period, in writing and with their supervisor's approval, provided that the entire shift does not exceed twelve (12) hours. Falsification or omission of time records may result in termination of employment. It is expected that the assigned working hours are used to perform productively for the benefit of the university.

Nonexempt employees are required to document their time worked in the automated timekeeping system on a daily basis. Failure to do so may result in disciplinary action, up to and including termination of employment. In addition, supervisors should review their employees' time on a daily basis to ensure accuracy and timeliness of entries. If there are any corrections or adjustments that need to be made, the supervisor should review with the employee and make adjustments prior to final approval.

It is important that the time record not be lost, falsified, mutilated or damaged. If there is a mistake on an electronic time record, an employee should inform the supervisor and then make and initial the necessary corrections. The supervisor should also initial any corrections. Falsification, continued failure to properly record time worked electronically, or requesting another person to clock in or out electronically may result in disciplinary action up to and including termination of employment.

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Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: February 1, 2015

Responsible Office: Payroll, Office of Human Resources

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Section 4.4: Attendance

Each employee's performance is important to the overall success of Azusa Pacific University. For this reason, attendance and punctuality are essential to the efficient operation of the university and are vital components of solid employee performance.

All absences should be pre-approved in writing for other than serious illness or injury of an employee or family member (see the staff Sick Leave policy, Section 5.6). Prior approval is required for requests for flexible time off, jury duty, bereavement leave, and all other personal leaves, including anticipated partial day absences. Generally an e-mail from the employee seeking approval and a return e-mail from the supervisor granting approval is an appropriate means of approval. If the request is not pre-approved, the time off may be considered time off without pay and may be the basis of disciplinary action.

Employees who show a pattern of frequent or long absences that are not pre-approved will be subject to disciplinary action up to and including termination of employment.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Payroll

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Section 4.5: Reporting Absences

All time off for other than emergencies (including flexible time off, medical appointments, etc.) must be pre-approved by the supervisor. When an employee desires to be absent from work, s/he should request approval from the supervisor in advance. The supervisor will approve or not approve the request, based on the needs of the department.

If an employee finds that s/he must be absent from work and is not able to make plans in advance (such as for emergency illness or injury), then s/he is required to phone the immediate supervisor prior to the beginning of the work shift unless there are extenuating circumstances. Voice mail, e-mail or other recorded or indirect messages should be followed by personal contact if possible.

If the employee plans to return to work on a definite date but is unable to do so, it is his or her responsibility to notify the supervisor, giving as much advance notice as possible. If the return date is unknown, a call will be required each day.

All absences must be for good and sufficient reason as approved by the supervisor. The fact that the employee has notified the supervisor that s/he will be gone does not necessarily make it an approved or paid absence. Excessive unapproved absences may result in disciplinary action up to and including termination of employment.

Considerations in determining whether the employee has been excessively absent include how the absences affect the employee's performance and the operation of the department, how much of the employee's duties must be performed by others in order to maintain the smooth operation of the office or department, whether deadlines are missed due to the employee's absences, patterns of absences, such as frequent Monday or Friday absences if the employee has a Monday through Friday schedule, first or last day of the schedule absences if the employee works other than a Monday through Friday schedule, whether a pattern of absences has developed either immediately before or immediately after a holiday, and whether late arrivals or early departures have become common. Other factors may be included in determining whether an employee's absences or tardiness have become excessive. Approved FMLA or workers' compensation leaves will not be considered in determining whether an employee is excessively absent.

Partial day absences taken by nonexempt employees for personal reasons, with the prior written approval of the supervisor, may be made up within the same workweek in accordance with the university's make-up policies (see section 4.8). Making up partial day absences is intended to occur only occasionally, if at all. If the supervisor does not approve the employee's request to make up a partial day absence, other paid time off, such as sick time (if appropriate) may be used if available. If the employee is not approved to make up the time during the same workweek, and if the employee does not have paid time off available, the missed work time will be unpaid.

Nonexempt employees must accurately report time missed due to full or partial day absences, including late arrivals or early departures. Failure to properly report actual time worked and/or actual time missed from work for any reason will be grounds for disciplinary action, up to and including termination of employment.

Some professional employees, including faculty, and employees in certain supervisory and management positions, are "exempt" employees. Exempt employees are not required to enter

time worked in the timekeeping system, but they are required to report any absences of four hours or greater, including those due to illness, flexible time off, jury duty, and medical leaves of absence. Exempt staff are to report such absences in the automated timekeeping system. Faculty are to utilize the system maintained by their dean or appropriate Provost's staff member to report such absences. While exempt employees are not required to report absences of less than four hours, partial day absences cannot be used for the purpose of avoiding regular meetings and similar required activities associated with their position. Failure to do so without prior approval will be considered a performance issue and addressed by the supervisor, including possible disciplinary action. Absences due to injury or illness exceeding two days may require a health care provider's certificate in order to be approved. The certificate should be given to Human Resources.

If the employee is absent from work for three consecutive workdays without notification and approval, and if the employee does not contact Human Resources promptly after having been notified by telephone, email, U.S. mail or other communication method of the need to do so within the time specified in Human Resources' communication to the employee, it will be assumed that the employee has voluntarily terminated employment.

For leaves covered under the Family Medical Leave Act, California Family Rights Act, or Pregnancy Disability Act, the employee must notify Human Resources of whether the employee wishes to use sick time for such leaves, or to take the time as unpaid, prior to commencement of the leave whenever possible, and at the earliest possible time if notice cannot reasonably be provided prior to commencement of the leave.

Flexible time off should be requested in advance in the automated timekeeping system.

Faculty

Deans or appropriate Provost's staff members maintain all absence reporting.

Date of Original Policy Approval: April 1, 2002

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Responsible Office: Payroll

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Section 4.6: Work Week, Overtime, and Working Hours

State and federal labor laws require that an institution set a workweek so that overtime can be computed. Azusa Pacific University's official workweek starts Sunday at 12:01 a.m. and ends the following Saturday at 12:00 midnight. A workday is any consecutive 24-hour period. The University's workday begins at 12:01 a.m. and ends at 12:00 midnight.

Exempt Employees

Some professional employees, including faculty, and employees in certain supervisory and management positions are "exempt" employees. An exempt employee's work assignment is generally based on a forty to fifty hour workweek; however, should additional time be required, no overtime pay will be provided.

Nonexempt Employees

Due to the workload at peak times, a "nonexempt" employee's supervisor may assign him or her to work beyond the normal shift. Azusa Pacific University will pay overtime for overtime work in accordance with the requirements of state and federal law. Although an attempt will be made to give advance notice when it is feasible to do so, this is not always possible. This follows government requirements.

As defined by the state labor laws and the federal Fair Labor Standards Act, nonexempt employees will have overtime paid at time and a half for more than 40 hours worked in one workweek, *and in accordance with California State Labor Law, nonexempt employees who are not on an alternative workweek schedule will be paid overtime for work performed in excess of 8 hours in any shift (as defined in Section 4.8) or workday.* Nonexempt employees who are on an approved alternative workweek will be paid overtime, where applicable, in accordance with their alternative workweek schedule (e.g., after 9 hours if the employee is on a 9/80 schedule, and after 10 hours if the employee is on a 4/10 schedule). Sick time and holiday and flexible time off hours paid but not worked are not included in calculating time worked or overtime. Overtime is based only on actual hours worked as required.

In addition, nonexempt employees who work a sixth day in a workweek will be compensated at time and a half for all hours worked that day up to twelve hours and double time thereafter. Employees who work a seventh day in the same workweek will be compensated at time and a half for all hours worked that day up to eight hours and double time thereafter.

While the University has designated a workweek and workday as indicated above, nonexempt employees will be paid based on assigned shifts. A shift is defined as the employee's regularly scheduled work time plus overtime, if applicable. A supervisor may, from time to time, elect to change the hours of the shift in order to accomplish the business needs of the department and institution. Where practicable, the supervisor will give prior notice of a shift change to the employee. Notification of shift changes will be given in writing. Notification via email is acceptable. A shift may begin and end in one workday, may span two workdays (such as when a shift begins at night on one workday and continues into the next workday, may be continuous, or may be "split". A "split" shift is one in which the employee works a portion of a full shift, is then relieved of duty and permitted to leave the premises (usually for a period of several hours with the specific amount of time to be determined by the supervisor), and is then required to return to work to complete the remainder of the shift. Time off for a meal period does not constitute a "split" shift. The employee will not be entitled to pay for the time off.

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There are departments where an Alternative Work Schedule is or may become appropriate. In those cases, a formal process must be followed to establish this at the direction of Human Resources. Contact one of the Human Resources Business Partners for information.

Overtime worked by nonexempt employees must be authorized in advance by the supervisor. Work before the shift begins or after the shift ends is not approved overtime unless the supervisor specifically authorizes an employee to report early or remain late to work overtime. If an employee works the overtime, with or without supervisor approval, he/she should record the time worked, and the university has the obligation to pay for the time worked. An employee who works overtime without the supervisor's authorization may be subject to disciplinary action, up to and including termination.

Office hours at Azusa Pacific University may vary according to each department's function.

The schedule of work and office hours may vary in certain departments in order to provide necessary services to the university and its students. The supervisor determines the department's schedule, and each employee's schedule is based on the needs for office coverage and productivity. Failure to observe the assigned work schedule may result in counseling, discipline, or termination from employment.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of General Counsel

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Section 4.7: Holiday Pay

It is the policy of Azusa Pacific University to pay nonexempt employees who are required to work on APU designated holidays at the premium rate of one and one-half times the employee's straight-time hourly rate of pay. When requesting a nonexempt employee to work a holiday, the supervisor is to understand and be prepared to follow university policy.

If an employee is assigned to work during a holiday period and requests in lieu of premium pay an alternative day off, the request may be granted, so long as the alternative day off is within 14 days after the actual recognized holiday. If the employee requests and is approved for an alternative day off, then the employee will be paid at straight time for the holiday worked and at straight time for the alternative day off based on a normal work shift. A waiver must be signed by the employee and by the employee's supervisor. A copy of this waiver is to be forwarded to Human Resources and Payroll prior to the holiday. The wording of such a waiver is shown below. In the absence of a request for an alternate day off by the employee, and if the employee is assigned to work on the university recognized holiday, the employee will be paid the standard premium rate of time and a half for the worked holiday and will not be entitled to an alternative day off.

In keeping with Employee Handbook Section 5.3, employees on leaves of absence are not eligible for holiday pay during the leave of absence.

Example of Waiver

I, (name of employee), agree to adjust my holiday schedule to assist the university in fulfilling its mission. I agree to work (date(s)), which would be a normal holiday, at my normal rate of pay, and agree to take (date(s)) instead as my official holiday.*

Date _____ Signed by Employee _____

Date _____ Witnessed by Supervisor _____

In keeping with Employee Handbook Section 4.10, a shift differential of 50 cents (\$0.50) per hour will be paid as an additional premium for any hours worked between 10 p.m. and 6 a.m.

*In keeping with Employee Handbook Section 4.7, the alternative day off in exchange for having worked on the holiday must be within 14 days after the holiday that was worked.

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Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Human Resources

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Section 4.8: Make-Up Time

Nonexempt employees are entitled to overtime pay whenever they perform overtime work as required by law (over eight hours per day or forty hours per APU workweek, except for those working under an approved alternative workweek schedule). Occasionally, a nonexempt employee may need to request from his/her supervisor a few hours off during the workweek and may request to make up the time on another day in the same work week (Sunday through Saturday).

In these cases, employees have the option, with supervisors' approval, of using make-up time, which benefits employees by allowing them to make up missed work and avoid the loss of pay or the need to use any sick pay for the time off. The make-up work is performed at straight time. The make-up time must be performed in the same workweek in which the work time was lost. Employees may not make up an entire work day or an entire shift. The time made up must not cause the employee to exceed 11 hours of work in one day or 40 hours in one workweek (i.e., a regular, full time employee could work 8 regular hours and 3 make-up hours in one day). APU limits make-up hours to a maximum of 4 hours per week.

If the supervisor pre-approves the make-up time request, the employee will not be entitled to overtime pay for the make-up time.

Make-up time is only available when the employee requests time off for a personal obligation. The employee must obtain supervisor approval each time make-up time is requested. A supervisor's approval is reflected in the automated timekeeping system. Make-up time should not be used for a reoccurring event (e.g., 3 hours every Tuesday afternoon for 12 weeks to attend a class on campus). A supervisor may not assign an employee to work over 8 hours in a day (or over the normal alternative workday schedule) and then request or require the employee to take time off in lieu of payment of overtime. Make-up time may not be substituted in any case where the employee is entitled to overtime for work performed. Any other time off that is scheduled or approved by an employee's supervisor will be without pay, unless other available paid time off is used.

All employees of Azusa Pacific University will be compensated according to current wage and hour laws in the state of California. The Azusa Pacific University workday is a 24-hour workday running from 12:01 a.m. to 12:00 midnight. The workweek begins Sunday at 12:01 a.m. and ends Saturday at 12:00 midnight.

Occasionally, because of business necessity, employees may be asked to work beyond their normal shift. Overtime will be paid according to prevailing California wage and hour laws. For shifts that extend beyond a dateline encompassing two calendar days, overtime will be paid for all hours in excess of eight, or beyond the alternative work shift for employees in workgroups that have voted to adopt alternative shifts. Pre-approval by the department supervisor is required for all overtime shifts, except in cases of a bona fide emergency.

Exempt employees (includes faculty) are paid a fixed salary that is intended to cover all the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation. Azusa Pacific University does not maintain any compensatory time-off plan or arrangement. Accordingly, any time off that is provided an exempt employee is done on an informal basis as agreed between the supervisor and the employee. Neither extra compensation nor compensatory time off, under any circumstances,

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is owed or payable to an exempt employee upon separation from university employment for any reason.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of General Counsel

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Section 4.9: On-Call, Call-in, and Call-Back Premium Pay

On-Call

For approved departments, a nonexempt employee may be required to carry a cell phone during hours that are not part of his/her normal shift times, and to make himself/herself available to perform work on campus if called in. Nonexempt employees who are required to carry a cell phone for on-call purposes will receive two hours of on-call premium pay for each week on call. The on-call premium will be computed at one and one-half times the employee's straight-time hourly rate of pay. The on-call premium will be in addition to regular pay earned and will be payable even if s/he does not work 40 hours in that weekly period.

The weekly on-call premium pay will be provided regardless of whether the employee is actually called into work. On-call premium pay is not provided if the employee carries a cell phone but does not make himself/herself available to work or travels outside the immediate surrounding area.

Call-In

If a nonexempt employee is called in to work other than at a normal work shift, the employee will be paid for one half of her/his normal work schedule, for a minimum of two hours and no more than four hours as applicable. When applicable, the employee will be compensated in conformity with the university's overtime or holiday pay rules.

Call-Back

For approved departments, if a nonexempt employee leaves the university premises after completing his or her scheduled shift and is called back without advance notice to the university premises to perform emergency work, the employee will be entitled to a "call-back" premium for time spent on the emergency work (after s/he arrives on campus). The call-back premium will be computed at one and one-half times the employee's straight-time hourly rate of pay. Note: The employee will receive premium pay for the call-back, even if s/he does not work 40 hours in that weekly period.

Each time the employee returns to campus as a result of an on-call page or call-back, the employee will receive a minimum of two hours call-back premium pay. If more than two hours are required to complete the work, the employee will continue to receive the call-back premium for the actual amount of time worked. If the employee responds to other call-back requests while already working on campus, s/he will be paid for the total actual time worked, regardless of the number of actual call-backs.

Call-back pay is not provided when an employee is asked during his or her normal shift to work beyond his or her normal schedule, or is asked to arrive early for a shift, or when an employee is already scheduled to work overtime. Applicable overtime rules apply in these situations.

Any nonexempt employee being called back to work on a day when he/she has completed their shift will be paid a minimum of two hours at the appropriate rate even if the individual works less than two hours. If the individual exceeds two hours, she/he will be compensated for the full time worked at the appropriate rate of pay.

Example of combining on-call and call-back pay: If an employee is assigned to be on-call

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during the week, he/she will receive 2 hours of premium pay. This is payable whether he/she gets called in or not. If the employee is called back for an emergency during the week of being on call, he/she receives an additional minimum of 2 hours pay at the premium rate, totaling 4 hours. The on-call and call-back premium rate is computed at one and one-half times the employee's straight-time hourly rate of pay.

Employees will not be eligible for on-call, call-in, or call-back pay while utilizing flexible time off.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 4.10: Shift Differential and Split Shifts

All employees of Azusa Pacific University will be compensated according to current wage and hour laws in the State of California. The Azusa Pacific University workday is a 24-hour workday running from 12:01 a.m. to 12:00 midnight. The workweek begins Sunday at 12:01 a.m. and ends Saturday at 12:00 midnight.

Shift Differential

Employees whose work hours fall between the hours of 10 p.m. and 6 a.m. will be compensated with a shift differential of \$.50 per hour along with their base hourly rate. If an employee is receiving a shift differential during hours in which they are eligible for overtime, the shift differential is included when calculating the overtime rate. For example, if an employee earns \$15.00 per hour and works 1:00 p.m. to midnight, he/she will earn \$15.00 for the first 8 hours, \$22.50 for the first hour of overtime (because it is time and a half without shift differential), and \$23.25 for the 2nd and 3rd hour of overtime (the overtime rate is calculated as \$15.00 base plus \$.50 shift differential times 1.5).

Split Shifts

A split shift premium must be paid if an employer requires an employee to work a split shift. An employer is required to pay a premium of one hour's pay at the minimum wage rate to an hourly employee who works a split shift in a workday, unless the employee resides at his place of employment. A split shift is defined as any employer-established work schedule interrupted by an unpaid non-working period, other than a bona fide rest or meal period. Consequently, a split shift premium will not be required if an employee requests the interruption in his work schedule or time off for personal convenience, e.g. to accommodate child care problems or personal business, because the interruption is not established by the employer and therefore is not technically a "split shift" within the meaning of the applicable federal and state law.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 4.11: Rest and Meal Periods

California state law requires that rest and meal periods be provided for nonexempt employees. Nonexempt employees are responsible for taking their meal and rest periods as outlined in this policy and for accurately recording all work and meal periods.

If an employee believes that the employee will not be provided with a required meal period in accordance with this policy, or that a required rest period will not be authorized or permitted in accordance with this policy, it is the employee's responsibility to inform the employee's supervisor in time for the supervisor to attempt to arrange for the rest/meal period. This notification should be given as far in advance of the rest/meal period as practicable. When notified that any employee may not be provided with a meal period in accordance with this policy, or authorized and permitted to take a rest period in accordance with this policy, the supervisor should attempt to take steps to provide the meal period or authorize and permit the rest period.

Rest Periods

The university authorizes and permits each nonexempt employee to take a fifteen-minute rest period for each four hours or major fraction thereof worked. A rest period is not required for employees whose total daily work time is no more than three and one-half hours. Rest periods should be taken at mutually convenient times as worked out with the immediate supervisor and co-workers and should be approximately midway through each four-hour work period. The rest period should be taken away from the employee's assigned work station. Employees are responsible to return to their work station within 15 minutes; as rest periods are paid time, time taken in excess of 15 minutes should be made up. Employees may leave the premises during the rest period. As a practical matter, it may be difficult to leave the premises and return to the work station within the 15-minute period. Chapel attendance is not considered a rest period (see Chapel Attendance policy, section 10.2). Rest periods missed at the employee's discretion will not entitle the employee to additional time during the same workday or during a future workday. Nor will a rest period missed by the employee's choice entitle the employee to a rest period penalty.

Rest periods are not cumulative and may not be used to shorten workdays. An employee may not miss a rest period and leave work early that day, counting the time worked during the normal rest period, nor may the rest period be added to a meal period to extend it.

Meal Periods

The first meal period of the work shift must be commenced before the end of the 5th hour after the commencement of the work shift. If the employee works more than ten (10) hours in a shift, the employee is entitled to a second meal period. If the employee has taken his/her first meal period, the employee who works a shift of more than ten (10) hours and no more than twelve (12) hours may elect to waive the second meal period, in writing, subject to the approval of his/her supervisor. Both the employee and the supervisor must sign and date the written waiver. Waivers should be completed and approved prior to the time in which the second meal period would otherwise take place.

For nonexempt employees who work a minimum of six hours per day, a meal period is mandatory for at least a thirty-minute, duty-free period. Meal periods may be between thirty and sixty minutes at the discretion of the supervisor and will be time "off the clock." If the employee, at his/her discretion, elects not to take the meal period, and continues working through the meal break, the employee will be entitled to pay for time worked, but will not be

entitled to a meal period penalty. Supervisors and managers are discouraged from requiring or causing the nonexempt employee to work through his/her meal period, or to start his/her meal period late (i.e., later than the end of the 5th hour for the first meal period, and later than the end of the 10th hour, if the employee will work more than 10 hours in a shift) except under special or emergency circumstances. If the supervisor does require or cause the employee to miss his/her meal period, or to start his/her meal period late, then the employee will be entitled to a meal period penalty for the missed or late meal period. When recording his/her time, either manually or electronically, the employee must indicate why a meal was missed or started late so that Payroll may determine whether a meal period penalty is warranted.

If the employee's supervisor causes the employee to either miss a meal period or to commence a meal period five or more hours after the employee starts the work shift (for example, if the employee started his/her shift at 8 a.m., but did not start the meal period until 1:02 p.m. because the supervisor required him/her to continue working to complete a task), the employee will be eligible for a meal period penalty of one (1) hour at the employee's regular rate of pay. Late commencement of meal periods should be avoided except in cases of business emergency because of the added costs incurred by the university.

If the employee, at his/her own discretion, and without being required to do so by his/her supervisor, elects to commence the meal period five or more hours after commencement of the shift (for example, if the employee decides on his/her own discretion to continue working to complete a task prior to starting the meal period, or if the employee decides on his/her own to skip the meal period altogether) the employee will not be eligible for a meal period penalty, but will be entitled to be paid at straight time for the actual time worked. Employees and/or their supervisors will be required to provide an explanation for meal periods that are started late or that are missed entirely so that Payroll may determine whether or not a meal period penalty is due.

Employees should make every effort to avoid starting their meal periods late, or missing them altogether, and patterns of late starts or missed meal periods, where at the employee's discretion, may result in disciplinary action as violations of university policy.

Employees must punch in and out on the automated timekeeping devices, indicating the time out for the meal break and the in/return time at the end of the meal period. Automatic deductions either manually or electronically are not acceptable. Actual in/out times must be recorded rather than just indicating a recurring time period (the timeclock should not reflect the same time in/out for the meal period unless the employee actually does take the meal period at exactly the same time each day).

Rounding (sometimes referred to as a "grace period") does not apply to meal periods. Employees should not return from their meal periods sooner than 30 minutes after the meal period was commenced. Employees who take more than 30 minutes, if on a 30 minute meal period schedule, or more than 60 minutes if on a 60 minute meal period schedule, will either be docked for the additional time taken, or must make up the extra time taken on the same workday.

The meal period schedule should be approved by the department head and arranged with others in the department so that adequate staff will be present to provide the required services of the department. Rest and meal periods must include freedom from all work duties and should be taken away from the assigned work station or area. Employees must be free to leave the premises for meal periods, which are unpaid time, though they may be required to remain

on the premises for rest periods, which are paid time.

Where a department has specific needs that are impacted by the requirement, no alteration may be made but rather contact should be made with the area's Human Resources Business Partner or the Director of Employee Relations and Compliance, to ensure that any proposed changes are in compliance with applicable laws.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of General Counsel

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Section 4.12: Cool Down Recovery Period Policy

In an effort to reduce the likelihood of heat-related illness, APU complies with Labor Code Section 226.7, Cal-OSHA requirements and other laws relating to provision of work-free cool down periods to employees who are at risk for heat illness due to high temperatures in their work environments.

Cool down periods are paid time and are to be taken on an “as needed” basis for purposes of preventing heat-related illness. Cool down periods may be taken as part of and in addition to the fifteen (15) minute rest periods permitted by APU in accordance with APU’s rest period policy. However, cool down periods may not be combined with rest periods so that an employee has a 20 minute, rather than 15 minute, break.

Cool down periods may not be used to excuse tardiness at the beginning of the workday or after a meal period, nor may they be used to allow an employee to leave work early.

Cool down periods shall be of at least five (5) minutes in length during which time the employee shall have access to shade which is open to the air, ventilation or other effective cooling measures (for example, use of misting machines or other cooling methods shown to be effective), and access to adequate drinking water.

Because cool down periods are specifically for the prevention of heat-related illness, there is no requirement for an employee to take, or for supervisors to permit, a cool down period on work days where the temperature in the employee’s work environment does not create the need for such period to prevent a heat-related illness.

If an employee believes that due to the temperature in his/her environment that he/she needs a cool down period to prevent heat-related illness, and if the supervisor does not permit such a cool down period of at least 5 minutes, then the employee may be entitled to a penalty equivalent to one (1) hour’s straight time pay based on the employee’s regular rate of pay for duties performed. Where there is a good faith disagreement between the supervisor and the employee as to the need for such a cool down period, the employee or the supervisor should contact Human Resources as quickly as is practicable in an effort to resolve the dispute.

In cases where an employee believes that he/she was entitled to a cool down period, but was denied the cool down period by his/her supervisor or manager, the employee must select the “cool down period denied” option in the automated timekeeping system in order to report the denied cool down period, and to indicate that the employee believes a penalty is due him/her. Where no dispute exists as to entitlement to a cool down period on the date indicated by the employee, but where the cool down period was denied on that date, the penalty equivalent to one (1) hour’s straight time pay, will be paid to the employee in his/her paycheck in the pay period immediately following the pay period in which the penalty was earned. Where Human Resources determines that a bona fide dispute exists, no penalty will be due until the dispute is resolved, and then only if the dispute is resolved in the employee’s favor.

Supervisors who oversee employees who work in environments that may be subject to high temperatures, such as employees who work in landscaping or other outdoor duties, should check workplace temperatures periodically, and should document the temperatures in the work environment, to aid in determining the need for cool down periods during the employee’s shifts.

Azusa Pacific University Employee Handbook

Date of Most Recent Policy Revisions and Approval: November 2012
Responsible Office: Office of General Counsel

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Section 4.13: Excused Paid Policy for Nonexempt Employees

Since the university realizes that there are occasional times when by administrative decision or personal need nonexempt employees may be authorized to leave work early and be compensated for a full day's work, the following guidelines are to be followed when approving such payment:

1. In cases where the university or division has sponsored and/or authorized an event, and the event ends prior to the end of the employee's normal workday, the supervisor may, at his/her discretion, allow the employee to go home early without the loss of a portion of a day's pay.
2. In the event that a nonexempt employee has a personal emergency on a Friday resulting in insufficient time to make up the portion of the missed workday during the same work week, the supervisor may allow the employee to be paid for the portion of a work day that was missed due to the emergency.

If a supervisor does elect to approve payment to the nonexempt employee under these circumstances, the employee will still be required to record the actual time. The supervisor will then record the hours not worked as "excused paid" time in the employee's electronic time record.

Excused paid time may not be used for an entire workday which has been missed for any reason.

Excused paid time may not be approved to allow the employee to come in late, or to leave early for personal family celebrations such as birthdays, anniversaries, or graduations.

Excused paid time, if approved by the supervisor or department head, is available to full-time nonexempt employees and not to part-time regular or temporary employees.

No supervisor may grant this excused pay for any nonexempt employee more than four (4) times within a calendar year. The only additional time where such an "excused paid" exception may be made is when by administrative direction employees are sent home for the rest of the workday.

Date of Original Policy Approval: October 16, 2008

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 5.0: Benefits

This section of the manual is designed to acquaint the employee with some of the significant features of Azusa Pacific University's benefit programs. However, it is important to remember that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, if there is any real or apparent conflict between the brief summaries contained in this manual and the terms, conditions, or limitations of the official plan documents, the provisions of the official plan documents will control. Employees who wish to inspect those documents may make an appointment with the Office of Human Resources for that purpose.

Information regarding the current benefits and various insurance options and programs will be explained during orientation on the first day of work. A summary of benefits and other information is available in the Office of Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 5.1: Medical, Dental, and Group Life Insurance

Regular status full-time employees (except temporary employees) working thirty hours or more per week and living and working in California are eligible for medical, dental, vision, and pharmaceutical insurance, as determined by the university. Eligibility for benefits is on the first day of the month following the start of regular employment and upon completion of the employee's benefits enrollment. Information will be provided by Human Resources.

All regular status full-time employees working thirty hours or more per week will automatically receive a basic life insurance policy for \$50,000, paid for by the university. The eligibility date is on the first day of the month following the start of regular employment and upon completion of the employee's benefits enrollment.

Supplemental life insurance coverage is available for the employee, spouse, and dependents, at the employee's cost. This coverage is available to new employees at benefit enrollment and to existing employees at annual open enrollment.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of Human Resources

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Section 5.2: Workers' Compensation Insurance

Azusa Pacific University carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to partial payment for loss of earnings that result from work-related injuries. By law, compensation payments may begin from the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized. The cost of this coverage is paid by the university.

As workers' compensation insurance payments do not fully replace a worker's loss of wages, employees on leave for work-related accidents and injuries may utilize sick time or grandfathered vacation time to keep their pay whole while on leave, if they have accrued time available.

When an employee has a work-related injury and is cleared to return to work, in some cases there is a need for follow-up visits with a health care provider for ongoing treatment. In these cases, the time away from work is unpaid, but an employee may use available accrued sick time. This is true for follow-up appointments, physical therapy, and any related time away from work related to the injury. As with other medical appointments, the employee is encouraged to schedule appointments outside of normal work hours when possible.

Any questions regarding the workers' compensation insurance program will be answered by the Office of Human Resources.

The university or its insurance carrier may not be liable for payment in the event of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's regular work-related duties.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of General Counsel

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Section 5.3: State and Long-Term Disability Insurance

Employees who suffer a non-work-related injury or illness may be entitled to California State Disability Insurance (SDI) benefits. Should the illness or disability extend longer than 180 days, the employee may be entitled to Long-Term Disability Insurance that is provided by a private carrier.

State Disability Insurance Benefits (SDI)

Employees who suffer a non-work-related injury or illness may apply to California State Disability Insurance. If an employee is ill for more than seven calendar days, s/he may be eligible for State Disability Insurance benefits. The state of California insurance policy may pay weekly benefits on a bi-weekly basis for up to fifty-two weeks.

The employee must file his or her claim with the state within forty-nine days of disability. Claim forms can be filed online at: http://edd.ca.gov/Disability/SDI_Online.htm.

While the employee is absent from work for any medical disability, s/he may use accrued sick hours to supplement SDI payments, in accord with APU's sick time policy (section 5.2); an employee's total pay may not exceed his/her regular base pay.

Accrual of sick hours is suspended during all leaves of absence. Employees on leaves of absence are not eligible for holiday pay during the leave of absence.

The state disability insurance premium is paid by the employee through payroll deductions.

Long-term Disability Insurance Benefits

Long-term disability insurance is provided at no cost to employees on a group-plan basis for all regular full-time employees. An employee must be disabled for at least 180 days before benefits begin, and then coverage is 66.67% of her/his monthly salary to a maximum monthly benefit of \$10,000. Further details and information are available in Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 5.4: Unemployment Insurance, Social Security, and Medicare

The State of California may provide weekly benefits payable to employees for unemployment transpiring through no disqualifying fault of the employee. There is a waiting period of seven calendar days. The total cost of this coverage is paid by the university.

Most regular full and part-time employees are covered by unemployment insurance in accordance with the California Unemployment Insurance Code. However, employees who may be excluded from coverage are ministers, full-time students regularly enrolled and attending classes at APU, and employees who receive less than \$50 in wages in a calendar quarter.

An employee's eligibility for unemployment insurance benefits is determined by the State of California Employment Development Department.

Employees, unless legally exempt, are required by law to participate in Social Security and Medicare under the Federal Insurance Contributions Act (FICA). This program provides for monthly retirement benefits, disability benefits if totally and permanently disabled, certain survivor benefits to dependent children, and retiree medical insurance. The cost of this program is established by law and increases from time to time. Both the university, as the employer, and the employee contribute equally to fund the cost of this program.

If you have further questions about Medicare eligibility, please contact Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of Human Resources

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Section 5.5: Retirement Benefits

Retirement Plan

Employees are immediately eligible upon hire to contribute a portion of their pay to the APU retirement plan as a pre-tax deferral or as a Roth deferral. Employees who are at least 18 years of age and are benefits-eligible employees (see Section 3.5) are eligible to participate in the employer contribution feature of the retirement plan, if there is any. There is no waiting period. The employer contribution, if any, is detailed in the Summary Plan Description (SPD), available in Human Resources. A total contribution of 100% is not possible because of other deductions that need to be taken from an employee's pay.

The plan, underwritten by the Teachers Insurance Annuity Association (TIAA), has a vesting schedule that can also be found in the Summary Plan Description (SPD), along with other further details on the plan.

Enrollment is done online at www.TIAA.org/APU. Employer contributions to the employee's account will begin on the first of the month following eligibility and enrollment.

Early Retirement

An employee who has ten cumulative years of benefits eligible service with at least five consecutive leading up to retirement, and is at least 62 years of age and not yet 65 years of age, is eligible for early retirement. The employee may request continuation of his/her insurance benefits in place at the time of early retirement and each following year until the month the employee reaches his/her 65th birthday. The employee must be in good standing in order to be eligible.

Early Partial Retirement

An employee who has ten cumulative years of benefits eligible service with at least five consecutive leading up to retirement, and is at least 62 years of age and not yet 65 years of age, may declare partial retirement and request continuation of his/her insurance benefits if s/he transfers to a part-time job of 20 hours per week in place at the time of retirement from the university. In addition, the employee will become eligible to apply for this benefit if the supervisor agrees to decrease the hours of the employee's current position to 20 hours per week (depending on business necessity). The employee must be in good standing in order to be eligible.

The early/partial retirement benefits allow the employee to continue receiving group health insurance benefits. The retiree pays the employee portion of the monthly premiums for any benefits accrued by the year of retirement, and the university continues to pay the employer's portion. Covered benefits include current medical, dental, and vision insurance.

Partial retirement additional coverage allows the employee to continue reimbursement accounts (Section 125 accounts) and long-term disability insurance.

Limitations: All benefits cease if the retiree becomes eligible for Medicare or has a group plan from another employer.

The following benefits will not be available to early retirees:

- Reimbursement accounts (Section 125 accounts) (except through COBRA)
- Tuition discount program for the retiree, spouse, or dependents

- Life insurance
- Long-term disability insurance

There will be no further employer contributions to the retirement fund during this time period.

Note: If premiums are not paid from a payroll deduction, all premiums must be paid to Human Resources no later than the 15th of each month in order to continue in the benefits program. A lapse in payments greater than 30 days will result in final termination of benefits.

Faculty

Please refer to the Faculty Handbook Section 3.6 - Retirement Policies and Procedures.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Human Resources

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Section 5.6: Sick Time

Full-time regular employees working at least thirty hours per week will be eligible to accrue paid sick time as described below.

Full-time semi-monthly employees will accrue sick time on the basis of four hours per pay period to a maximum of 480 hours. Full-time bi-weekly staff employees will accrue sick time on the basis of 3.69 hours per pay period to a maximum of 480 hours. Accrual will not continue once the maximum has been reached. To calculate accrual, the first day of employment will be considered the starting date. If the employee works between thirty and forty hours per week, accrual is proportionate to the average hours scheduled to work per day.

While the accrual of paid sick time for full-time staff employees will commence on their first day of employment, employees will not be entitled to use such paid sick time until they have completed 90 (ninety) calendar days of full-time staff employment.

Use of Paid Sick Time

Paid sick time for all eligible employees may be used for:

- a. Diagnosis, care, or treatment of an employee's or immediate family member's existing health condition;
- b. Preventative care;
- c. If the employee is a victim of domestic violence, sexual assault, or stalking.

Because productivity is essential to the university's ability to serve students, paid sick time is to be used only for the reasons listed in a, b, and c, above. To the extent reasonably possible, the employee is encouraged to make appointments for non-emergency health care, diagnosis and preventative care outside of normal work hours. Where appointments need to be made during work hours, and where other than emergency in nature, employees will provide reasonable prior notice to the employee's supervisor. Supervisors may request a doctor's verification in accordance with the Health Care Provider's Verification Policy. (See Health Care Provider's Verification Policy, Section 5.7).

Paid sick time must be used in minimum increments of not less than 15 (fifteen) minutes.

Full-time regular employees may use up to 50% of their accrued sick time for the care of an ill spouse, child, grandchild, sibling, parent, parent-in-law, or grandparent.

Full-time regular employees may also use up to 96 hours of their accrued sick time in conjunction with receiving Paid Family Leave (PFL) benefits from the state of California for "baby bonding" leave (see Section 6.4). Employees may be entitled to eight weeks of benefits under PFL, paid at approximately 60-70% of an employee's salary. Through coordinating state benefits and the use of APU sick time, the difference (up to 40%) can be made up by the employee using accrued sick time at a rate of up to 3.2 hours per day for a maximum of six weeks (i.e., 96 hours maximum).

Limitations

The use of paid sick time for other than the employee's own or immediate family members'

medical conditions is not acceptable and is subject to disciplinary action.

Sick time will not be accrued during leaves of absence. At the time of termination, unused sick time will not be paid out to the employee. However, if an employee leaves the employment of the University and is rehired within 1 (one) year from the end of the employee's employment, then unused paid sick time remaining at the time of the termination of employment will be restored to the returning employee and may be used after the rehired employee has worked at least 90 (ninety) calendar days as a new hire.

For part-time, temporary, adjunct faculty, or student employees, the maximum of 24 (twenty-four) hours of paid sick time will still be applicable upon rehire.

Should an employee exhaust her/his sick time and then need to take a day off for illness or family care as presented above, grandfathered accrued vacation hours (see section 5.8) may be used to cover the time unless all grandfathered accrued vacation hours as well as sick time hours have been exhausted. Beyond this, the additional time off will be unpaid.

Part-time, Adjunct, Temporary, and Student Employees

Part-time employees (those working fewer than an average of 30 hours per week), temporary employees (whether working fewer or more than 30 hours per week during their temporary assignment), adjunct faculty, and student employees are entitled to 24 (twenty-four) hours of paid sick leave per year of employment after the employee has worked for the university for 30 (thirty) actual days (not 30 calendar days of employment).

Part-time, temporary, adjunct, or student employees granted paid sick time under this paragraph, shall not be eligible to use the paid sick leave until they have completed 90 (ninety) calendar days of employment. Employees who work fewer than 90 calendar days or fewer than 30 actual days for the university will not be entitled to any paid sick time.

Paid sick time for part-time, temporary, adjunct, or student employees will be capped at twenty-four hours and will not roll over from year to year. However, 24 (twenty-four) hours of paid sick time will be granted at the beginning of the next 12 (twelve) month period, so that the employee will have a maximum of 24 (twenty-four) hours of paid sick time per 12 (twelve) month period.

Adjuncts and part-time faculty will be paid for sick time based on the university's standard formula for units taught. Each hour of class time will be treated as 3 (three) hours of work time, taking into account class-related activities such as preparation time and grading. Adjuncts and part-time faculty will be entitled to 24 (twenty-four) hours of paid sick leave per 12 (twelve) month period. If an adjunct or part-time faculty member misses 1 (one) or more classes in a day for any purpose permitted under this policy, the number of class hours missed will be multiplied by 3 (three) and the total shall be treated as paid sick time and deducted from their paid sick time balance. For example, if an adjunct or part-time faculty member misses a 2 (two) hour class, then 6 (six) hours will be treated as paid sick time and deducted from their paid sick time balance, whether or not any other classes are actually taught on the same day.

Paid sick time will not increase the total compensation to which the adjunct or part-time faculty member is entitled based on the applicable adjunct or part-time faculty contract. However, if the adjunct or part-time faculty member exhausts his/her sick pay entitlement and is absent beyond the 24 (twenty-four) hour allotment, then the total compensation due pursuant to the

applicable contract will be reduced accordingly.

Other Part-time, Temporary, or Student Employees

Other part-time (excluding adjuncts and part-time faculty who are referred to in the preceding paragraph) employees, temporary employees, or student employees will not be paid sick pay for any day that the employee was not scheduled to work. If a part-time, temporary or student employee has a varied schedule (e.g., scheduled to work 4 (four) hours on Tuesdays and 1 (one) hour on Thursdays), the employee will be paid the number of hours that the employee was scheduled to work for that day (excluding scheduled overtime, if applicable). For example, if the employee misses work due to illness on the Tuesday when he/she was scheduled to work 4 (four) hours, then the employee will be paid for 4 (four) hours of sick time. If the employee misses work due to illness on the day that he/she was scheduled to work only 1 (one) hour, then the employee will be paid for 1 (one) hour of sick pay.

Employees must obtain the approval of their supervisors before changing their schedules. Schedules should be specified by the supervisor or department head and not left to the discretion of the employee. Employees may not alter their schedules in order to get paid for a sick day. For example, if an employee is scheduled to work Mondays, Wednesdays, and Thursdays, and plans to have a medical procedure performed on a Friday, neither the employee nor the supervisor may change the schedule to Mondays, Wednesdays, and Fridays specifically to allow the employee to receive sick pay for the Friday absence.

Use of Paid Sick Leave for Ill Family Members by Part-time, Adjunct, Temporary, and Student Employees

Part-time, adjunct, temporary, and student employees may use up to their full allotment of 24 (twenty-four) hours per year of accrued sick time for the care of an ill spouse, child, grandchild, sibling, parent, parent-in-law, or grandparent.

Date of Original Policy Approval: April 7, 2009

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 5.7: Health Care Provider's Verification

The university may require a satisfactory statement of a licensed health care provider when an employee misses work because of an illness, injury, or disability. The employee may be asked to provide a physician's statement that verifies the employee's or family member's injury or disability and its beginning and ending dates or the date the employee will have the ability to return to work without presenting an immediate and significant risk to his/her own health or safety or the health or safety of others. (A specific diagnosis should not be included.) When requested, such verifications and releases may be a condition to receiving sick leave benefits and returning to work. Although a health care provider's statement normally will not be requested for absences of less than two working days, the university may request such a statement in situations where it determines that it is warranted.

All health care provider verifications should be forwarded to Human Resources and not retained in the employee's department.

The following language, which conforms to requirements of The Genetic Information Act of 2008 (GINA), will be included in any documents issued by APU which request medical information from an employee or other provider. The university will not request any "Genetic Information" unless such information is deemed reasonably necessary, and provided such request is specifically allowed by GINA:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic Information' as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of General Counsel

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Section 5.8: Flexible Time Off Benefit

Based upon a strong commitment to employee welfare, APU affirms the importance of our employees being able to get away from the job and related responsibilities on a regular basis for needed rest and relaxation. Individual needs for time off also vary between individuals and fluctuate over time. It is our anticipation that the flexibility provided by this policy will allow individuals to take the time off they need while also meeting their job commitments to APU.

Consistent with rapidly emerging trends in Human Resources policies and procedures relevant for an increasingly diverse workforce, APU offers all regular full-time exempt and nonexempt employees unlimited, flexible time off benefits. Employees will not be entitled to use such paid flexible time off benefits until they have completed 90 (ninety) calendar days of full-time staff employment. The purpose of this policy is to allow employees flexibility through sufficient opportunity to take periods of time off or to work fewer hours in lieu of taking more periods of time off.

APU's flexible paid time off benefit is not a form of additional wages for services performed and is not part of compensation. Rather, it is part of APU's effort to provide you with a flexible work schedule that allows you both to meet your work commitments to APU in support of its mission and sufficient time for refreshment, rest and relaxation with your loved ones and friends. Under this policy, employees determine when and how much time to take off, as long as they fulfill their job responsibilities and coordinate their time off schedule with their supervisors as provided in this policy.

Absent unforeseen circumstances or emergencies, time off generally must be scheduled at least two weeks in advance and approved by the employee's supervisor. This allows your supervisor and colleagues who rely on your work to make necessary adjustments to their schedules to accommodate your time off without compromising your area's role in supporting APU's mission. The supervisor's view of the business operational needs of each department, including safety, student services, compliance, workload seasonality and asset protection is the primary factor that will be considered in scheduling time off. Where there are conflicting time-off requests that impact coverage or other legitimate business interests, the supervisor will first seek to resolve the conflict collaboratively with the affected employees and/or the team. If this is unsuccessful, the supervisor will use their best business judgment to decide the issue within the team context.

Supervisors are also responsible to administer this policy fairly and equitably across employees, including regularly monitoring time off. Employees are responsible for accurately recording their time off.

APU will attempt to accommodate late requests if doing so will not negatively impact business operations, but requested time off may be denied if not scheduled according to this policy. Within these considerations, time off can be taken in any amount and at any time during the calendar year with your supervisor's approval.

This policy does not affect existing APU policies relating to sick days, holidays, jury duty, bereavement leave, pregnancy leave, family and medical leave, or military leave. Leaves of absence will be unpaid unless otherwise required by law.

Because flexible time off benefits are unlimited, unused flexible time off benefits are not accrued or otherwise accounted for, and will not be paid out upon an employee's termination from employment with APU.

If you have any questions about this policy or are having any difficulty scheduling time off, please reach out to your supervisor or to your Human Resources Business Partner who will assist you. APU will take reasonable measures, either through annual compliance checks or performance reviews, to ensure employees are truly able to take time off under this policy and also to ensure that flexible time off is not impacting completion of job duties.

Employees retain all unused vacation hours that they accrued under APU's former vacation benefits policies that were effective at any point prior to the effective date of this Flexible Time Off Benefit policy (March 1, 2021). Those hours, referred to as "grandfathered accrued vacation hours" throughout this handbook, may be utilized by the employee in certain circumstances and otherwise will be paid out upon an employee's termination from employment with APU, or earlier at APU's discretion.

Part-time, temporary, and student employees, as well as adjunct faculty, are not eligible for flexible time off benefits under this policy.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 1, 2021

Responsible Office: Office of Human Resources

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Section 5.10: Holiday Time Off

Eligibility for Paid Holiday Time Off

Regular full-time and part-time employees are eligible for paid holidays starting with the first day of employment. Temporary employees are not eligible for paid holidays.

To receive holiday pay, employees must work their scheduled work day both before and after the holiday or be on an APU-approved paid leave status (e.g., flexible time off, bereavement leave, jury duty).

Employees on unpaid leaves of absence or other periods of unpaid inactive service are ineligible to receive holiday pay. Also, holiday pay will not be granted beyond the last day worked for an employee who resigns or is terminated.

Days Designated as Paid Holidays

Azusa Pacific University observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- The day before Christmas, unless the day falls on Saturday or Sunday
- Christmas Day
- Working days between Christmas and New Year's Day (coordinated by the supervisor)

With the exception of the Christmas/New Year's holiday period noted above, if the holiday falls on a Saturday, the preceding Friday is observed; if the holiday falls on Sunday, the following Monday will be observed, unless it is determined that this is in conflict with the majority of local schools and businesses.

Part-time regular employees receive the same hours of holiday pay as are normally scheduled on that day if the holiday occurs on the day normally scheduled, and no pay if not scheduled to work on the holiday.

The last day worked will be used as the employment ending date if the separation date falls during a holiday.

Azusa Pacific University may also observe a July Summer Holiday schedule, which may include up to three half working days. If sick time is taken on these predetermined days, four fewer hours will be deducted from employee sick hours available than what would normally have been deducted for a scheduled eight-hour day.

Temporary employees do not receive holiday pay and do not receive additional remuneration from the university.

Pay for Work Performed on Holidays

See Section 4.7 of this employee handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of General Counsel

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Section 5.11: COBRA

The Azusa Pacific University group medical and dental plans allow the employee and eligible dependents to continue participation in these plans when certain events occur that would otherwise cause the employee to lose coverage. This is made possible under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA).

The provisions, guidelines, and complete information are available in Human Resources.

Upon separation or the end of COBRA coverage, the employee has the conversion privilege to buy an individual medical contract. If the employee does not wish to continue coverage, the employee must make his or her conversion election within 30 days of the date the regular group health coverage ends. Employees eligible for COBRA will receive election information directly from APU's third party COBRA administrator.

Because the continuation coverage option under the APU plan does not apply to life insurance, the conversion election for life insurance must be made within thirty days of the date the regular group life insurance coverage ends. If there are questions about either the conversion option or the continuation of coverage option, please contact Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of General Counsel

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Section 5.12: Length of Service

Length of service is important because it determines eligibility for certain benefits and is an item of consideration at times of promotions. Continuous service is not broken while an employee is on an authorized personal, family care, or medical leave of absence.

If an employee is rehired within one year of layoff or other separation, reinstatement of the employee's continuous service dates will be given for purposes of dependent tuition benefits.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 5.13: Employee Meal Discount and Check Cashing

All employees are welcome to eat one meal a day in the university eateries during normal meal hours at a discounted price. The discounted price can only be obtained by placing money on their Faculty/Staff ID card and using the card at one of the eateries. This price is also available to spouses and dependents, who are currently not enrolled as a student at APU, on a once-a-month basis. Other guests must pay the regular price.

Opening hours for all food service venues will vary at different times of the year, including during final examinations and the summer months. Hours for these times will be posted at the appropriate locations, and a reminder will be e-mailed in the regular all-APU communication system.

Subject to available funds, employees may cash checks up to \$100 in the Cashier's Office on the East Campus, the Grad Center Cashier at Admin West, or the University Bookstore on West Campus, Monday through Friday during their normal business hours.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: Office of Human Resources, University Services

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Section 5.14: Library, Bookstore, and Mailroom Privileges

Full borrowing privileges are available to all employees at no cost from the Marshburn Memorial Library, the Darling Library, and the Stamps Theological Library. An Azusa Pacific University ID card will be required to check out materials.

The APU Bookstore carries a selection of books, office supplies, greeting cards, gifts, etc. All employees receive a twenty percent discount on all items except textbooks and food items. Please contact the APU Bookstore for more information.

The university has mail service centers for staff/faculty and students to assist with personal mailings, such as sending US Post Office mail, FedEx, UPS and OnTrac. Mail Services is on west campus, and the Student Post Office (SPO) is on east campus. Personal stamped mail (or any other prepaid mail) may be deposited in an intra-campus mail bag or designated container at both locations. Mail Services makes no guarantee that personal mail will go out the day it is received, nor do they take any responsibility for delivery errors by the US Post Office or any other courier. Please see the APU website or contact Mail Services for more information.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: Office of Human Resources, University Services

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Section 5.15: Electronic Mail Usage

Azusa Pacific University (APU) is becoming increasingly dependent on effective and efficient electronic communications. Electronic messaging is a major feature of this communications infrastructure, and messaging standards are critical for easy receipt of messages and attachments. The volume and content of these messages are of organizational concern, and we are required to manage this tool diligently and with good stewardship.

This policy applies to all employees of Azusa Pacific University with network access. The following issues are addressed in this policy:

- Appropriate use
- Material distribution
- University rights and permissions
- Authorized access

Azusa Pacific University (hereafter referred to as “the company”) has established a policy with regard to electronic mail messages created, sent, or received by company employees using the company’s electronic mail system. The elements of the policy are set forth below. The company reserves the right to change them at any time as may be required under the circumstances or as determined by the Chief Information Officer.

- The company maintains an electronic mail system. The purpose of this system is to assist company employees as they conduct business within the company provided system. Non-employees (including consultants and independent contractors) may not obtain company mail addresses without express written approval from the Vice President of Human Resources.
- The electronic mail system hardware is company property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the company. They are not the private property of any employee.
- The use of the electronic mail system is reserved solely for the conduct of business at the company. It is not intended for personal business. Participating in “chain letters” is one example of inappropriate use of electronic mail.
- Employee access privileges to the electronic mail system will be revoked at the close of business on the employee’s final day of employment.
- The electronic mail system may not be used to solicit or proselytize for commercial ventures or political causes, outside organizations, or other non-job-related solicitations. The exception to this is urgent and critical prayer requests for immediate family members.
- The electronic mail system is not to be used to create, send, or forward messages that are obscene, pornographic, defamatory, harassing, threatening, containing racial or sexual slurs, or which are otherwise inappropriate in the context of the company’s ethos and core values.
- The electronic mail system shall not be used to violate copyrights or other

proprietary rights by distributing unauthorized copies of materials owned by others, nor shall it be used to distribute confidential or proprietary company materials without proper authorization.

- The company reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system for any purpose.
- The contents of electronic mail may be disclosed by the company without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
- Notwithstanding the company's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them, except with the permission of the intended recipient. Any exception to this policy must receive prior approval by the employer.
- Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so.
- Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including termination of employment.

Any questions relating to the contents or implementation of this policy should be addressed to the Chief Information Officer.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of CIO

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Section 5.16: Internet Usage

Azusa Pacific University (APU) has made it possible for employees to access the global set of computer networks known as the “Internet” or “World Wide Web” (hereafter referred to as the Internet) using APU-owned and provided equipment. Such use is subject to the policy stated below. (See also the separate APU Electronic Mail Usage Policy, which specifically applies to the use of electronic mail, including sending such mail via Internet addresses.)

This policy applies to all Azusa Pacific University employees. This policy addresses the following issues:

- Appropriate access
- University public relations
- Misuse

Any use of APU facilities or equipment in violation of this policy will subject employees to appropriate disciplinary action, up to and including termination, as well as potential criminal prosecution.

- Access to the Internet through APU-provided equipment, as with other company-provided tools, is for business use. Occasional personal use that does not interfere with the employee’s job performance (e.g. during breaks or lunch) is acceptable, but such use remains subject to the provisions of this policy.
- APU will monitor all usage, including Web sites visited and files or programs downloaded, to ensure compliance with this policy.
- No information representing APU shall be “posted” (i.e. “uploaded”) to the Internet without first coordinating with the Office of the CIO or the Vice President for University Relations.
- Misuse of APU-provided Internet access is prohibited. Misuse can occur through viewing websites, downloading or uploading information, and specifically includes the following:
 - Accessing or distributing information that is obscene, pornographic, defamatory, harassing, threatening, containing racial or sexual slurs, or otherwise inappropriate in the context of APU’s Christian ethos and core values.
 - Violating copyrights or other proprietary rights through unauthorized copying. Ask if you are not sure!
 - Unauthorized distribution of APU materials (particularly confidential or proprietary information).
 - Attempting to “break in” to unauthorized computer networks or systems.

Any questions concerning this policy or appropriate use of APU-provided Internet access should be directed to the Office of the CIO, who will consult with Human Resources and other administrators as appropriate.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of CIO

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Section 5.17: Parking and Rideshare Program

Parking spaces are provided in faculty/staff parking lots for employee vehicles. All employees must register their vehicles that are parked on campus with Campus Safety. All employee vehicles parked on campus must display a current APU faculty/staff parking permit, available from Campus Safety, at all times.

Visitor passes may be secured in the Campus Safety Office or at the Information Booth on University Drive.

As part of the South Coast Air Quality Management District, Azusa Pacific University has been participating in the Regulation XV Trip Reduction Program since 1991 and provides a Rideshare program for employees.

Some of the benefits of this program include preferred parking spaces, a guaranteed ride home in the event of an emergency, earning \$1.50 for each day that an alternate form of transportation is used (walking, biking, public transportation, electric vehicles (EV) or carpooling), and participating in a monthly drawing. For more information on our Rideshare program, contact Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 5.19: Employee Assistance Program

The Employee Assistance Program (EAP) is a professional counseling and referral service designed to help employees with personal, family, and job issues. Examples of these might be emotional and mental health concerns, family conflicts, relationships and marriage difficulties, workplace conflicts, substance abuse/addiction, or financial and legal issues.

All regular, full-time employees and their families have access to this telephonic counseling service 24 hours per day, seven days a week. The service is free, voluntary, and strictly confidential.

Further information is available on the Human Resources website.

Date of Original Policy Approval: February 1, 2015

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 6.1: Bereavement

Any regular full-time or part-time employee who has completed his or her orientation period may be excused from work for up to three working days with pay following the death of an immediate family member. Immediate family is defined as the employee's parents, siblings, spouse, children, step-children or spouse's parents.

Any regular full-time or part-time employee who has completed his or her orientation period may be excused from work for one day with pay following the death of a close relative. Close relatives are defined as brothers-in-law, sisters-in-law, aunts, uncles, cousins, nieces, nephews, grandparents, great-grandparents, grandchildren, or spouse's grandparents.

After the death of an immediate family member, employees will be paid their regular base wage for each day of absence up to three working days and may be required to provide satisfactory evidence to support the request for leave. Part-time employees receive the same number of hours of bereavement pay as hours normally scheduled for work on the applicable day(s). If an employee requires more than three days, s/he may request a personal leave of absence for additional unpaid time.

New staff employees who have not completed their orientation period and temporary employees may request up to three days off without pay for bereavement leave.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.2: Jury Duty

Because jury duty is an important civic responsibility, APU will grant up to five paid working days per rolling twelve-month period for all regular status or orientation-period employees who are called to jury duty. Part-time employees receive the same hours of jury duty pay as hours normally scheduled for work on that day, if the jury service occurs on a day the employee is normally scheduled to work. In order for the employee to use the time off as paid jury duty, s/he must provide certification from the court showing that s/he has actually attended each day. The employee is to provide this certification to his/her supervisor. Each employee should make every attempt to obtain a jury duty date that is most convenient for his/her workload and departmental needs so that maximum service can be provided to the university constituents. Also, the employee should let the court know that s/he will only be paid for up to five days, in order to avoid the financial and business hardship of being placed on a longer trial. If the jury duty extends beyond the paid five days, an employee may request a personal leave (unpaid).

While on jury duty, employees are expected to be at work during any days not called in and to report to work during any portions of the day not required to be at the courthouse.

Faculty

Although jury duty is an important civic responsibility, the University does have the responsibility of ensuring its faculty members are available to meet their obligations to teach students in their disciplinary areas according to their faculty workload. Faculty are expected to schedule jury duty at times that do not conflict with their obligation to be in the classroom or when they are not on contract. If it is impossible to move the scheduled jury duty date, the faculty member will receive pay for jury duty for up to five days. It is the faculty member's responsibility to find coverage for classes. Faculty on administrative assignments may receive pay for jury duty for up to five days. The faculty member should let the court know that s/he will be only paid for up to five days, in order to avoid the financial hardship of being placed on a longer trial.

Adjunct Faculty

Adjunct faculty are not eligible for jury duty pay.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.3: Personal Leave of Absence

An employee's Director, Vice President, Dean, or Provost may approve a period of personal absence without pay for up to two weeks upon written request by the employee. The leave should be requested thirty days in advance whenever possible.

A personal leave of absence beyond two weeks must be requested in writing and be approved by the Office of Human Resources and the appropriate Vice President or Provost. This approval process includes requests by faculty, as stated in Section 3.5 of the faculty handbook. Due to staffing complexities, only one such leave may be granted to any one employee in any rolling twelve-month period, and it should not exceed three months. The university cannot guarantee that the employee's job will be available at the end of an approved personal leave of absence. Normal benefits received by regular employees, including holidays and sick leave, will not be accrued or granted to an employee on a personal leave of absence. However, for a leave of two weeks or less, medical/dental benefits will be unaffected and continue as normal. Benefits are not continued for personal leaves greater than two weeks; health benefits will be discontinued on the last day of the month in which the employee's leave reaches a length of two weeks.

Employees on leave must pay the employee portion of their premiums once their sick time is exhausted. Checks must be made payable to Azusa Pacific University and sent as directed by Human Resources by the 15th of each month. Failure to pay premiums on time may result in termination of benefits.

Failure to return to work at the end of an approved period of absence or obtaining other employment during the leave will result in termination from university employment.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.4: Family Care and Medical Leave

Purpose

The purpose of this policy is to ensure that employees, their supervisors, time approvers and department timekeepers understand the eligibility and entitlement requirements of the Family Care and Medical Leave policy, when it may be used, how leave under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) are to be requested, and how time is to be reported using an automated timekeeping system.

FAMILY AND MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

The university complies with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) and provides unpaid medical and family leaves to eligible employees in accordance with those laws.

Eligibility Requirements: You are eligible to request FMLA/CFRA leave if (i) you have worked for the university for at least one year (does not have to be continuous), and (ii) you have worked 1,250 hours during the 12 months preceding the date the leave is to begin..

If you are eligible to request FMLA/CFRA leave, you will be entitled to leave as provided in the remainder of this policy.

Qualifying Reasons for Leave:

1. For the birth of a child and to care for the newborn child (includes incapacity due to pregnancy, and prenatal medical care or child birth. This applies only to FMLA).
2. For the placement with you of a child for adoption or foster care and to care for the newly-placed child.
3. To care for your spouse, child, parent (not in-laws), grandparent, grandchild, or sibling with a serious health condition.
4. To care for a child 18 years or older incapable of self-care due to a disability.
5. For your own serious health condition which renders you either unable to work at all or unable to perform any one or more of the essential functions of your job.
6. Because of any qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. ("Covered active duty" means duty for members of the Regular Armed Forces, during deployment of the member to a foreign country, and means duty for members of a reserve component of the Armed Forces during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under certain statutory provisions. "Qualifying exigencies" may include attending certain official military events, arranging for alternative childcare for the children of the service member, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending certain post-deployment reintegration briefings). Please ask the Leave of Absence Specialist in Human Resources for more information. "Deployment to a foreign country" means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the United States, including international

waters.

While making alternate childcare arrangements for the service member's children, providing childcare on a non-routine, urgent, immediate need basis, or enrolling in or transferring a child of a service member to a new school or day care facility are covered by this provision, the provision does not allow you to take leave in order to become the primary caregiver while the military member is on covered active duty.

7. To care for a covered service member with a serious injury or illness if you are the spouse, child, parent, or next of kin of the covered service member (FMLA only, not CFRA). A "covered service member" is a current member of the Armed Forces (including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, whose illness or injury was incurred in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating. A "covered service member" may also be a veteran who has been discharged under conditions other than dishonorable within the five-year period before you first take military caregiver leave to care for that veteran who has a serious injury or illness incurred in the line of duty while on active duty (or existed before active duty but aggravated by military service while on active duty in the Armed Forces) and who is undergoing medical treatment, recuperation, or therapy for the serious injury or illness. For veterans discharged prior to March 8, 2013, the period of time between October 28, 2009, and March 8, 2013, will not count as part of the five-year period.

Amount of Leave:

12 Weeks Unpaid Leave: For Qualifying Reasons Nos. 1-5 listed above, if you have met the eligibility requirements for FMLA/CFRA leave as described above, you are entitled to take up to 12 weeks of unpaid leave within a 12-month period preceding the day the leave is to begin. The 12-month period during which the 12 weeks of leave may be taken is measured rolling backward from any time you use the leave. 12 weeks of unpaid leave may also be taken for Qualifying Reason No. 6, listed above, but only under the FMLA, not under CFRA. The 12 week maximum applies to any combination of both family and medical leave during any rolling backward 12 month period. Also, additional leave for pregnancy disability may be taken under the separate Pregnancy Disability Leave Policy (PDL), below.

Notwithstanding the foregoing, under the following circumstances, the lengths of permissible leaves are as follows:

- a) **Short Notice Deployment:** To address issues arising from the military member's short-notice deployment (i.e., deployment within seven or less days of notice), subject to meeting eligibility requirements set forth above, you may take leave for up to seven calendar days, beginning on the day the military member receives notice of deployment to attend to any issue arising from the short-notice notice deployment. While this is a short-notice leave, it remains essential that you notify your supervisor and Human Resources not later than the first day of such leave.
- b). **Military Member on Rest and Recuperation Leave:** Where a military member is on Rest and Recuperation leave during covered active duty, and subject to meeting eligibility requirements, you may take up to fifteen calendar days of leave. This leave applies only when the military member is on Rest and Recuperation leave.

26 Weeks Unpaid Leave: For Qualifying Reason No. 7, listed above, if you have met

the eligibility requirements for FMLA leave, you are entitled to take a maximum of 26 weeks of unpaid leave within a single 12-month period measured forward from the date the leave is to begin (FMLA not CFRA). Leave taken for Reason No. 7 and for any other covered reason (Reasons Nos. 1-5) during this single 12-month period shall not exceed a combined total of 26 weeks (that means you cannot take a 26 week leave for Reason No. 7 and then take additional FMLA leave for Qualifying Reasons Nos. 1, 2, 3, 4, or 5.)

Timing of Leave: Leaves for Qualifying Reasons Nos. 1 or 2 listed above must be completed within the 12-month period beginning on the date of birth, adoption, or placement. If both you and your spouse (or under CFRA, both “parents” even if unmarried) are employed by the university and both request leave because of Reasons Nos. 1 or 2, both spouses (or parents) may each take up to 12 weeks FMLA/CFRA leave during the rolling 12-month period. FMLA and CFRA leave will run currently if based on the same Qualifying Reason.

Definition of “Serious Health Condition”: “Serious health condition,” as used in Qualifying Reasons Nos. 3 and 4 above, is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents an employee from performing the essential functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy (FMLA only), or incapacity due to a chronic condition. Other conditions may also meet the definition of continuing treatment.

Benefits and Protections: During FMLA/CFRA covered leave, employee health care coverage under the university’s group health plan will be maintained on the same terms and conditions as if the employee had continued to work. To the extent that an employee’s FMLA/CFRA leave is paid and the employee contributes for benefit coverage, the employee’s portion of those premiums will be deducted from the employee’s salary. For the portion of FMLA/CFRA leave that is unpaid, the employee’s portion of those premiums are due on regularly scheduled paydays for the pay period applicable. If the employee’s payment of premiums is more than 30 days late, the university may discontinue coverage upon notice to the employee. Sick time accruals will not continue during an approved FMLA/CFRA leave. The university continues retirement plan vesting and disability and life insurance coverage without interruption.

Upon return to work from FMLA/CFRA leave, employees will be restored either to their original or to an equivalent position with equivalent pay, benefits, and other employment terms. We request that an employee provide us with two weeks advance notice before returning to work.

However, an employee is entitled to reinstatement only if the individual would have continued to be employed had FMLA/CFRA leave not been taken. Additionally, the university reserves the right to deny reinstatement to key employees if certain conditions are met. If an employee does not return to work on the agreed-upon date, and the university has not heard from the employee with an acceptable reason for failure to return, APU will assume that the employee has voluntarily resigned.

Use of Leave: Leave for certain Qualifying Reasons (check with Human Resources) may be

taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the university's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Accrued Paid leave Time for Unpaid FMLA/CFRA Leave: FMLA/CFRA leave is unpaid. The university's normal sick time policy (section 5.6) applies to use of that type of accrued time during an unpaid FMLA/CFRA leave, and not all FMLA/CFRA leaves will qualify for the use of sick time. The use of accrued sick time during unpaid FMLA/CFRA leave does not extend the FMLA/CFRA leave period. If an employee goes out on a qualified leave of absence and has grandfathered accrued vacation hours, they may use those hours to receive pay during their leave of absence. Employees will not be eligible to use the flexible time off (FTO) benefit to supplement pay during a leave of absence.

State Disability Insurance Benefits (SDI): Employees taking a Pregnancy Disability Leave (PDL-see policy below) or a leave on account of their own serious health condition may qualify for State Disability benefits (SDI).

Paid Family Leave Time (PFL): Employees who are eligible for unpaid family leave time under FMLA/CFRA, for reasons other than the employee's own serious health condition, may apply to the California Employment Development Department (EDD) for up to eight weeks of wage replacement benefits, known as "Paid Family Leave" (PFL). **Notice and Medical Certification Requirements:** Employees are required to provide 30 days advance notice of the need to take FMLA/CFRA leave when the leave is foreseeable. Employees are also required to consult with their supervisor or Human Resources and make a reasonable effort to schedule any planned medical treatment so as to minimize disruption to APU's operations. When 30 days' notice is not provided, employees are not entitled to leave unless notice was provided as soon as practicable. If notice is provided less than 30 days prior to the date the leave is intended to begin, APU will discuss with the employee the basis for the shortened notice, in effort to determine if the notice was provided as soon as practicable. Employees must also comply with the university's normal call-in procedures.

Employees must provide sufficient information, including medical certification, for the university to determine if the employee is entitled to leave and the anticipated start and end dates of the leave. Sufficient information includes a medical certification that the employee is unable to work at all, unable to perform essential job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Medical Certification for the employee's own serious medical condition must include: (1) the date, if known, on which the serious health condition commenced, (2) the probable duration of the condition, and (3) a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of their position. Without this information in the Medical Certification, an employee will not be entitled to leave for their own serious medical condition.

If APU has a good faith, objective reason to doubt the validity of the certification, the employee provides for their own serious health condition, APU may require at its own expense a second medical opinion from a provider designated or approved by APU but who is not employed on a regular basis by APU, concerning any information in the certification.

The employee is responsible for communicating with both the supervisor and Human Resources if that information changes. The employee is also required to provide medical certification as per above and periodic recertification supporting the need for leave. Before a return to work, the university will require verification from a health care provider that says the employee is fit to return.

The following language, which conforms to requirements of The Genetic Information Act of 2008 (GINA), will be included in any documents issued by APU which request medical information from an employee, an employee's family member or other provider. The university will not request any "Genetic Information", either orally or in writing, unless such information is deemed reasonably necessary, and provided such request is specifically allowed by GINA:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic Information' as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Request for Leave and Notice of Eligibility and Entitlement: An employee should request FMLA/CFRA leave by completing the university's online request form. Upon receipt of the request, a Human Resources Specialist will inform you if you are eligible for FMLA/CFRA leave. If you are eligible and entitled, the university will inform you of any additional information that is required as well as your rights and responsibilities. The university will also inform you if the leave will be designated as FMLA/CFRA leave and the amount of leave counted against your leave entitlement. If you are not eligible or entitled, the university will notify you and provide you with a reason.

Actions Prohibited: Under the FMLA and CFRA, an employer may not interfere with, restrain or deny the exercise of any right provided under FMLA/CFRA or discharge, discriminate against any person for opposing any practice made unlawful by FMLA/CFRA or for involvement in any proceeding under or relating to FMLA/CFRA. An employee who believes his/her rights under the FMLA have been denied or violated may file a complaint with the U.S. Department of Labor (1-866-487-9243; www.wagehour.dol.gov) or may bring a private lawsuit. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law which provides greater family or medical leave rights.

For further information or clarification about FMLA/CFRA/PDL leave, and for SDI and PFL, please contact the Office of Human Resources.

Calculation of FMLA benefits at Azusa Pacific University is based upon a "rolling" calendar. Under this method, eligibility is calculated by looking backwards at the 12-month period immediately preceding the leave's start.

Time Reporting

In all cases where the employee has advance notice of the need for FMLA and/or CFRA leave,

it is the employee's responsibility to ensure that the Leave of Absence Specialist in Human Resources and the employee's supervisor are notified of the need for leave as soon as possible. Where leave is required due to an emergency, it is the employee's responsibility to notify the Leave of Absence Specialist and the employee's supervisor, as soon as it is possible to do so.

Other Medical Leave

Employees who may need to take leave for medical reasons, but who are not eligible for FMLA/CFRA leave, or who have exhausted their FMLA/CFRA leave, may be eligible for other types of protected leave for certain medical reasons in accordance with applicable law. An employee may request such a leave by contacting his or her supervisor or Human Resources. The supervisor will forward the request to Human Resources. Under these circumstances, the university will enter into the interactive accommodation process with the employee to determine whether leave or further leave is warranted as an accommodation of a medical condition that qualifies as a disability under applicable law. Please contact Human Resources for more information.

Benefits and Protections: With all leaves of absence, an employee's eligibility for the university-sponsored health plans ends after the employee exhausts 180 calendar days of leave in a 12-month period. At that juncture, the employee will be offered continuation of coverage under COBRA, without any APU contribution to the premium. Employees on a leave under Pregnancy Disability Leave and subsequently under CFRA will continue to be eligible for the university-sponsored health plans until the end of their PDL/CFRA leave, even if it extends beyond 180 days, and will be offered coverage under COBRA after exhausting their protected leave status. Employees who already have reached 180 calendar days of leave as of the effective date of this policy on July 1, 2020 will continue to be eligible for the university-sponsored health plans for 90 days after that date and will then be offered coverage under COBRA if still on leave after the 90 days.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.5: Pregnancy-Related Disability Leave

PREGNANCY DISABILITY LEAVE (PDL)

The university adheres to the California Pregnancy Disability Act. In California, female employees who are disabled on account of pregnancy, childbirth or a related medical condition are eligible for up to four months of unpaid Pregnancy Disability Leave (PDL) per pregnancy for periods of actual disability caused by the pregnancy, childbirth, or related medical conditions. PDL does not have to be taken in one continuous period of time but may be taken on an as-needed basis. Time off for pre-natal care, severe morning sickness, doctor-ordered bed rest childbirth, and recovery from childbirth are covered by PDL.

Eligibility for PDL is measured on the first day the employee becomes disabled due to pregnancy, childbirth, or a related medical condition. During PDL, at the employee's option, the employee may use any accrued paid sick time during PDL in accordance with the university's sick time policy (section 5.6) for the use of such paid time. The remainder of the leave will be unpaid. If an employee goes out on a qualified leave of absence and has grandfathered accrued vacation hours, they may use those hours to receive pay during their leave of absence. Employees will not be eligible to use the flexible time off (FTO) benefit to supplement pay during a leave of absence. The employee may also be eligible for State Disability Insurance (SDI) for the unpaid portion of the leave or to supplement any paid time in accordance with the university's policy.

During PDL covered leave, the employee's health care coverage under the university's group health plan will be maintained on the same terms and conditions as if the employee had continued to work. To the extent that an employee's PDL leave is paid and the employee contributes for benefit coverage, the employee's portion of those premiums will be deducted from the employee's salary. For the portion of PDL leave that is unpaid, the employee's portion of those premiums are due on regularly scheduled pay days for the pay period applicable. If the employee's payment of premiums is more than 30 days late, the university may discontinue coverage upon notice to the employee. Sick time accruals will not continue during an approved PDL leave. The University continues retirement plan vesting and disability and life insurance coverage without interruption.

Employees affected by pregnancy or a related medical condition also may be eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties or may be eligible for some other accommodation, if this transfer or other accommodation is medically advisable. In order to take PDL or be transferred or otherwise accommodated, employees will be required to provide medical certification. The medical certification must include the date the employee will become disabled due to pregnancy, probable duration of disability, and a statement that the employee due to the disability is unable to perform some or all of functions of the job without undue risk to herself, other persons, or the successful completion of her pregnancy, or a statement that the transfer or other accommodation is medically advisable.

Up to 12 workweeks of PDL may be designated by the university as leave under the Family and Medical Leave Act (FMLA) if an employee is eligible for FMLA leave. Upon the expiration of PDL, an employee who is eligible under the California Family Rights Act (CFRA), may take up to an additional 12 workweeks of leave for birth-bonding during any 12 month period as defined in the university's FMLA/CFRA policy. At the conclusion of PDL, an employee will be

reinstated in accordance with applicable law.

Benefits and Protections: During FMLA/CFRA covered leave, employee health care coverage under the university's group health plan will be maintained on the same terms and conditions as if the employee had continued to work. To the extent that an employee's FMLA/CFRA leave is paid and the employee contributes for benefit coverage, the employee's portion of those premiums will be deducted from the employee's salary. For the portion of FMLA/CFRA leave that is unpaid, the employee's portion of those premiums are due on regularly scheduled paydays for the pay period applicable. If the employee's payment of premiums is more than 30 days late, the university may discontinue coverage upon notice to the employee. Sick time accruals will not continue during any leave of absence. The university continues retirement plan vesting and disability and life insurance coverage without interruption.

With all leaves of absence, an employee's eligibility for the university-sponsored health plans ends after the employee exhausts 180 calendar days of leave in a 12-month period. At that juncture, the employee will be offered continuation of coverage under COBRA, without any APU contribution to the premium. Employees on a leave under Pregnancy Disability Leave and subsequently under CFRA will continue to be eligible for the university-sponsored health plans until the end of their PDL/CFRA leave, even if it extends beyond 180 days, and will be offered coverage under COBRA after exhausting their protected leave status. Employees who already have reached 180 calendar days of leave as of the effective date of this policy on July 1, 2020 will continue to be eligible for the university-sponsored health plans for 90 days after that date and will then be offered coverage under COBRA if still on leave after the 90 days.

Please contact Human Resources for further information regarding PDL.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.6: Medical Leave for Work-Related Injuries

Leaves of Absence Associated with a Work-Related Injury

A leave of absence shall be granted upon a doctor's verification of injury to any full-time or part-time regular employee who sustains a work-related injury. Subject to any limitations permitted by law, a leave of absence for a work-related injury shall be extended to the employee for the duration of the work-related injury.

Human Resources must be notified and provided with a licensed physician's certification of inability to work within twenty-four hours of the work-related injury or illness. Both the supervisor and the employee must contact Human Resources to fill out the necessary paperwork, or the employee's right to receive benefits is jeopardized. The information required includes the need for a leave of absence, the reason the leave of absence is being requested, and the anticipated dates the leave of absence will begin and end.

The employee is required to provide periodic updates to the department head and to Human Resources at least every thirty days during the leave concerning the employee's status, expected date of return and continued intent to return to work upon expiration of the leave. There should be immediate notification of a need to change the duration of the leave of absence.

APU provides workers' compensation benefits through an administrator. The employee is required to engage in all appointments and therapies as indicated by the treating physician and to provide all the necessary paperwork to the workers' compensation administrator in order to receive benefits.

Before returning to work following a leave of absence for a work-related injury, the employee must submit a physician's verification stating the employee's ability to return to work and the date s/he is able to return. Based on any restrictions given by the physician, a partial-return-to-work status will be considered if the job duties can be accommodated.

A leave of absence for a work-related disability will be coordinated with any benefits provided the employee in an effort to minimize the impact of the leave of absence for both the employee and the university.

Sick time accruals will not continue, and no holiday pay will be granted while an employee is on this leave of absence. This leave will run concurrently with the Family Medical Leave, California Family Rights Leave, workers' compensation, and any other applicable leaves.

See Employee Handbook Section 5.2 on Workers' Compensation Insurance for more information.

Benefits and Protections: During a medical leave for work-related injuries, employee health care coverage under the university's group health plan will be maintained for the first 180 days on the same terms and conditions as if the employee had continued to work. If the leave extends beyond 180 days, the employee will be offered continuation of coverage under COBRA, without any APU contribution to the premium. Employees who already have reached 180 calendar days of leave as of the effective date of this policy on July 1, 2020 will continue to be eligible for the university-sponsored health plans for 90 days after that date and will then be offered coverage under COBRA if still on leave after the 90 days. To the extent that an employee's medical leave for work-related injuries is paid and the employee contributes for benefit coverage, the employee's portion of those premiums will be deducted from the

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employee's salary. For the portion of leave that is unpaid, the employee's portion of those premiums are due on regularly scheduled paydays for the pay period applicable. If the employee's payment of premiums is more than 30 days late, the university may discontinue coverage upon notice to the employee.

Sick time accruals will not continue during any leave of absence. Retirement plan vesting and disability and life insurance coverage continue without interruption while on approved leave.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.7: Mission/Diversity/Community Service Leave

Purpose of Mission/ Diversity/ Community Service Leave

The purpose of this policy is to allow employees to participate voluntarily in approved university and non-university sponsored mission related service activities, community experiences and diversity experiences that occur during regularly scheduled workdays.

Azusa Pacific University recognizes the importance of community involvement and encourages employees to participate in mission, diversity and service activities by providing flexibility in work schedules and paid leave opportunities.

Consistent with the Essence Statement of Azusa Pacific University,

We are servants who:

are able to follow joyfully Jesus' example of service in the world and pour out our individual and corporate lives for others because of God's love in Christ for us.

share our faith unashamedly, disciple other Christians, participate in missionary endeavors, minister to the needs of all persons regardless of their agreement with our beliefs, and affirm the unique worth of every individual as one created by God, as one for whom Christ died, and as one who has been given individual gifts and talents to be discovered, developed, and directed toward service.

are faithful stewards of our time, talents, and resources; welcome and seek opportunities for service as a means to clarify and practice our faith and knowledge.

Scope of Mission/ Diversity/ Community Service Leave

The university recognizes three types of voluntary activities under this leave policy:

1. Mission related activities or programs sponsored, endorsed or conducted by the Center for Student Action and approved by Human Resources.
2. Diversity related activities or programs sponsored, endorsed or conducted by the Center for Diversity, Equity, and Inclusive Excellence and approved by Human Resources.
3. Community Service related activities or programs sponsored endorsed or conducted by a community service organization* and approved by Human Resources.

*As defined by this policy, a community service organization is a non-profit, non-partisan community organization, which is designated as an IRS code 501(c)(3) agency.

Community Service leave may not be used for any partisan political activity. This includes soliciting funds for votes for a political candidate or working for the election of a candidate.

Eligibility

In order to be eligible for Mission/ Diversity/ Community Service Leave, an employee must be a full-time regular employee, have completed one year of service, and be in good standing with the University.

Procedure

An employee requesting a Mission/Diversity/Community Service leave will need to complete the university's request form available online, and submit to the Leave of Absence Specialist in Human Resources. All requests are to be submitted at least 30 days prior to the leave date. Late submissions may not necessarily be approved.

Mission/ Diversity/ Community Service Leave requires written approval from the employees' department head or chair, the authorized Human Resources representative for staff or Provost for faculty and either the Center for Student Action or the Center for Diversity, Equity, and Inclusive Excellence, depending on the nature of the requested leave.

All requests for Mission/ Diversity/ Community Service Leave will be reviewed with careful consideration of both the needs of the department and the development of the employee. If the time requested for leave is determined by the department head or chair as detrimental to the department's operations, the leave may be postponed until such time as the department can afford to have the employee absent for the duration of the requested leave.

In cases where multiple employees from the same department show interest in overlapping leave periods, it is the responsibility of the department head or chair to determine if the department can function with multiple employees participating in the leave benefit.

Mission/ Diversity/ Community Service Leave Request forms can be obtained on the Office of Human Resources website, <https://www.apu.edu/humanresources/forms>.

Mission/ Diversity/ Community Service Leave Benefit

Eligible employees with 1-5 years of service:

Maximum of three (3) working days per calendar year and nine (9) days in any rolling three-year period.

Eligible employees with 6 or more years of service:

Maximum of four (4) working days per calendar year and twelve (12) days in any rolling three-year period.

Employees can also take time without pay, subject to the approval of their department chair or director.

Tracking of eligible days will be the responsibility of the department chair or head.

There will be no payment for unused benefit leave upon employees leaving University service.

No stipends or other forms of payment beyond the employee's salary are allowed. Paid leave is not granted for days that employees are scheduled not to work.

Employees granted leave under this benefit are not entitled to any overtime compensation or any reimbursement for travel, lodging, meals, and other trip-related expenses.

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This policy may not be construed to imply that Mission/Diversity/Community Service leave is mandatory or a job requirement; rather, this policy allows for the freedom to willingly participate in these activities.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.8: Military Leave of Absence

Military leaves of absence for extended periods of time will be granted for full-time and part-time faculty and staff in accordance with this policy. In order to be eligible, employees must submit prior oral or written notice of the need for military leave from the appropriate military authority unless the provision of prior notice is precluded by military necessity or if the giving of such notices is otherwise impossible or unreasonable.

Military necessity is defined by federal regulation and is not determined on an individual basis by the employee or the university.

The university will reinstate those employees returning from military leave to their same position, or one of comparable seniority status, if they meet the following criteria:

- The employee must have held the position as a regular full or part-time faculty or staff member prior to the military leave;
- The employee must have given written or verbal notice to the university prior to leaving the job for military service, except where precluded from doing so by military necessity;
- The employee must not have exceeded the 5-year cumulative limit on periods of service;
- The employee must have been released from service under conditions other than dishonorable;
- The employee must report back to the job in a timely manner or have submitted a timely application for reemployment in accordance with USERRA regulations.

The employee must also meet the requirements for reemployment as described below:

- If the military leave was less than 31 days, then the servicemember must return to his/her position at the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight hour rest period.
- If the leave was more than 30 days, but less than 181 days, then the servicemember must return to work within 14 days of release from service.
- If the military leave was for over 180 days, the servicemember must return to work within 90 days of release from service.

Following military service of over 30 days, the returning employee must, upon the university's request, provide documentation that establishes the length and character of the service and the timeliness of the application for reemployment.

During the period of military leave, the employee may at his/her discretion use grandfathered accrued vacation time to fulfill all or a portion of the employee's military obligation, but is not required to do so.

Differential Pay While on Military Leave of Absence

An employee who qualifies for a military leave of absence will be eligible to receive pay to supplement her/his military pay for a limited period of time. This pay is intended to supplement gross military pay (including allowances) by addressing the difference between the employee's regular rate of pay and the pay received while on military duty. As an example, if the employee's regular rate of pay is \$4,000.00 per month and her/his gross military pay is \$2,600.00 per month plus a \$400.00 per month allowance, this employee would be eligible for differential pay that addresses the \$1,000.00 difference between his regular pay and his gross

military pay. The amount of differential pay will be based on a scale as outlined in the table below:

Duration of Military Leave	Amount of Differential Pay
1 to 90 days	100% of Difference
91 to 180 days	50% of Difference
181 to 270 days	25% of Difference
271 days or more	0%

To qualify for differential pay, the employee must provide official documentation specifying her/his gross rate of pay while on military leave and authorization for electronic deposit of his/her differential pay into a U.S. bank account.

An employee receiving differential pay while on military leave may elect to continue participating in the university's TIAA retirement plan. Such an employee will also continue to have eligibility for tuition benefits for spouse and children. Medical and dental benefits will continue for thirty days beyond the last day of work. Long term disability insurance will continue through the end of the month immediately following the month in which the leave began. Company paid group life insurance will continue through the end of the month in which the leave began. Sick leave accrual and holiday pay will be suspended as of the last day of work.

Exceptions to this policy will occur whenever necessary to comply with applicable laws.

Date of Original Policy Approval: January 1, 2003

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 6.9: Time Off for Victims of Domestic Violence, Sexual Assault, or Stalking

Under the requirements and restrictions of state law, an employee will be allowed to take time off in response to the occurrence of domestic violence, sexual assault or stalking to himself/herself or his/her child. Time off would include attending court or programs (including shelters or rape crisis centers) related to domestic violence, sexual assault or stalking, to receive medical attention or psychological counseling, or to undertake violence safety planning. This time off provision also applies for other crimes or abuses that caused physical injury or that caused mental injury and a threat of physical injury, including for a person whose immediate family member is deceased as the direct result of the crime.

When time off for one of these reasons is needed, the employee must provide the Leave of Absence Specialist in the Office of Human Resources with reasonable notice, when possible, and, if appropriate, with medical certification including a date of return, either before the absence or immediately after the first day of absence, as well as fill out a Leave of Absence Request form. The Office of Human Resources will notify the department head of the absence but, to the extent reasonably possible based on the circumstances, will maintain strict confidentiality as to the nature of the absence.

All accrued sick leave will automatically be paid and coordinated with state disability insurance for medically-related absences.

In addition, after Human Resources becomes aware of the employee's status as a victim of domestic violence, sexual assault, or stalking, and if the employee requests a reasonable accommodation related to the employee's concerns about his/her safety at work, a member of Human Resources will engage in a timely, good faith and interactive process with the employee to determine if there is an effective and reasonable accommodation in the employee's case.

Because reasonable accommodations may result in changes in work schedules, work locations or aspects of the work environment, the employee's supervisor and/or department head will need to be informed of, and participate in, discussions related to the possible provision of a reasonable accommodation to the employee.

Since each situation may involve unique circumstances, and because work environments differ widely, each reasonable and effective accommodation will be considered and determined on a case-by-case basis.

Employees should contact Human Resources if they have questions concerning this policy.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of General Counsel

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Section 6.11: Accommodation for Nursing Mothers

The purpose of this policy is to provide nursing mothers who are employees of the university with a private place and reasonable break time to express breast milk for the nursing mother's child. This policy complies with applicable state and federal laws related to provision of accommodation for nursing mothers.

This policy applies to all nursing mothers who are university employees whether the employee is a faculty, staff, or student employee.

Hourly employees may use their existing paid rest breaks (as designated by the employee's department) to express breast milk. If additional breaks are needed during the workday, or if added time is needed beyond the 15 minutes of a paid rest break, then the additional break and/or added time will be unpaid. A nursing mother will typically need two to three breaks during an eight-hour period; however, more reasonable break time may be necessary. Meal periods, which are unpaid time, may also be used.

Where a nursing mother who is paid hourly takes more than 15 minutes of paid rest break time, the unpaid portion in excess of the paid 15 minutes must be recorded as unpaid/unworked time in the automated timekeeping system. The total time taken for unpaid meal periods must also be recorded in the automated timekeeping system.

Subject to the approval of the employee's supervisor and/or department head, and where consistent with the needs of the position and department, the Employee may make up the unpaid portion of a rest break during the same workweek.

Salaried exempt employees (those not eligible for overtime) will not be docked for breaks taken to express breast milk.

Nursing employees should provide reasonable notice to their supervisor of the intent to take lactation breaks. Supervisors should attempt to provide as much schedule flexibility and break time as is reasonably possible to accommodate the employee's needs.

The university has provided dedicated lactation rooms on the Azusa campus (at the west campus, east campus, and Admin West) and at the regional campuses. If the employee is in need of an alternate location, lactation locations must be private, shielded from view, and not located in a restroom or common area. If the employee has a private office, it may be used for this purpose. The Title IX Office and Human Resources have information about locations if a private office is not readily available. Other suitable locations include, but are not limited to, another private office not in use, a conference room that can be secured, a multi-purpose room, or any available space with a locking door that is shielded from view and free from intrusion from co-workers, students, and the public. If possible, the lactation location will contain a chair, electrical outlet, small table or other flat surface, and a lockable door. To the extent reasonably possible, the lactation location will be located near a source of running water. The location will be as close in proximity to the employee's work space as is reasonably possible.

While a restroom is not an appropriate lactation facility, an anteroom or lounge area connected to a restroom may be sufficient if the space is private, free from intrusion, and can be locked and shielded from view.

The university is not responsible for the integrity or security of breast milk stored in any refrigerator on campus. Nursing mothers may use campus refrigerators or may provide their own means to store and keep the milk cool, such as a cooler bag.

Employees should check with supervisors to determine if there is a refrigerator available near their work area where breast milk may be stored. If there is no refrigerator available near the nursing mother's area, then the employee will need to provide her own means for keeping the milk cool.

Unless a nursing mother already has a suitable location for expressing breast milk, such as a private office, requests for lactation accommodation should be made to the Title IX Coordinator.

While the requests for an appropriate lactation location should be submitted to the Title IX Coordinator, unless a suitable location, such as a private office, has already been identified, if a request for such an accommodation is submitted to the supervisor, the supervisor should notify the Title IX Coordinator immediately, and work with the Title IX Coordinator to identify an available and appropriate space, and to determine a break schedule. Break schedules should be based on the needs of a nursing mother and the operational considerations of the University.

A nursing mother is encouraged to discuss her needs, in terms of accommodations as well as the frequency and timing of breaks with her supervisor and the Title IX Coordinator. These shared discussions will help nursing mothers and supervisors arrange for mutually agreeable break times, typically 2-3 times a day.

Questions or concerns about lactation accommodation should be directed to the Title IX Coordinator.

Date of Original Policy Approval: February 1, 2015

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of General Counsel

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Section 6.12: Administrative Leave

Definition

Administrative leave is a general leave status in which an employee is temporarily relieved of their normal job responsibilities by action of the university. During the leave, the employee should remain off of university premises unless requested by the supervisor or Human Resources.

Purpose

Administrative leave is to be used infrequently and only in situations where a determination has been made that it is in the university's best interests for the employee not to report to the workplace for work or otherwise be actively working. Examples of reasons for administrative leave include:

- To allow for investigation of allegations of employee misconduct, which relate to workplace safety or protection of the institution's resources
- To secure sensitive information or resources
- To remove an employee from the workplace who is behaving disruptively (pending an assessment of the situation)
- To allow for investigation of external events, such as when an employee has been charged with a violation of law that is punishable as a felony

Pay and Benefits

In the discretion of the University's Vice President for Human Resources (VPHR), the employee may be paid during the administrative leave at the employee's base pay rate and may continue to receive employee benefits for the duration of the leave. The university reserves the right to determine a leave to be unpaid, however, in cases where the misconduct is of significant magnitude and where there is compelling evidence that the alleged misconduct has taken place. The decision of whether an administrative leave shall be paid or unpaid, and whether benefits shall continue, rests with the university and depends on the circumstances surrounding the leave.

Duration

The duration of the leave will be a reasonable period of time necessary for the university to conduct a thorough internal review or investigation, including the decision of whether to impose disciplinary action.

Procedure

A supervisor who believes there may be need for administrative leave should contact their HR Business Partner (HRBP), who can assist in evaluating the situation and determining the appropriate course of action. The Vice President for Human Resources (VPHR) or the VPHR's designee must approve any request to place an employee on administrative leave before an employee is notified, and the VPHR also makes the determination of whether the leave is paid or unpaid, in consultation with the employee's supervisor. Where feasible, the employee is to be notified of the leave and whether it is paid or unpaid at the time the leave is initiated by the University. If advance notice is not feasible, the University will provide notice as soon as practicable.

Date of Original Policy Approval: July 6, 2021

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

Section 7.0: Tuition Benefits

Azusa Pacific University is committed to the development of its employees and students and thus has designed a comprehensive plan for helping employees and their families achieve higher levels of academic success.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 7.1: Tuition Benefit Eligibility for Employees

All regular full-time employees of Azusa Pacific University are eligible for tuition discount or other forms of financial assistance for themselves, their spouse, or their dependent to further their education through coursework at the university, subject to the following guidelines.

Guidelines

- A. Employees must currently be and continue as a thirty hour or more per week regular-status employee to receive this benefit and must also maintain acceptable work performance to receive this benefit for each course period. Employees are eligible for this benefit upon their date of hire and must be hired before the start of the semester in order to be eligible for the course semester/term.
- B. Employees must be employed at APU during the semester in which they are receiving the benefit for themselves, their spouse, or their dependent.

Generally Applicable Guidelines

- A. All tuition benefits are subject to coordination with any federal and state aid that is received. The state may limit the amount of free money (including faculty/staff tuition benefit) received by Cal Grant A & B recipients. (Cal Grants may not be declined).
- B. APU institutional aid recipients will have their aid “cut to costs”: Pell + Cal + outside aid + Faculty/Staff tuition discount may not exceed direct APU costs. The federal limit is based on “need.” All aid must be reported to Student Financial Services.
- C. This tuition benefit for graduate and professional undergraduate programs cannot be stacked in conjunction with any other institutional aid or discount.
- D. Costs other than the listed tuition discount will be paid by the employee (extra units, health fee, labs, room, board, books, etc.).
- E. Audits of classes will be half the normal tuition benefit.
- F. There are three benefit periods each year: fall, spring, and summer. Fall 1 and 2 terms are jointly considered to be equivalent to the fall benefits semester. Spring 1 and 2 terms jointly equal spring benefits semester, and summer 1 and 2 terms jointly equal the summer benefits period. American Language and Cultural Institute (ALCI) terms must be evaluated for the three benefit periods of fall, spring, and summer.
- G. Tuition discounts may apply to traditional undergraduate, professional undergraduate, graduate, or American Language and Cultural Institute (ALCI) programs using the number of unit hours to calculate the discount (not the price).
- H. This benefit will be put on an employee’s (or spouse’s) account AFTER the add/drop period. Please complete the Educational Benefit Request form before registering, and discuss any past balance or new balance with a student account counselor. The form can be obtained in the Office of Student Financial Services.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office:

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Section 7.2: Tuition Benefit for Employees and Spouses

Employee Guidelines

- A. Eligible employees and their spouses may take three units free and receive a 75% tuition discount on an additional three units taken during the fall and spring benefit periods for any non-doctoral academic course. There is a 50% tuition discount on up to six units taken during the summer for any non-doctoral academic course. Any additional units taken are not discounted and the full tuition will be the responsibility of the employee or spouse.
- B. Eligible employees and their spouses are limited to taking a maximum of six units each semester/summer.
- C. The tuition benefit for American Language and Cultural Institute (ALCI) classes will be 50% of tuition fees per term.
- D. All graduate tuition discounts for spouses will be reported as taxable income of the employee.
- E. For employees, graduate tuition discounts in excess of \$5,250 per calendar year will be reported as taxable income of the employee, unless the course is directly related to the employee's position, as determined by the Office of Human Resources and the appropriate Vice President or Provost's Office. For more information on whether the courses you are considering are directly related to your position, please contact your Human Resources Business Partner, who will review the factors with you and your supervisor or Vice President so that you will know in advance if APU will report the tuition benefit as taxable income to you.

Doctoral Benefits for Staff

The university offers limited doctoral benefits for employees at the executive director level or higher. Process for consideration is located in the Office of the Provost and requires support of the President's Cabinet and is subject to the policies set forth above for employee graduate-level tuition discounts.

Doctoral Benefits for Faculty

Faculty should refer to the Faculty Handbook or discuss with their Dean.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office:

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Section 7.3: Tuition Discounts for Eligible Dependent Children

- A. Effective September 1, 2013, all new regular full-time employees with single, dependent children, are entitled to receive a discount equal to 40 percent of the tuition charge in the first semester after the employee completes one year of employment. Qualified tuition discounts will not be reported as taxable income of the employee or the dependent. This benefit will increase five percent for each year of employment (see scale below) to a maximum of 80 percent after the employee has completed nine years. This discount applies only (1) to courses taken during the fall and spring semesters and (2) to undergraduate tuition. It does not apply beyond 18 units per semester, to the professional undergraduate programs, or to graduate programs.

0-1 year = Waiting period

After 1 year = 40%

After 2 years = 45%

After 3 years = 50%

After 4 years = 55%

After 5 years = 60%

After 6 years = 65%

After 7 years = 70%

After 8 years = 75%

After 9 years = 80%

- B. Single dependent children are entitled to receive a fifty-percent (50%) tuition discount for undergraduate summer term courses.
- C. Dependents of full-time employees who begin work at APU immediately after having served at least one year of employment at a Council for Christian Colleges and Universities (CCCU) college or university will have no waiting period and will be eligible for the 40% discount in the first semester after APU employment begins.
- D. Students receiving the discount may also receive other institutional aid, subject to their eligibility for that aid and any limitations set forth in the university's policy on stacking multiple scholarships.
- E. Please note that years of employment as a part-time employee, including as an adjunct or part-time faculty member, do not count toward receiving the tuition benefit discount for full-time employees if an employee transitions from adjunct/part-time to full-time. That faculty or staff member will be eligible for a 40% dependent tuition discount in the first semester following one year of full-time APU employment.
- F. Eligible dependent children may receive this benefit for undergraduate courses only. They must also maintain a cumulative 2.0 GPA to qualify. Dependent children whose cumulative GPA falls below 2.0 will have to re-establish a cumulative 2.0 GPA to be eligible again for the discount.
- G. Dependent children age 25 or under are eligible for up to eight semesters of this benefit for up to 18 units each semester at the undergraduate level. Once the dependent begins receiving the discount, s/he has six academic years in which to complete the eight semesters of eligibility.
- H. After the employee has completed one year of full-time employment, married children of full-

time employees are eligible for a tuition benefit of \$1,250 per semester as full-time traditional undergraduate students. This benefit will be reported as taxable income of the employee. This benefit is subject to coordination with state and federal student-aid programs. There is no summer tuition benefit.

- I. For employees hired before September 1, 2013, please refer to the June 2011 version of this same policy, which is available through the Office of Human Resources.
- J. An employee benefit request form must be completed for each year of attendance. Forms are available in the Student Financial Services office and should be returned to that office.
- K. If a dependent child of an employee is enrolled and receiving the dependent tuition benefit at the time the employee dies or becomes totally and permanently disabled (i.e., unable to continue working), the dependent will continue to receive the benefit for the remainder of the current semester. In addition, the dependent will be eligible to continue receiving the benefit for additional semesters, based on the employee's consecutive years of regular full-time service as shown below, at the benefit level (percentage) the employee was eligible for at time of death or disability and subject to all other policy limitations described in this handbook section:
 - 0 to 4 years of completed service – 1 additional semester
 - 5 to 8 years of completed service – 2 additional semesters
 - 9 to 12 years of completed service – 3 additional semesters
 - 13 to 16 years of completed service – 4 additional semesters
 - 17 to 20 years of completed service – 5 additional semesters
 - 21 to 24 years of completed service – 6 additional semesters
 - 25 to 28 years of completed service – 7 additional semesters
 - 29 or more years of completed service – 8 additional semesters

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office:

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Section 7.4: Registration Process for Employees

Traditional and Undergraduate Courses

- A. If a degree is desired, the employee must apply through Undergraduate Admissions. If an employee wishes to take six units or less, the first two pages of the application are required. No application fee is due for staff or spouses.
- B. An employee benefit request form must be filled out at Student Financial Services each academic year prior to enrollment.
- C. All college transcripts are to be requested and mailed directly to Undergraduate Admissions.
- D. The registration form must be signed and payment arrangements made for the balance due at Student Financial Services.
- E. Once admitted to the university, the employee must pre-register for classes through the assigned admissions counselor or during an on-campus pre-registration day. If the employee continues for consecutive semesters, s/he goes directly to the Registrar's office to select classes. If not, the employee must complete an enrollment application through Undergraduate Admissions.
- F. Registration must be finalized through the registrar before each semester begins.
- G. Acceptance into a program is based on the criteria stated in the current catalog at the time of application and is not guaranteed.

Graduate and Professional Courses

- A. For employees seeking a master's degree, a bachelor's degree must be completed prior to registration. The same process outlined below must be completed whether or not the employee is seeking a master's degree or professional undergraduate degree.
- B. A graduate application must be obtained from the Office of Graduate and Professional Admissions.
- C. An employee benefit request form is to be obtained at the Student Financial Services.
- D. All college transcripts must be requested and be mailed to Graduate and Professional Admissions.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office:

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Section 7.5: Registration Process for Spouses and Children

- A. The enrollment process is the same for spouses as it is for employees. Employment with Azusa Pacific University does not guarantee admission of a spouse or dependent child to the university.
- B. All employee benefit requests must be submitted to the Office of Student Financial Services each year of attendance.
- C. The APU University Service Fee is charged to all undergraduate students.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office:

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Please note that there is no Section 7.6 in the Employee Handbook.

Section 7.7: Other Assistance for Dependents

Tuition Exchange Programs

Azusa Pacific University participates in tuition waiver exchange programs through the Council for Christian Colleges and Universities (CCCCU) and the Tuition Exchange, Inc.

The tuition waiver benefit is the opportunity for single dependent children of full-time eligible employees to apply for consideration for tuition waivers at universities participating in the CCCCU and Tuition Exchange, Inc. programs. Each university receives a number of applications each year, usually in excess of the specified number of waivers available for that institution. Therefore, it is not guaranteed that a waiver will be awarded to your dependent(s). The amount of the tuition benefit provided by the waiver varies from institution to institution.

There are important deadlines for those wishing to be considered, the earliest being the internal APU deadline for application to the Tuition Exchange, Inc. program, which is November 15 of the Fall prior to the Fall semester for which the student is applying. Before other institutions grant a waiver for an APU dependent, the student has to have applied for and been granted admission to that institution. Due to the limited number of waivers available at APU and at each institution, timely submission of the waiver application and the dependent student's acceptance to the desired institution do not guarantee a waiver will be granted.

Programs and Application Information:

- Contact the Office of Enrollment Management to obtain the details of each program, including forms and deadlines, and the current list of participating institutions for each program.

Restrictions and Requirements:

- Qualified individuals must be single dependent children (up to 24 years of age) of full-time eligible employees. Verification of full-time employment will be obtained before the Office of Enrollment Management begins the application procedure.

The Tuition Exchange, Inc. programs require the number of students imported to Azusa Pacific University and exported from Azusa Pacific University to be in balance. If a balance is not able to be maintained, the programs may no longer be offered or may be restricted for a period of time until the balance is restored.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office:

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Section 7.8: Other Financial Aid

APU recommends that students apply for financial aid from other sources. Undergraduate students should complete and submit a Free Application for Federal Student Aid (FAFSA) in the early part of January preceding the fall semester for the best possible aid package. Employee scholarship requests and FAFSAs must be submitted by May 1 for aid to be processed in time to appear on the fall registration billings in July.

Graduate students are encouraged to also apply during the spring for the following fall session if loans are needed.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office:

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Section 7.9: Other Fees

An APU university services fee is charged each session to all traditional undergraduate students. The Office of Student Financial Services will reverse this fee for employees once school begins. Spouses and eligible dependents of employees must pay this fee.

Health fees are mandatory for all undergraduate students taking at least seven (7) units during the fall or spring semesters.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office:

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Section 8.0: Employee Relations

The employee relations function in Human Resources values finding ways for individuals and groups to work together in a mutually satisfactory manner and either resolve or manage conflicts that may arise. The team in Human Resources partners with both supervisors and employees in this process, exploring ways to improve team productivity and the work environment. The employee relations function also is concerned with recommending, interpreting, and upholding university employment policies, which includes looking into matters where a policy is in question, taking a role in disciplinary action when necessary, and overseeing appeals processes related to employment actions.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 8.1: Employee Annual Appraisals

Performance appraisals are an important part of the university personnel policies. They provide an objective, consistent, and fair way to gauge each employee's on-the-job effectiveness. The appraisal process should inform employees of their standing in the university and should communicate expected standards of performance. It is used to discuss work standards, major accomplishments and progress, areas where improvement is needed, and career development.

All regular staff employees should be reviewed at approximately ninety and one hundred eighty calendar days from their date of hire. All regular-status staff employees who have worked at least nine months will normally receive an annual appraisal at the approved time. The employee will receive a copy of a written appraisal that has been completed by his/her immediate supervisor. A copy of the appraisal will also be included in the employee's personnel file.

An employee's failure to achieve a satisfactory appraisal may lead to discipline or termination of employment.

In case of a leave of absence, the employee's appraisal date may be changed according to the length of the leave.

Faculty

Guidelines for the faculty evaluation process are found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of Human Resources

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Section 8.2: Appeal of the Annual Appraisal

Although all employees are encouraged to receive both positive and corrective feedback with the desire to improve, there are times when the employee may not agree with the outcome of the appraisal. Following are the procedures to follow if this should occur.

If an employee disagrees with the written annual appraisal, s/he may request a review of the appraisal by the next level of supervisor by completing the areas provided on the appraisal form for such a request.

Faculty

Guidelines for the faculty evaluation process, including the appeal process, are found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of Human Resources

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Section 8.3: Progressive Discipline

The university maintains a progressive discipline procedure to ensure a fair method of disciplining employees. The progressive discipline system is intended to give employees notice, whenever possible, of problems with their conduct or performance in order to provide them with an opportunity to correct any problems.

Supervisors are expected to provide feedback to their employees on a regular basis. This sometimes involves verbal counseling about behavior and/or performance that, if continued, could result in progressive discipline. Though it is informal and not part of the progressive discipline process, a verbal counseling discussion should be documented in the supervisor's personal files but not forwarded to Human Resources or placed in the employee's personnel file.

The university's formal progressive discipline process normally involves a documented verbal warning and one or more written warnings before an employee is terminated for cause. However, exceptions or deviations from the normal procedure may occur whenever the university deems that circumstances warrant that one or more steps in the process be skipped, or when it is determined that the person has been verbally apprised of the issues several times over a reasonable amount of time and has not improved. Circumstances may also sometimes warrant termination without any prior disciplinary action.

It should be remembered that employment for an unspecified term is at the mutual consent of the employee and the university. Accordingly, either the employee or the university can terminate the employment relationship at will.

Discipline may be initiated for various reasons, including but not limited to violations of university work rules, insubordination, or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's record and may range from verbal counseling to immediate termination from employment. Progressive discipline should be timely and should follow as closely as possible the incident requiring disciplinary action.

Staff

The progressive discipline of staff employees typically consists of the following steps:

Step I: Documented Verbal Warning

With the exception of offenses requiring more stringent action as determined within the discretion of the university, an employee will normally be given one or more verbal warnings from his or her supervisor about performance or behavioral problems before receiving a written warning. The verbal warning will generally include a description of the problem and a request to improve.

Conversations that include any reference to the need to improve may be considered a verbal warning. Such conversations will be recorded on the approved discipline form or similar document, with a copy to the personnel file in Human Resources and to the employee.

In the event of continued or serious performance problems or upon a violation of any university policy or rule, a written warning, using the approved discipline form or similar document, will ordinarily be issued, with a copy to the personnel file in Human Resources and to the employee.

Step II: First Written Warning

The warning will normally specify one or more of the following:

- A. Issues to be corrected.
- B. Standards or expectations required.
- C. Adverse effects on the job.

The employee will be asked to sign and date a statement that s/he has received a copy of the warning. If the employee refuses to sign the warning, the supervisor can notate on the form that the employee refuses to sign the warning. An employee may provide a written response to the warning and the reason he/she refused to sign it. This response will also be placed in the employee's personnel file. If the employee believes s/he has not been treated fairly in the warning process, s/he may appeal this process by following the steps noted in Section 8.6.

A written warning need not pertain to the same offense for which a verbal warning was given.

Step III: Final Written Warning

For frequent or highly serious performance issues or offenses, or if the supervisor determines that the person's performance or behavior has not improved after verbal counseling, a verbal warning, and/or the first written warning, a final warning may be issued, using the approved discipline form or other document, by the supervisor in coordination with the area's Human Resources Business Partner or the Director of Employee Relations and Compliance, with a copy placed in the employee's personnel file in Human Resources.

The warning will normally specify the following:

- A. Issues to be corrected.
- B. Standards and expectations to be met.
- C. A reasonable amount of time to correct the problem.
- D. The warning that termination may result if further violations or performance problems occur.

The staff member will be asked to sign and date that s/he received a copy of the warning letter. If the employee refuses to sign the warning, the supervisor can notate on the form that the employee refuses to sign the warning. An employee may provide a written response to the warning and the reasons s/he refused to sign it. This response will also be placed in the employee's personnel file.

If the employee believes s/he has not been treated fairly in the warning process, s/he may appeal this process by following the steps noted in Section 8.6.

A final written warning need not pertain to the same or similar offense for which any prior verbal or written warning was issued.

In addition to the final written warning, the supervisor, with the approval of the area's Human Resources Business Partner or the Director of Employee Relations and Compliance, in consultation with the Vice President of Human Resources, may also suspend the employee with or without pay for a period of time not to exceed ten working days or may take other disciplinary action deemed appropriate.

Improvement or Termination

After or during the specified time period, the supervisor will conduct an evaluation of the

performance or behavioral issue. If the employee has shown an acceptable level of improvement, a memo will be written to document the improvement. However, if the employee violates any policy of the university or fails to improve in a behavioral issue or level of performance, termination may result.

Any or all of these steps may be utilized as part of the progressive discipline process, depending upon the individual circumstances and the nature of the infraction. Moreover, exceptions or deviations from the normal procedure may occur whenever the university deems it appropriate.

The Personnel Corrective Action Form is found on the Human Resources website.

Faculty

Guidelines for the faculty evaluation process are found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.4: Examples of Disciplinary Actions and Discharge

Although it is not possible to provide an exhaustive list of all types of conduct and performance that may lead to termination, the following are some examples of actions that may result in discipline or discharge:

- Poor performance.
- Employee dishonesty.
- Incompetence in the job, including lack of the essential qualifications, skills, or knowledge required to perform the job.
- Yelling and/or using profanity in the workplace.
- Misconduct or insubordination, including improper conduct toward a supervisor or any other person while the employee is performing his/her duties or representing APU.
- Employee negligence, including violating safety, security, and health rules.
- Destroying or damaging property, including university property or the property of another employee or student.
- Theft, including unauthorized possession or removal of university or employee property or records.
- Falsification or omission of records or information, including but not limited to time records, application materials, or student records.
- Possession of or bringing firearms, weapons, other dangerous devices, alcohol, or illegal substances onto university property.
- Actual or threatened physical violence toward another employee, a student, or the public.
- Obtaining or divulging confidential information to employees, students, or to the public.
- Sleeping while on duty.
- Sexual harassment, illegal harassment, or immoral conduct.
- Violating university policy.
- Christian lifestyle violations or other public situations that create potential embarrassment for the university.
- Excessive absences or tardiness.
- Failure to cooperate in the course of a university investigation.
- Inappropriate use of university property, including inappropriate use of the university's computers, Internet access, telephone, or other university tools for personal purposes or for illegal or immoral reasons.

It should be remembered that employment for an unspecified term is at the mutual consent of the employee and the university. Accordingly, either the employee or the university can

terminate the employment relationship at will.

Date of Original Policy Approval: April 1, 2002

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Responsible Office: Office of Human Resources

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Section 8.5: Types of Separations and Terminations

Voluntary separations are those initiated by the employee. Employees are expected to give reasonable advance notice of resignation and to provide a written notice. Normally, two weeks is considered reasonable notice.

An employee initiating voluntary separation will normally not be allowed to use flexible time off or be placed on leave of absence without pay during the last two weeks before the final separation date.

An employee out of the office on flexible time off or on leave of absence who accepts regular employment with another company will be considered as having terminated voluntarily as of the date the employee started the new position.

Voluntary abandonment is a separation that occurs when an employee is absent from work for three consecutive workdays without notification and approval, and when the employee does not contact Human Resources promptly after having been notified by telephone, email, U.S. mail or other communication method of the need to do so within the time specified in Human Resources' communication to the employee (see Section 4.5).

Layoff is a separation resulting from a reduction in workforce, a redirection of work due to a cessation of or change in the activities of a department or the university, or a restructuring of a department undertaken to adapt to changing university needs. When the university decides that a layoff is necessary or appropriate, the positions to be eliminated and/or individuals to be laid off will be selected in accordance with the university needs, based upon university judgment concerning such factors as need, ability, performance, conduct, reliability, training, experience and job-related education. When all other factors are substantially equal, length of service will be the determining factor in deciding which employees will be retained. The criteria for selection for layoff must be reviewed by Human Resources.

Layoff is not to be used in lieu of following established progressive discipline procedures.

In the event of a layoff, the university will attempt to mitigate the immediate impact to the departing employee(s), including considerations related to notice and providing the opportunity to seek other employment..

An Orientation-Period Release is initiated by the supervisor when a new employee who is within the hire or rehire orientation period is not able to meet the job requirements or is otherwise determined to be unsuitable for the job. A staff member terminated during the orientation period is not eligible to utilize the appeal process outlined in Section 8.7. (See the Introductory and Orientation Period policy in section 3.4 for more information).

Involuntary termination is initiated by the supervisor, subject to the approval of the Director of Employee Relations and Compliance and the Vice President of Human Resources or Provost or his/her designee, after consultation with the General Counsel. An employee may be terminated at the discretion of the university with or without cause at any time during or after the orientation period. Termination with cause may include immediate separation or separation after a progressive discipline process.

Employees who are discharged for cause are not normally eligible for rehire.

End of temporary employment is the separation of an employee who was hired for a limited period of time.

Administrative Separation is a separation that occurs when an employee is no longer able to continue to work, such as for medical reasons for which a reasonable accommodation is not available. The policies included in this designation will be the same as for a voluntary separation.

Contract termination is a separation that occurs upon the completion of an employee's contract term or when the university and employee agree to a termination of the contract in advance of its original end date.

Retirement

Death of the employee

The separation date is normally the last day worked (or the last day of approved absence). Employees will not be paid for holidays or weekends after the last day of work.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.6: Appeals Process for Verbal or Written Warnings

If the employee believes s/he has not been treated fairly in the warning process, s/he may appeal this process by following these steps:

The employee must notify his or her supervisor and the Director of Employee Relations and Compliance in writing that s/he wishes to appeal the verbal warning or written warning or suspension order. The appeal must be submitted within three working days of the occurrence. The written appeal must be no greater than three pages and must identify the policies or procedures that were not followed.

The Director of Employee Relations and Compliance will review the facts and provide the employee with a written report of his or her conclusion within fifteen working days from the date of the receipt of the employee's appeal. This report will be deemed a final decision. A copy of the appeal and the report will also be provided by Human Resources to the supervisor, director, or dean and to the appropriate Administrator.

Faculty

Faculty should refer to the Faculty Handbook for issues pertaining to evaluation and appeals.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.7: Appeals Process for Termination or Discharge

If the employee believes s/he has not been treated fairly in the termination or discharge process, s/he may appeal this process by using the following steps:

The employee must notify the supervisor and the Director of Employee Relations and Compliance or the area's Human Resources Business Partner in writing that s/he wishes to appeal the termination within three days of the termination or discharge. The written and signed appeal must be no greater than three pages and must identify the policies or procedures that were not followed.

Human Resources will review the facts and provide the employee with a written report of his or her conclusions within twenty working days from the date of receipt of the employee's appeal. The report will also be part of the employee personnel file, with a copy to the supervisor, director, or dean and to the appropriate vice president, assistant or vice provost or provost.

If the employee is not satisfied with the Human Resources decision, s/he may present to the Director of Employee Relations and Compliance a further written appeal of no longer than five pages that identifies the policies or procedures that were not followed. Within ten working days from the date of the further appeal, the report will be forwarded to the hearing officer for the Staff Grievance Committee.

The Staff Grievance Committee will consist of four staff employees, including two employees selected by the Vice President of Human Resources and two selected by the Staff Council. These four staff members will select one additional member from the Staff Council to make a committee of five. The committee will elect its own chairperson with voting rights.

The Staff Grievance Committee will read the written report and provide the employee with an opportunity to personally present all facts from his or her point of view within fifteen working days from the date of the receipt of the report. The committee will then

- 1) Review the matter with the Director of Employee Relations and Compliance and/or the area's Human Resources Business Partner;
- 2) Meet with any parties they deem to have information relevant to the issue; and
- 3) Review any pertinent material. They will issue their written conclusion within fifteen days from the date of the hearing with the employee.

Any Committee member who is a relative of or is known to have a close social or working relationship with the grieving party or is or has been in the direct line of supervision with the grieving party will automatically be deemed as having a conflict of interest and will be temporarily disqualified by the Hearing Officer. The Committee will then select an additional member from the Staff Council to replace the disqualified member until the case is decided.

Similarly, if any member of the Staff Grievance Committee believes s/he may be biased, s/he may be disqualified from deliberations by majority vote of the committee. Also, if the grievance committee by majority vote decides that any member has a bias, the committee can disqualify that member for the particular case. In these situations, a substitute from the membership of the Staff Council will be selected by the committee to replace the member disqualified by the Staff Grievance Committee.

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An appeal is an informal hearing. Neither the university nor the employee will be represented by legal counsel. The committee will make a recommendation to the Vice President of Human Resources, and the ruling of the Vice President of Human Resources will be final.

A staff member terminated within the orientation period is not eligible to utilize this appeal process. See Section 3.4 for the Introductory and Orientation Period policy.

Faculty

When a faculty member is provided a notice of non-renewal of an appointment or termination of an appointment, the full procedure for the appeal is found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.8: Exit Interview and Final Paycheck

Any employee whose employment relationship with the university is discontinued for any reason must have an exit interview with Human Resources. The interview will usually be held on the last day of employment. All keys, equipment, books, ID cards, uniforms, and any other university property in the possession of the employee must be returned. Information on benefits conversion and continuation will be provided at the exit interview.

Separating employees may also be contacted by Human Resources or a third party to participate in a questionnaire regarding their employment experience at APU.

Payment for any outstanding bills the employee owes to the university should be arranged by the employee prior to receiving a final paycheck.

The final paycheck will include all wages due, as well as payment for fully vested accrued vacation time (for employees who earned accrued vacation hours prior to the March 1, 2021 flexible time off benefit effective date and still have accrued vacation hours at time of exit).

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.9: Problem Solving Process for Grievances

Azusa Pacific University's sincere conviction is that the best and most rewarding work environment results from a direct and positive relationship between supervisors and employees. No university is free from day-to-day problems, but Azusa Pacific University has Human Resources policies and practices to help resolve problems.

If any employee is bothered by something significant about his or her job, or if s/he has cause to feel that s/he has not been treated in accordance with the university policies, the following means of redress is available to all regular employees who have completed their orientation period.

If the concern is about harassment based on unlawful discrimination of protected attributes or sexual harassment, this policy does not apply. See the section on Harassment Based on Discrimination or the section on Sexual Harassment for the procedure to follow.

Following are the steps to take and the order in which to take them. Supervisors and department heads involved in this process are committed to treat each employee properly and fairly. If a satisfactory resolution is not obtained at the first step, it is the employee's privilege to request further review.

Step 1. Within five working days of the incident or problem, the employee may discuss the problem with the immediate supervisor. In most instances, a friendly talk with the supervisor can solve a problem to the employee's satisfaction. The employee's concern will be treated in a business-like manner. The supervisor will investigate the employee's concerns and provide the employee with an answer within ten working days unless additional time is required under the circumstances.

Step 2. If the problem is not resolved at Step 1, an employee may arrange an appointment to meet with the department head, director, or dean and present a written description no longer than three (3) pages of any policies and procedures not followed, in order to reach a satisfactory solution. A request for such a meeting must be made within three working days after the employee receives a response from Step 1. The department head, director, or dean should provide the employee with a written answer within ten working days following the meeting unless additional time is required under the circumstances.

Step 3. If the employee is dissatisfied with the decision of the department head or dean, the employee may submit a one-to-three-page written appeal to the Director of Employee Relations and Compliance or the area's Human Resources Business Partner within three working days. The complaint will receive attention from Human Resources, which will provide the employee with a written response within ten working days unless additional time is required because of the investigation.

Step 4. If the employee is dissatisfied with the decision of Human Resources, the employee may submit a one-to-three-page written appeal within three working days of receiving the response, specifying the policies and procedures not followed, to the supervisor's Vice President, Associate Provost, or Provost. A meeting will be scheduled within ten working days in an attempt to resolve the problem.

Any decision rendered by the Vice President, Associate Provost, or Provost is final and binding on all parties. It is Azusa Pacific University's intention to be fair and impartial in order to establish the smoothest working relationship possible. No employee will be discriminated or

retaliated against or in any way penalized for using this procedure.

Faculty

The grievance process for faculty can be found in the Faculty Handbook.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.10: Conflict of Interest

The university desires transparency and resolution of actual or potential conflicts of interest or the appearance of such conflicts of interest. The university's complete Conflict of Interest policy is printed below. (See also Employee Handbook Section 3.10).

Article I - The Primary Commitment to the University

Introduction

Trustees, officers, faculty and staff all serve the educational and public purposes to which the University is dedicated. Accordingly, all such members of the University community (hereafter "members") have a clear obligation to conduct the affairs of the University in a manner consistent with those purposes.

This statement recognizes and affirms the settled tradition and expectation that members will conduct their relationships with each other and the University with candor and integrity.

This statement confirms the University policy that faculty and other employees who accept full-time appointments have a primary commitment to the University and that they will be sensitive to the possible adverse effects of their external activities. It is recognized, however, that the quality of teaching, research, extension service, and the administration of University programs may be enhanced when members participate in extramural activities which enhance their value to the University, so long as their primary commitments to the University are not adversely affected.

These policies and procedures will permit members of the faculty, staff and administration to identify, evaluate and correct or remove real, apparent and potential conflicts of interest and commitment. The appearance that a conflict may be present may be as important as the reality. Accordingly, the first essential step in all of the procedures set forth below is disclosure and discussion.

A. All Members

A member is considered to have a conflict of interest when he or she or any of his or her family or associates (to his or her present knowledge) either (1) has an existing or potential financial or other material interest which impairs or might appear to impair the individual's independence and objectivity of judgment in the discharge of responsibilities to the University, or (2) may receive a financial or other material benefit from knowledge of information confidential to the University, or 3) engages in external professional and/or commercial activities which interfere with the member's commitment to the University.

The family of an individual includes his or her spouse, parents, siblings, children and any other blood relative if the latter resides in the same household (note that the definition of family is somewhat different for purposes of the COI Questionnaire, Attachment B, which tracks the IRS definition). An associate of an individual includes any person, trust, organization or enterprise (of a business nature or otherwise) with respect to which the individual or any member of his or her family (1) is a director, officer, employee, member, partner, or trustee, or (2) has a significant financial interest or any other interest which enables him or her to exercise control

or significantly influence policy.

B. Faculty (Including Those in Faculty Administration)

Faculty who accept full-time appointments have a primary commitment which includes teaching classes, being available to students and colleagues outside the classroom, serving departmental, college, and University committees, conducting research, publishing scholarly works, engage in public and Christian service, and otherwise meeting the changing needs of the University. Faculty obligations in this regard are governed by the principles articulated in the Faculty Handbook.

C. Staff (Including Those in Staff Administration)

In the case of staff members, commitments of time and the expectations attached to such positions are more explicitly defined, and therefore the likelihood of conflicting external activities are reduced. Nevertheless, the University expects that staff members also will recognize the possibility that their external activities, commitments and interests may have adverse effects on the performance of their University obligations. Such external activities, commitments and interests must not interfere with the staff member's obligations or reduce their performance at the University.

D. Part-Time Appointees

Faculty and staff members who hold part-time appointments commonly will have major obligations and commitments, not only to the University, but to one or more outside agencies. The potential for conflict may be significant. Accordingly, part-time employees are expected to exercise special care in disclosing and fulfilling their multiple obligations.

E. Trustees and Officers

Trustees and executive officers of the University are fiduciaries and owe special duties of care and loyalty to the institution as a whole and must keep the University's interests paramount to all others.

Article II - Categories of Conflicts

The University thrives when its faculty and staff pursue and support research and scholarship with vigor. Their activities must include interactions with many external agencies. Predictably, some external relationships will have the potential to create conflicts of interest or commitment, or the appearance thereof. In many situations these conflicts will be apparent only and can be resolved by disclosure. Actual conflicts fall into two categories.

A. Conflict of Interest

Typically, a conflict of interest may arise when a member has the opportunity to influence the University's business, administrative, academic or other decisions in ways that could lead to personal gain or advantage of any kind.

B. Conflict of Commitment

A conflict of commitment arises when a member undertakes external commitments which burden or interfere with the member's primary obligations and commitments to the University.

C. Examples of Conflicts

It is difficult to specify precisely what constitutes an objectionable conflict in all

situations. Illustrative examples are given in Attachment A to assist members in understanding where and how such conflicts may arise.

Article III - Conflict Disclosure and Avoidance

Members are expected to evaluate and arrange their external interests and commitments in order to avoid compromising their ability to carry out their primary obligations to the University. In the first instance, conflicts should be avoided or resolved through the exercise of individual judgment or discretion.

Full disclosure of the circumstances surrounding a real or potential conflict should be made prior to making the commitment or initiating the activity which poses the possible conflict. Any real or potential conflict must be reported to the officials set forth in Articles IV and V below.

Members of the faculty and staff conducting supported research using University facilities or students shall comply with the guidelines set forth in the Conflicts of Interest in Research Policy. Such members shall complete a Potential Conflict of Interest (PCOI) form available on the APU Office of Research and Grants website and submit it to the Office of Research and Grants. If the proposed research involves human subjects, a copy of PCOI form must also be provided by the member to the Institutional Review Board. Faculty and staff conducting supported research are responsible for updating their disclosures within 30 days of any change to potential conflicts of interest.

All members of the Board of Trustees and other personnel specifically designated by the Board of Trustees shall submit annual written disclosure statements regarding external commitments and interests on the COI Questionnaire (Attachment B) to the Chairman of the Board and the General Counsel in the fall of each year after the end of the fiscal year that constitutes the reporting period.

Other designated members, including but not limited to members of the President's Council and Academic Cabinet, faculty and staff serving in administrative roles, members identified on the institution's most recent Form 990, and others identified by the Vice President of Human Resources, shall submit annual written disclosure statements regarding external commitments and interests on the COI Questionnaire (Attachment B) to the General Counsel in fall of each year after the end of the fiscal year that constitutes the reporting period.

The Office of General Counsel shall analyze all COI Questionnaires and advise the Board, President, and Vice President of Human Resources of any conflicts that need their attention.

Members involved in the following duties must be particularly conscious of possible conflicts or the appearance of such conflicts: the procurement, exchange or sale of goods, services or other assets; the negotiation or formation of contracts or other commitments affecting the assets or interests of the institution; the handling of confidential information and the rendition of professional advice to the University.

(1) Purchasing Goods and Services

No employee in direct contact with suppliers or potential suppliers to the University, or who has direct or indirect influence over purchasing decisions or contracts, or otherwise has official involvement in the purchasing or contracting process may:

(a) Have any financial, business, or personal interest directly or indirectly in contracts or purchases of goods or services used by the University; or

(b) Accept, directly or indirectly, from a person or business to which a contract or purchase of goods or services has been or may be awarded, any gift as defined in the Employee Handbook. No employee may further accept any promise, obligation, or contract for future award or benefit in exchange for any exercise of discretion binding the University.

(2) Supervision and Hiring

No employee may directly hire or directly supervise immediate family; employees are discouraged from hiring or supervising close friends. Employees named to search or interview committees for hiring must absent themselves from the process when interviewing family or close friends. No staff member will make hiring decisions with respect to close friends.

(3) Student Records

No employee will handle student records of immediate family members or of close friends.

(a) Staff members will not make decisions affecting the specific student records of immediate family or close friends; (this includes handling any petitions, or the documentation of any special actions such as degree checks, withdrawals, graduation intents, waivers of degree requirements, or any other action that affects the permanent record; this is not meant to apply to the simple data entry tasks of registration, pre-registration, and add-drop actions).

(b) Staff members will not make changes to student records of immediate family or close friends; (excluding data input for registration, pre-registration, and add-drop).

(c) Staff members will not maintain custody or control of academic files of immediate family or close friends.

In all cases disclosure should be made to the school, division, or other administrative unit in which the member is employed in such form and manner as the vice president, provost, or dean may prescribe. Disclosure shall be sufficiently detailed to permit an accurate and objective evaluation. Each member has an obligation to cooperate fully in the review of the pertinent facts and circumstances. The dean of the school, division or department shall make a determination which resolves and removes the conflict or appearance of conflict.

Article IV - Resolution of Conflicts Involving Faculty and Staff Reporting to the Provost, a Vice Provost, an Assistant Provost or a Dean

A. Initial Disclosure

In the event that disclosure reveals a real or apparent conflict, the provost, vice provost, assistant provost, dean, or other authority designated by such official shall review the facts and attempt to resolve the matter informally with the faculty or staff member.

In the event that the member objects to the resolution by such official, the matter shall be referred to the Provost.

B. Appeal to the Provost

It is anticipated that most conflicts will be resolved through disclosure and review processes at the departmental, college or other subordinate level. However, if a conflict remains unresolved following earlier reviews, the dean, associate provost or other designated administrator will submit the matter, together with a recommended resolution, to the Provost. The Provost may accept, reject or modify the recommended resolution.

If the member disagrees with the Provost's determination, the member may request a further consideration of the matter and, in that connection, may examine the recommendations of the dean, associate provost or other designated administrator, including supporting evidence, and offer other relevant information or explanations. The University Counsel shall serve as advisor to the Provost. Following such reconsideration, the Provost shall make a final and binding determination in writing.

If the determination requires the termination of the member's appointment, the applicable procedure set forth in the Faculty Handbook or Staff Handbook regarding termination may be invoked by the member.

Article V - Resolution of Conflicts Involving:

A. Deans

Questions involving conflicts of interests of deans shall be brought to the attention of the Provost, who shall resolve the matter.

B. Trustees and Officers of the Corporation

Questions involving conflicts of interests of the trustees (including the president) shall be brought to the attention of the Chairman of the Board of Trustees and the University's General Counsel. Upon receiving information concerning an actual or potential conflict of interest on the part of a trustee, the General Counsel of the University shall collect and analyze relevant information and advise the Board Chair, President and University Integrity Committee of the Board of Trustees, who together shall either resolve the matter or, in consultation with the Executive Committee, refer it to the Board of Trustees for resolution.

Questions involving conflicts of interests of non-trustee officers of the University (*e.g.*, the Treasurer, Assistant Secretary, etc. if they are not also trustees) shall be brought to the attention of General Counsel of the University, who shall collect and analyze relevant information and advise the appropriate administrator of the institution (usually the President or the Vice President of Human Resources). The board will be advised as needed.

If the potential conflict of interest involves a transaction between the University and a trustee, officer, or other influential member determined to be a disqualified person under intermediate sanctions regulations, the General Counsel shall review the transaction for compliance with the Intermediate Sanctions Act (with the assistance of outside counsel or other experts, if necessary) and shall make a recommendation to the Chairman of the Board of Trustees regarding resolution of the matter.

C. Other Members

Questions involving conflicts of interests of all other members, shall be disclosed to the appropriate vice president, provost, or dean, or their designee. In the event that disclosure reveals a real or apparent conflict, the appropriate vice president, provost, or dean, or their

designee shall review the facts and attempt to resolve the matter informally. For assistance, the vice president, provost or dean may consult with the Vice President of Human Resources or the Office of General Counsel, and Employee Handbook section 3.10.

ATTACHMENT A

The following commentary and examples are intended to provide guidance in the identification of conflicts of interest or commitment. The list does not cover all possible situations which might involve an actual or apparent conflict of interest. It is intended to be illustrative only.

General Considerations

Members involved in business ventures as owner, operator, or major investor must be alert to the possibility that a conflict may arise. If the enterprise does no business with the University, only the area of conflict of commitment is likely to be involved.

If the enterprise does business with the University, or might do business with the University, the member is expected to disclose that fact. Generally, there will be no conflict if the member is not in a position to influence the University with respect to the business of the enterprise in which the member holds an interest.

A member may not review, approve, or administratively control contracts when the contract is between the University and a company in which the member has a substantial financial interest or when the contract is with a member of the employee's immediate family or when a member of the employee's immediate family is an employee of the contractor and directly involved with activities included under the contract or has a substantial interest in the contractor.

No gifts or accommodations of any nature may be accepted by members when to do so could possibly place them in a prejudicial or embarrassing position, interfere in any way with the impartial discharge of their duties to the University or reflect adversely on their integrity or that of the University. Subject to this restriction, members may accept modest gifts, meals, entertainment and other normal social amenities so long as such amenities are not extravagant under the circumstances.

Permissible Activities

The following activities are clearly permissible and do not require disclosure as an actual or potential conflict under the terms of this policy.

Example 1. Acceptance of royalties under the terms of the University's Patent or Copyright Policies or publication royalties or honoraria for commissioned papers and lectures even where such works are based on materials developed pursuant to University duties such as teaching courses or conducting research.

Example 2. Services to outside educational, professional, scientific, artistic, cultural, civic, business or other organizations which enhance the value of the member to the University and do not adversely affect the member's primary commitment to the University.

Apparent Conflicts Requiring Prior Disclosure and Resolution

The following activities have the potential to create conflicts of interest of commitment, and should be reviewed and disclosed prior to being undertaken.

Upon full disclosure, the University may approve a transaction or affiliation, provided no conflict of interest is involved and further provided that the member furnishes an annual statement indicating compliance with the University's Conflict of Interest Policy. The University shall disapprove the transaction or affiliation, if a conflict of interest is involved which cannot be resolved or removed.

Example 3. Situations where a member directly or indirectly leases, rents, trades or sells real or personal property to the University.

Example 4. Situations where a member possesses a substantial interest in or participates in the profits of any organization that deals or seeks to deal with the University. Participation through stockholdings, mutual funds and similar vehicles is not a conflict unless the stocks of the organization held by the individual constitute a substantial holding.

Example 5. Situations where a member accepts appointment as an officer or director or serves in any management capacity in an external commercial, industrial, business or financial organization or profit-making enterprise which deals or seeks to deal with the University.

Example 6. Situations where a member makes substantial use of University resources (e.g. studios, computer technology, research, technical or support staff) in developing and/or teaching a course to be offered by another entity.

Example 7. Situations where a member, without permission, utilizes the name of the University or one of its colleges or programs in connection with the promotion, marketing, or sale of a product or service in such a way as to imply University sponsorship, e.g. "The Azusa Pacific University Book of _____".

Example 8. Situations where a member, as part of an arrangement with an entity unaffiliated with the University, agrees to any limitations on his/her performance of teaching or other instructional duties for the University (e.g. through agreements containing exclusive provider, non-competition or right of first refusal clauses).

Possible Conflicts

Conflict is possible, even if unlikely, in situations such as those listed in the following examples, and members should give careful consideration to that potential. In many cases the potential for conflict can be removed by disclosure.

Example 9. Relationships that might enable members to influence the University's interactions with outside organizations in ways that may lead to personal gain, to the taking of improper advantage by anyone, or the improper diversion of University assets from the primary missions of the University, including the time and talents of its faculty and staff.

Example 10. Situations in which a member, while serving as a consultant to an external organization has access to unpublished, privileged information from a colleague that has potential commercial value and wishes to provide that information to the external organization.

Example 11. Situations where a member directs students into a research area or other activity from which the member intends to realize personal financial gain. A conflict may arise if students are directed to areas of lesser scientific or scholarly merit to enhance the potential for monetary gain or if the financial potential exists only for the member.

Example 12. Situations where the member is asked to assume executive or managerial positions with outside organizations that might seriously divert the member's attention from University duties, or create other conflicts of loyalty.

Example 13. Disclosure or use for personal profit of unpublished information coming from University research or other confidential University sources, or assisting outside organizations by giving them access to such information except as may be authorized by official University policies.

Example 14. Situations where a substantial body of research that could and ordinarily would be conducted by the investigator within the University is directed elsewhere.

Example 15. Situations where the member is invited to advise or serve an organization doing business in the general area of the member's University responsibility or which is related to that field.

Example 16. Situations where a member is offered a position on a scientific or administrative board of an organization that has research contracts with the member's unit.

Example 17. Situations where a member is offered research support from an organization in which the member serves as a director, a member of an advisory board or as a consultant, or in which the member holds a significant equity position.

Example 18. Situations where the member occupies a position in an enterprise doing business in the area of the member's University responsibility of which is related to that field.

Example 19. Situations where the member is involved in independent business ventures as owner, operator or major investor, particularly if the corporation is doing business with the University.

Example 20. Situations in which an individual can require others to purchase a product in which the individual has a proprietary interest and from which the individual will receive income.

Example 21. Situations where a member, as part of an arrangement with an entity unaffiliated with the University, agrees to any limitations on his/her performance of non-teaching duties for the University (e.g. through agreements containing exclusive provider, non-competition or right of first refusal clauses).

ATTACHMENT B

**Azusa Pacific University
BOARD OF TRUSTEES, OFFICERS,
AND OTHER DESIGNATED PERSONNEL
Conflicts of Interest Questionnaire**

Name

Tax Year:

This questionnaire is not exhaustive, and may not cover all potential conflict situations. Each trustee, officer and other employee is expected to know and follow the Policy on Conflicts of Interest and promptly make any disclosure reasonably required by Board rules or policy. Please answer each question regarding transactions or relationships occurring at any time during the referenced tax year.

1. During the past tax year, did you have a direct business relationship with APU (other than as an officer, director, trustee or employee) or an indirect business relationship through ownership of more than 35% in another entity (individually or collectively with any other officers, directors, trustees, key employees or five highest compensated employees)? Yes ___ No ___

If the answer to the foregoing question is “yes”, please list the names of such entities, your relationship with the entities, the amount of each transaction conducted between APU and such entities during the past tax year and a description of each such transaction.

2. During the past tax year, did you have a family member who had a direct or indirect business relationship with APU? Yes ___ No ___

If the answer to the foregoing question is “yes”, please identify the family member, the entities involved, the amount of each transaction conducted between APU and such entities during the tax year and a description of each such transaction.

3. During the past tax year, did you serve as an officer, director, trustee, key employee, partner or member of an entity (or a shareholder of a professional corporation) doing business with APU? Yes ___ No ___

If the answer to the foregoing question is “yes”, please list the names of such entities, your relationship with the entities, the amount of each transaction conducted between APU and such entities during the past tax year and a description of each such transaction.

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- 4. Do you have a family relationship or a business relationship with any other officer, director, trustee, or key employee?

- 5. Did you, or any member of your family receive, during the past tax year, any compensation, stipends, honoraria, gifts or loans from any source from which Azusa Pacific University buys goods or services or with which Azusa Pacific University has significant business dealings? Yes _____ No _____

If the answer to the foregoing question is “yes”, list such gifts or loans as follows:

<u>Name of Source</u>	<u>Approximate Value</u>
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- 6. Are you an officer, trustee, key employee, partner, member, manager or director of any corporation, limited liability company, partnership or other entity that had business dealings with a trustee, officer, or dean of Azusa Pacific University during the past year? Yes _____ No _____

If the answer to the foregoing question is “yes”, please list the names of such entities or corporations, the office held, the name and title of the trustee, officer or dean of Azusa Pacific University (either directly or indirectly) and the approximate dollar-amount of business involved with such individual last year.

- 7. Do you, or does any member of your family, have a financial interest in, or receive any remuneration or income from, any business organization, corporation, limited liability company, partnership or other entity where another APU director or executive officer serves in any capacity, including service as an officer, director, trustee, manager, or partner? Yes _____ No _____

If the answer to the foregoing question is “yes”, please supply the following information:

- a. Names of the business organizations in which such interest is held and the person(s) by whom such interest is held;
- b. Nature and amount of each such financial interest, remuneration or income:

- 8. Are you an officer, trustee, employee, or director of any institution of higher education other than Azusa Pacific University?

Yes _____ No _____

- 9. Is any member of your family employed at or a student at Azusa Pacific University or have any other direct or indirect business relationship with Azusa Pacific University? If so, please identify them by name and title and describe the nature of their relationship with APU: _____

I certify that the foregoing information is true and complete to the best of my knowledge. I have reviewed the Azusa Pacific University Policy on Conflicts of Interest and further certify that I am in conformance with the letter and spirit of that Policy.

Date

Signature

Definitions:

Family: The family of an individual includes only his or her spouse, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great grandchildren, and spouses of brothers, sisters, children, grandchildren and great grandchildren.

Key Employee: An employee who meets all three of the following tests:

1. Receives reportable compensation from APU and all related organizations in excess of \$150,000 for the calendar year ending with or within APU's tax year.
2. Responsibilities: The employee either
 - a. Has responsibilities, powers or influence over the APU as a whole that is similar to those of officers, directors, or trustees;
 - b. Manages a discrete segment or activity of APU that represents 10% or more of the activities, assets, income, or expenses of APU, as compared to APU as a whole; or
 - c. Has or shares authority to control or determine 10% or more of APU's capital expenditures, operating budget, or compensation for employees.
3. Is one of the 20 employees with the highest reportable compensation from APU and related organizations for the calendar year ending with or within APU's tax year.

Highest Compensated Employee: One of the five highest compensated employees of APU other than officers or key employees. The five highest compensated employees are determined by the amounts of reportable compensation for the calendar year ending with or within APU's tax year.

Officer: Any individual elected or appointed to manage APU's daily operations, such as a president, vice-president, secretary or treasurer. The officers are determined by reference to APU's articles of incorporation, bylaws and resolutions of the Board of Trustees.

Date of Original Policy Approval: October 1, 2004

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of General Counsel

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Section 8.11: Confidential Information

Since the university deals with personal information, each employee holds a position of trust. All records, reports, memoranda, and correspondence must be kept confidential and must not be used or taken from the university premises except by written consent of the supervisor. Home telephone numbers and addresses of employees should not be used for personal reasons and should not be given to others or used for university or other business except by permission of the employee. Unauthorized disclosure or use of any information or activities that may be detrimental to the interests of the university may be justification for termination from employment.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 1, 2007

Responsible Office: Office of Human Resources

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Section 8.12: Harassment Based on Discrimination

The university is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the university maintains a strict policy prohibiting unlawful harassment based on sexual harassment and conduct that denigrates or shows hostility or aversion toward an individual based upon an individual's race, color, gender, national origin, age, disability or any other basis protected by federal or state laws. This policy prohibits unlawful harassment in any form, including conduct that is oral, physical, written, graphic or visual. Such conduct includes but is not limited to objectionable epithets, demeaning depictions or treatment and threatened or actual abuse or harm based on discrimination toward others' attributes as stated above.

All university officials and supervisors should take appropriate steps to disseminate this policy statement and to inform employees of procedures for lodging complaints. All employees are expected to assist in implementing this policy.

Any employee or group of employees who believe they have been harassed based on discrimination of a protected attribute (as defined in current law) by a supervisor, co-worker, student, or any other non-employee agent of the university must promptly report verbally or in writing the facts of the incident(s) and the name(s) of the individual(s) involved to his or her supervisor or to the area's Human Resources Business Partner. Supervisors must immediately report any incidents based on discrimination or sexual harassment to their Human Resources Business Partner. The Human Resources Business Partner will investigate all such claims and take appropriate corrective action when warranted. Confidentiality will be maintained as much as is possible in order to conduct an investigation.

Employees who feel that they cannot receive a fair hearing if they follow the above procedure may report the incident(s) to the Director of Employee Relations and Compliance or the Vice President of Human Resources, who shall initiate an investigation. Employees will be requested to provide the Director of Employee Relations and Compliance or the Vice President of Human Resources with a written, signed, and dated statement of the occurrence(s).

Where a faculty member is involved in the complaint or makes a complaint, the Provost will be informed and involved in the process of initiating the investigation. The Provost shall identify a committee made up of two faculty members, along with designated HR representative(s), to investigate the matter. The committee shall interview the complainant and others involved and determine the veracity of the allegations and recommend the remedy, if any, to the Provost.

If the employee has any questions regarding either this policy statement or a specific fact situation or would like more information, s/he may contact Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.13: Sexual Harassment

Sexual harassment is unlawful under both federal and state law. Sexual harassment is defined in the *Guidelines on Discrimination Because of Sex* under Title VII as “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment (even if it does not lead to tangible or economic job consequences).”

It is the policy of Azusa Pacific University to provide an environment for study and work for employees and students that is free of sexual harassment and all forms of sexual intimidation and exploitation. All students and employees should be aware that the University will not tolerate any conduct that constitutes sexual harassment. All complaints of sexual harassment will be promptly and thoroughly investigated, and appropriate corrective action, including disciplinary measures, will be taken when warranted. Further, all employees of the university, regardless of status, are required to take the two-hour APU Sexual Harassment: Policy and Prevention training during each of the designated APU training years, which are every two calendar years. This program meets the California standards set forth in AB 1825 and SB 1343 and is administered by the Office of Human Resources. All new employees of the university are required to take the training within the first 30 days of employment. Failure to comply with this may result in disciplinary actions up to and including termination of employment.

All employees, at all levels, are responsible for maintaining an appropriate environment for study and work. This includes taking appropriate corrective action to prevent and eliminate harassment.

Some examples that may constitute unlawful sexual harassment:

- Unwanted sexual advances or the offering of employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct
 - Making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, posters, calendars.
- Verbal conduct
 - Making or using derogatory comments, epithets, slurs, or jokes of a sexual nature.
 - 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.

- Unwelcome intentional or repeated touching of a sexual nature.

An employee or student has the legal right at any time to raise the issue of sexual harassment without fear of reprisal or retaliation. Any employee or student who feels that s/he has been sexually harassed should immediately bring the matter to the attention of his/her supervisor or any of the professionals listed below, either verbally or in writing, providing documentation of the facts of the incident(s) and the name(s) of the individual(s) involved.

Supervisors will report all complaints to the area's Human Resources Business Partner or the Director of Employee Relations and Compliance, who will inform the Vice President of Student Affairs where a student is involved or the Provost where a faculty member is involved, and begin the investigation process as designed for each section of the university community. Where multiple processes are involved, the Director of Employee Relations and Compliance will serve as coordinator.

In such cases where a faculty member is the respondent, the Provost shall identify a committee made up of two faculty members, along with designated HR representative(s), to investigate the matter. The committee shall interview the complainant and others involved and determine the veracity of the allegations and recommend the remedy, if any, to the Provost.

PRIMARY CONTACTS FOR ALL SEXUAL HARASSMENT COMPLAINTS:

Human Resources Business Partners

The Director of Employee Relations and Compliance

The Vice President of Human Resources

The supervisors and professionals listed below are also available to members of the Azusa Pacific University community who seek information and counseling about the university's formal and informal mechanisms for resolving complaints. They will handle matters brought to their attention with sensitivity and discretion.

Academic Deans, Vice Provost, Provost, Vice President for Student Affairs, Dean of Students, Associate Deans of Student Affairs, Executive Director of Housing and Residence Life, Title IX Coordinator, Director of Graduate and Professional Student Engagement, and Department of Campus Safety

The university also offers members of the Azusa Pacific University community the choice of seeking confidential personal counseling outside the university mechanism for resolving harassment complaints. These confidential counseling services are intended for the personal benefit of the individual and offer a setting where various courses of action can be explored. Those seeking this type of assistance should check with the office listed below, which has its own mandate and guidelines for providing services.

Employees

APU Community Counseling Center, or personal counseling through the APU employee assistance program.

Students

APU University Counseling Center, Office of Campus Ministry

Title IX

Sexual harassment is also considered a form of discrimination on the basis of sex under Title IX of the Education Amendments of 1972, as described in the university's *Sexual Harassment, Stalking, and Sexual Violence Policy*, available on the university website at <https://www.apu.edu/titleix/what-is-titleix/about/>. When there is a complaint against an employee that pertains to Title IX, the complaint will be referred to the Title IX Coordinator, who will initiate the appropriate process. The process can be found at <https://www.apu.edu/titleix/investigation/process/>.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of the President

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Section 8.14: Work Apparel

An employee's personal appearance is very important because it reflects the image of the university. Therefore, all employees are expected to be well groomed and conservative in their clothing, hairstyle, make-up and accessories. Dress should be modest, conservative, business attire and consistent with work requirements.

An employee's dress should be appropriate to the job performed, and individual departments have the ability to establish standards based upon the work performed.

Examples of departments with specific requirements for uniforms and protective wear are Facilities Management and Campus Safety.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.15: Identification Cards

All employees will be provided with an Azusa Pacific University Identification Card when hired. This card permits the employee to utilize such services as cashing checks, library services, bookstore and dining discounts, and free admission to most university athletic events. As deemed necessary, cards also provide access to buildings.

Employees will be required to wear visibly their current APU identification card while working on any APU premises, preferably by use of a lanyard. In the event that the wearing of a lanyard creates a safety concern due to the duties associated with an employee's assignment (e.g., working with machinery), the employee would be required to maintain the identification on their person in a safe and readily available manner, such as with a shirt pocket ID card holder. (Note: ID cards are not required to be displayed at non-work-related events, such as an employee attending a play or an athletic contest on campus.)

Employees may be asked to present their ID card to Campus Safety officers or other university officials to verify their affiliation and purpose for being on campus. Employees who consistently do not and/or refuse to wear their ID card as required may be subject to disciplinary action.

The APU ID card is the property of APU and may be used only by the individual to whom it was issued. Employees may not "loan" their ID badge to anyone for any reason. If an employee's ID card is lost or stolen, it must be reported immediately to Campus Safety so that a replacement ID card can be issued. A fee will be charged for replacement. Upon separation, the employee must return the card to Human Resources.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 8.16: Sexual Conduct

As an evangelical Christian community, Azusa Pacific University expects that its employees and students will serve as examples of God-honoring excellence. This policy has been established with that basic principle in mind and to underscore that employees will be held to a standard of exemplary conduct in the area of human sexuality consistent with biblical standards. Students are expected to comply with the policies set forth in the Community Expectations.

For all APU employees, sexual intimacy must only be expressed within the context of marriage between one man and one woman. Violations of this policy include, but are not limited to, sexual relations between unmarried persons, adulterous relationships, and viewing of pornography. The viewing of pornography may be permitted if it is: a) part of a research project in the individual's academic discipline approved in advance by the Provost upon recommendation by the Institutional Review Board; or b) part of the information gathering process by university officials in relation to alleged violations of the employee handbook or student standards of conduct. Failure to comply with this policy may result in counseling or disciplinary action up to and including termination from employment.

For related policies, see Section 8.13 of the Employee Handbook (the policy on sexual harassment), and Section 3.16 of the Employee Handbook (the dating policy).

Date of Original Policy Approval: June 1, 2009

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of the President

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Section 8.17: Americans with Disabilities Act of 1990 & Rehabilitation Act of 1973 Grievance Procedure (Employees)

I. Policy Against Disability-Related Discrimination

In compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973 (“Section 504”), including implementing regulations, Azusa Pacific University (“APU” or the “University”) does not discriminate on the basis of disability and is committed to providing equal employment opportunities for disabled employees and job applicants who qualify. The University prohibits conduct by any APU department, employee, student, or third party, that denigrates or shows hostility or aversion toward an individual based upon his or her disability or perceived disability, including conduct that is oral, physical, written, graphic, or visual. Such conduct includes but is not limited to objectionable epithets, demeaning depictions or treatment and threatened or actual abuse or harm related to an individual’s disability. APU will take all reasonable steps to prevent occurrence and reoccurrence of discrimination on the basis of disability and to correct any discriminatory effects on students and others, if appropriate. No individual shall be retaliated against for using this or any other grievance procedure to address any disability-related grievances.

II. Administration of This Grievance Procedure: Compliance Officer

All employees and job applicants have the right to use this grievance procedure to resolve claims that they have been subjected to unlawful harassment or discrimination on the basis of disability, or have been denied access to services or accommodations required by law. Student employees must follow the Americans with Disabilities Act of 1990 & Rehabilitation Act of 1973 Grievance Procedure (Students), a copy of which can be found in the Graduate and Undergraduate Catalogs.

If any employee or job applicant has a claim of discrimination based on harassment related to a claimed disability, the aggrieved employee should follow this grievance procedure, rather than other general APU grievance procedures, including section 8.12 of the APU Employee Handbook (Harassment Based on Discrimination Policy).

The Director of Employee Relations and Compliance is the University’s Section 504 Compliance Officer charged with administering this grievance procedure as well as ensuring compliance with applicable laws concerning disability discrimination as they relate to employees and job applicants. The office of the Director of Employee Relations and Compliance is located at the Citrus Edge building at 511 W. Citrus Edge St., Glendora, California, 91740 and can be reached by telephone (626-815-4526).

III. Requests for Accommodations

Qualified employees and job applicants with disabilities who desire reasonable University action to accommodate a disability are encouraged to make their request to their immediate or prospective supervisor or department head in the first instance, but they may also present their request to a Human Resources representative. Although not required to do so, the employee or job applicant is encouraged to put any request for a reasonable accommodation in writing.

To support any request for an accommodation, it is the requesting individual’s responsibility to

identify the qualified disability, describe the limitation(s) that the disability imposes as it relates to the essential job functions (or, as the case may be, as it relates to the job application process), with supporting documentation from an appropriately licensed professional, and state the reasonable accommodation(s) requested.

In response to any request for an accommodation, the University will discuss the request with the individual, may seek reasonable documentation confirming the disability where necessary (including from third-party experts hired by the University, when necessary), will consider if any reasonable accommodations that will not cause undue hardship are available, and will promptly determine whether the request is appropriate and let the individual know. The University will endeavor to provide any reasonable accommodation to qualified individuals with legally recognized disabilities that impair the ability to perform essential job functions, unless to do so would cause undue hardship.

Medical documentation provided by the individual will be maintained by the Section 504 Compliance Officer designated under this Policy in a file separate from the individual's employee personnel file. Any reasonable accommodation plan will be maintained in that separate file as well as in the individual's employee personnel file.

IV. Informal Resolution

Prior to initiating the formal complaint procedure set forth below in Part V, the employee must first pursue resolution of any grievance by informal procedures. That is, if an employee believes he or she has been discriminated against on the basis of a disability, that individual must first discuss the issue with the immediate supervisor or department head.

V. Formal Grievance Process

If the informal procedure in Part IV above does not resolve the issue to the satisfaction of the employee, the employee may file a formal complaint in the following manner:

- A. Complaints must be filed as soon as possible, but in no event later than 45 calendar days after the claimed discrimination occurred.

- B. A complaint must be in writing and include the following:
 1. The employee's name, address, email address, phone number, and claimed disability;
 2. The names of any other persons involved, including, if known, those who committed the alleged discrimination;
 3. A clear statement of the claimed discrimination based on a disability, including, at a minimum, what occurred, the date(s) it occurred, where it occurred, who was present;
 4. A description of what efforts have been made to resolve the issue informally;
 5. A statement of the desired outcome; and
 6. Any other information the employee wishes to provide, including statements of any witnesses to the alleged discrimination and any other supporting documentation.

- C. The complaint is to be filed by delivering it to the Section 504 Compliance Officer, as provided in Part II above. If the employee alleges that the Section 504 Compliance Officer is the party that allegedly committed the claimed discrimination, the employee shall file the complaint with the Vice President of Human Resources, who shall act as the Section 504 Compliance Officer for all purposes provided in this Policy.
- D. Upon receipt of the complaint, the Section 504 Compliance Officer will review the complaint for timeliness and compliance with this grievance procedure, and provide the aggrieved employee with written notice acknowledging its receipt.
- E. After reviewing the complaint, the Section 504 Compliance Officer will promptly refer the complaint in the first instance to an appropriate grievance officer or, in the Section 504 Compliance Officer's discretion, panel of three appropriate grievance officers, who will conduct the investigation. An "appropriate" grievance officer is any employee who generally is knowledgeable about disability issues and the legal mandates of state and federal disability statutes, *and* who had no involvement in the discrimination alleged in the complaint at issue. The Section 504 Compliance Officer promptly will disclose the identity of the chosen grievance officer(s) to the employee and the party against whom the complaint is directed. If any party believes any grievance officer is not suited to perform the investigation because of the party's prior interactions with the grievance officer, the party must notify the Section 504 Compliance Officer in writing within five calendar days of such disclosure.
- F. In undertaking the investigation, the grievance officer or grievance panel may interview, consult with, and/or request a written response to the issues raised in the complaint from any individual believed by the grievance officer or grievance panel to have relevant information, including employees and students. Before the grievance officer or grievance panel concludes the investigation and makes a recommendation, the employee shall have the opportunity, if desired by the employee, to be heard orally and informally to present witnesses and other relevant information to the grievance officer or grievance panel, during which hearing any party against whom the complaint is directed shall have the right to be present, and informally to present witnesses and any relevant information. The hearing is not intended to mimic official court or other legal proceedings; the grievance officer has the authority to conduct the hearing in any organized and reasonable manner, and may question any party or witness and allow any party to question any other party or witness.
- G. The employee and the party against whom the complaint is directed each have the right to have a representative. The party shall indicate whether he or she is to be assisted by a representative and, if so, the name of that representative. For purposes of this procedure, an attorney is not an appropriate representative.
- H. Upon completion of the investigation, the grievance officer or grievance panel will prepare and transmit to the Section 504 Compliance Officer, the employee, and to the party against whom the complaint is directed, an initial report and recommendation, which shall contain a summary of the investigation, written findings, any written materials submitted by the employee or any other party, and a proposed disposition with proposed remedies (if appropriate). This transmission will be expected within 30 calendar days of the filing of the formal complaint.
- I. Within 15 calendar days of receipt of the grievance officer's or grievance panel's initial report and recommendation, the Section 504 Compliance Officer will issue a final report adopting, rejecting, or adopting with modifications the grievance officer's or grievance

panel's initial report and recommendation. No party may submit additional materials to the Section 504 Compliance Officer unless specifically requested by the Section 504 Compliance Officer. In issuing the final report, the Section 504 Compliance Officer shall take reasonable steps to ensure consistency with final reports previously issued under this policy.

- J. The final report issued by the Section 504 Compliance Officer shall be distributed in writing to the employee, the party against whom the complaint is directed, and shall be put into effect promptly. The final report may also be provided, where appropriate, to any University officer whose authority will be needed to carry out the remedies or to determine whether any personnel action is appropriate.
- K. The initial report and recommendation and the final report shall be kept confidential by the employee and the party against whom the complaint is directed, and may not be disclosed without the written consent of the issuer of the report.
- L. The employee or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal to the Vice President of Human Resources (as set forth below) will not suspend the implementation of the final report, except in those circumstances where the Vice President of Human Resources decides that good cause exists making the suspension of implementation appropriate.

VI. Remedies

Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation. A copy of the Section 504 Compliance Officer's report may, where appropriate, be sent to appropriate University officer(s) to determine whether any personnel action should be pursued.

VII. Appeal

Within 10 calendar days of the issuance of the final report, the employee or the party against whom the complaint is directed may appeal the final report to the Vice President of Human Resources. If the Director of Employee Relations and Compliance acts as the Section 504 Compliance Officer for all purposes provided in this Policy, pursuant to part V.C of this Policy, there shall be no right of appeal and the final report issued by the Vice President of Human Resources under part V.I of this Policy shall be final.

An appeal is taken by filing a written request for review with the Director of Employee Relations and Compliance, which is located in the Citrus Edge building at 511 W. Citrus Edge St., Glendora, California, 91740 and can be reached by telephone (626-815-4526).

The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

In consideration of any appeal, the Director of Employee Relations and Compliance usually will be limited to the following considerations:

- A. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the appellant?
- B. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appellant?
- C. Given the proper facts, criteria, and procedures, was the decision a reasonable one?

A copy of the Director of Employee Relations and Compliance' written decision will be expected within 30 calendar days of the filing of the appeal and shall be sent to the employee, the party against whom the complaint is directed, the Section 504 Compliance Officer who issued the final report, and, if appropriate, to the University officer(s) whose authority will be needed to carry out the disposition. The decision of the Director of Employee Relations and Compliance on the appeal is final.

The Director of Employee Relations and Compliance or Designee's written decision shall be kept confidential by the employee and the party against whom the complaint is directed, and may not be disclosed without the written consent of the Director of Employee Relations and Compliance.

VIII. Deadlines

Whenever the application of any of the time deadlines or procedures set forth in this grievance procedure creates a problem due to the nature of the complaint, the urgency of the matter, or the proximity of the upcoming event, the Section 504 Compliance Officer will, at the request of the employee, determine whether an appropriate expedited procedure can be fashioned.

Any deadline imposed in this policy may be extended by the Section 504 Compliance Officer for good cause, which may include breaks in the traditional academic calendar (summers and the year-end holidays).

Date of Original Policy Approval: December 2012

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 9.0: Safety and Security

Emergency Preparedness

Review the general university policies available on the Emergency Preparedness website: www.apu.edu/response

All Azusa Pacific University employees are expected to familiarize themselves with emergency evacuation plans for buildings in which their offices or work spaces are located and in which they teach or work. In addition, employees are encouraged to complete first aid and CPR training every two years.

The university seeks to foster a safe and secure living-learning environment for its students and employees. In times of crisis, the university activates its Critical Incident Response Team (CIRT) to ensure the well-being of the campus community. The goal of the CIRT is protecting lives, securing critical infrastructure and facilities, and resuming educational activities of the university. Three levels of emergencies have been identified:

Level 1 is a minor incident that can be quickly resolved with internal resources or limited external resources. Typically, the CIRT is not activated. Level 1 includes on-campus medical emergencies.

Level 2 is a major emergency that impacts sizable proportions of the campus and the CIRT is activated in part or in full. The Emergency Operations Center (EOC) is opened to coordinate the campus response. Level 2 includes such items as a fire or a power outage.

Level 3 is a disaster, and the full CIRT is activated and the EOC is opened. Level 3 includes disasters such as an earthquake with damage or injury. The Incident Commander in the EOC reports to the Incident Operations Executive. This individual coordinates policy direction with the Executive Leadership Team and others.

Know the following Evacuation Procedures:

- If there is a fire alarm, announced by audible alarms and flashing lights, you should evacuate the building immediately. If teaching a class, ask all members to stay together and exit the building with you. Walk, DO NOT run, and DO NOT use any elevators. Assist disabled persons in evacuating the area.
- Follow directions of the Building Coordinators to a safe location.
- Upon exiting the building, verify that all your students are accounted for. If any are missing, immediately notify emergency personnel. Also notify emergency personnel if you know of trapped or injured persons.
- Do not re-enter the building unless notified by emergency personnel or university officials. Stay out of the way of emergency vehicles and personnel.
- Be patient; you will be communicated with as soon as the situation becomes clear and a course of action is known.

Reporting an Emergency:

- Dial 911, then 3898, (626) 815-3898 from an off-campus phone, or use a Code

Blue Call Box to report the situation to Campus Safety.

Emergency Incidents

- In an emergency, communications challenges may arise, and the true nature and appropriate response of an incident will take time to become clear. Please be patient and work to contain rumors.
- In an emergency, the first responsibility of the CIRT is protecting lives. Until that is assured, additional information on university operations may not be known.
- If the university suffers significant earthquake or building damage, plans have been developed to support on-campus residents, verify facilities damages, and restore communications as quickly as possible. Decisions on operations will be made in a timely manner working with the Incident Operations Executive based on the available information.
- The university's Emergency Response web site www.apu.edu/response will carry updated information on the status of each campus. Information will also be posted on the Emergency Information Hotline at 888-451-5583.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Campus Safety

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Section 9.1: General Emergency Procedures

In an emergency, Dial 911, then 3898, (626) 815-3898 from an off-campus phone, or use a Code Blue Call Box to report the situation to Campus Safety.

Examples of emergency procedures:

Bomb Threats

1. Ask the caller questions: Where is the bomb? When is the bomb set to go off? What does it look like?
2. Take notes on everything said and be sure to notice any background noise, voice characteristics, etc. Note the exact time of the call, and if the caller's number is displayed on the phone screen, record this information also.
3. If you are notified by telephone of a bomb within a building, keep the caller on the line. If they hang up, DO NOT hang up the line, but go to another phone to call 911, and then (626) 815-3898 to report the situation to Campus Safety.
4. Report the threat immediately to Campus Safety at 3898 from an on-campus phone, (626) 815-3898 from an off-campus phone.

Earthquake

1. Take cover under a desk or table, protecting as much of your body as possible, especially your head and neck.
2. Stay away from windows and objects that may fall.
3. Do not run outside.
4. If outdoors, stay in an open area away from buildings, large trees, and power lines.
5. After the shaking stops, evacuate to your designated area. If driving, pull over and stop. Do not park under bridges, trees, power lines, poles, or signs.

Evacuation

1. Calmly and quietly walk to the nearest exit.
2. Do not use elevators.
3. Follow the instructions of emergency personnel.
4. Stay with the group you were with inside the building until emergency personnel or university personnel tell you that you may leave the area.

Fire

1. Call 911, then call Campus Safety at 3898, or 1-626-815-3898 from off campus, and report the location and nature of the fire.

2. Activate the closest fire alarm.
3. Evacuate the building.

Flood

1. Move to higher ground.
2. During rainstorms, stay away from trees, which may attract lightning.
3. Avoid fast flowing water, even in your vehicle.
4. Do not walk in flooded areas (water depth is not always obvious).
5. Do not use, and avoid contact with, electrical devices.
6. Remain cautious of high water at night, as darkness may hide other hazards.

Medical

1. Dial 911 and then call Campus Safety at 3898, or 1-626-815-3898 from off campus, and report the nature of the illness or injury and the location.
2. Notify supervisor.
3. Provide medical care pursuant to training.

Power Loss

1. Employees should remain in their work area if it is safe to do so. Hallway lights will remain on for a short period of time. Faculty and staff are encouraged to have a flashlight or battery operated candles; under no circumstances will faculty or staff be permitted to use candles or any other open flame device.
2. Employees are encouraged to avoid using the university telephone system in order to preserve battery power for official use.
3. Computers should be turned off to protect from power surges when power is restored.

See APU webpage: <http://www.apu.edu/response/>

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 20, 2018

Responsible Office: Office of Campus Safety

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Section 9.2: Emergency Illness or Injury on Campus (Work-Related Injuries)

Employees who develop an injury or illness caused by their work at APU should report it to their supervisor and Human Resources at extension 4526 during normal business hours to be referred for treatment. If an injury occurs on the Azusa campus outside normal business hours, after reporting to his/her supervisor, an employee may go directly to Irwindale Industrial Clinic at 6000 N. Irwindale Avenue, Unit A, Irwindale, CA, 91702, (626) 969-9800, for urgent treatment. For injuries occurring after hours, any APU supervisor may call Irwindale Industrial Clinic to authorize treatment of an injured employee. In the event the supervisor or designated person-in-charge cannot be located and the Human Resources Office is closed, the employee may call Campus Safety at extension 3898 for assistance in locating the supervisor or designated person-in-charge.

The paragraph above applies to employees working at one of the regional campuses or sites as well, except that the place to seek treatment for work-related injuries would be the closest Concentra facility. To locate a nearby clinic, an employee may go to www.concentra.com to find a location.

Any injury needing medical attention, however slight, that occurs at work must be reported to the direct supervisor immediately and to Human Resources by the next business morning in order to be eligible for workers' compensation insurance to cover costs of medical treatment and disability payments. If an employee consults his or her own doctor without notifying his or her supervisor and Human Resources, there may be considerable delay (or possible denial) of compensation benefits and the costs of the medical visit may be the responsibility of the employee.

If an injury or illness or other situation is deemed to be a life-threatening emergency, call 911 first and then 3898 (Campus Safety) or call 911 off campus. Campus Safety works closely with local emergency personnel and will assist Emergency Medical Services and law enforcement in finding the exact location of the injured person(s). Emergency Code Blue phones located throughout the campus may be used to contact Campus Safety.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Campus Safety

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Section 9.3: Other Emergencies

In the case of an emergency, dial 911 first, from a cell phone or landline, then call Campus Safety at 3898, (626) 815-3898 from an off-campus phone, or use a Code Blue Call Box to report the situation to Campus Safety.

In the case of suspected criminal activity on campus or problems involving university buildings, grounds, or personnel, call Campus Safety at 3898, or 626-815-3898 from an off-campus phone.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of Campus Safety

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Section 9.4: Violence Prevention

Azusa Pacific University is committed to dealing with any violence that may occur on its premises and to adopting measures to ensure the safety of its employees. In an emergency, dial 9-1-1 from a cell phone or a landline. Employees are urged to report all threats of violence, including suspicious individuals or activities, as soon as possible to Campus Safety at extension 3898. Be as specific as possible.

In cases of immediate perceived danger, such as a violent physical altercation or argument nearby, the employee should dial 9-1-1 first and then 3898, Campus Safety, or use the emergency Code Blue phones located throughout campus. If a violent act toward an employee is considered imminent, call 911 for outside assistance, and inform Campus Safety so that they can direct and assist the emergency vehicles. For those employees who work at night, whistles are available in the Campus Safety office. In addition, Campus Safety will provide a safety escort for the employee by calling 3898 or (626) 815-3898.

“Indirect” violence should also be reported to Campus Safety immediately. Examples of indirect violence can include but are not limited to extreme shouting, abusive or threatening gestures, and statements or general written or verbal threats or “hate” mail, through electronic means, postal service, or other means.

Campus Safety will investigate all claims immediately and notify the Azusa Police Department if needed. If an employee is involved, or if campus-wide action needs to be taken, Campus Safety will inform other offices, including Human Resources, Student Life, the Counseling Center, Office of General Counsel, and the Office of the Provost. A team from these offices will continue to investigate and will decide appropriate action to be taken, including obtaining restraining orders or other actions. In some cases, outside authorities may be called in. Employees are expected to cooperate fully with any university Campus Safety official, law enforcement, and medical personnel that respond to a call for help. The university will not allow any retaliatory acts against any employees who use this procedure.

If an employee is found to have exhibited violent behavior of any kind toward another person, it will be cause for disciplinary action, up to and including immediate termination. If the violent behavior may constitute a crime under California law, the matter will also be referred to the Azusa Police Department.

Employees who lodge knowingly false or frivolous complaints, or complaints with reckless disregard for the truth of the complaint, may be subject to disciplinary action up to and including termination.

Domestic Violence, Dating Violence, and Stalking

Azusa Pacific University is committed to providing a safe and secure learning environment for its employees and prohibits any acts of domestic violence, dating violence, sexual assault, stalking or any criminal offenses on its campuses.

Employees who have knowledge of, or are themselves victims of domestic violence, dating violence, sexual assault or stalking are strongly encouraged, and in some cases, required by law to report such suspected criminal activity. If needed, those affected employees can upon request be assisted by designated staff in the reporting process. Reports of suspected criminal activity may be made directly to the police department responsible for the area where the

suspected criminal activity occurred, to the Department of Campus Safety (DCS), or any campus security authority. If the criminal activity is in progress, report it first to local law enforcement by dialing 911 and then notify Campus Safety. In addition to this reporting procedure, it is important to preserve evidence relevant to a crime.

As required by law, procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking shall be prompt and fair with impartial investigation and resolution and conducted by officials who receive annual training on these issues. The accuser and the accused are entitled to the same opportunities to have others present and be accompanied to related meetings or proceedings by an advisor of their choice. The accuser and the accused shall be concurrently informed in writing of the outcome, appeal process and any change of the results and when results of processes become final.

PRIMARY CONTACTS FOR ALL COMPLAINTS:

The Area's Human Resources Business Partner

The Director of Employee Relations and Compliance

The Vice President of Human Resources

The supervisors and professionals listed below are also available to members of the Azusa Pacific University community who seek information and counseling about the university's formal and informal mechanisms for resolving complaints. They will handle matters brought to their attention with sensitivity and discretion.

Academic Deans, Vice Provost, Provost, Vice President for Student Affairs, Dean of Students, Associate Deans of Students, Executive Director of Housing and Residence Life, Director of Graduate and Professional Student Engagement, and Department of Campus Safety

The university also offers Azusa Pacific University employees the choice of seeking confidential personal counseling outside the university mechanism for resolving complaints about violence, including domestic violence, dating violence, sexual assault, and stalking. These confidential counseling services are intended for the personal benefit of the individual and offer a setting where various courses of action can be explored. Those seeking this type of assistance should check with the offices listed below, which have their own mandate and guidelines for providing services:

APU Community Counseling Center, or personal counseling through the APU employee assistance program.

Violence Reporting Procedure

Anybody who sees violence occur should report it; the individual need not be the victim of the violence. All complaints of violence, including domestic violence, dating violence, sexual assault, and stalking will be investigated by the university and appropriate corrective action, including disciplinary measures, taken when warranted. Employees are responsible for maintaining an appropriate environment for study and work.

Even if the university reports possible criminal conduct to the police, the university will still conduct an investigation to determine what happened and take appropriate steps to resolve the situation. Student on student incidents will be responded to and adjudicated in the context of an alleged university policy violation. Incidents of violence involving any employee or visitor

to the university as a respondent are handled under the Office of Human Resources in accordance with the procedures described below.

Students and employees have the legal right at any time to bring to the university's attention any instance of violence without fear of reprisal or retaliation.

In cases where the incident of violence is reported to Human Resources by a third party, the alleged victim, if known or identified, will be notified that a report has been received. The Director of Employee Relations and Compliance or designee will meet with the alleged victim, if he or she is willing, to discuss her/his options and resources available inside and outside the University.

Formal Criminal Complaint

- File a police report through Azusa Police Department or other appropriate law enforcement agency.
- Call the Department of Campus Safety at 3898 or (626) 815-3805. The department is open 24 hours a day, seven days a week. Campus Safety is available to arrange a neutral meeting place for your initial contact with the police and, if you wish, a representative of APU will accompany you. APU has no control over the investigatory and legal process that may result when you report a crime to the police, but will cooperate fully with it. If a student or employee makes the decision to report, APU's policy is to assist law enforcement, and not to take any action that would interfere with the law enforcement agency's criminal investigation. When appropriate, APU will proceed administratively and not compromise a pending law enforcement investigation.
- Police Report: This is an informational process that requires the student or employee to recount details of the incident. The taking of this report implies that there now exists the possibility that criminal charges may be filed. The District Attorney has the option to proceed with prosecution with or without permission of the victimized individual(s).

Formal University Complaint

- University complaints against students are filed through:
 - Department of Campus Safety at (626) 815-3898
 - Associate Deans of Students at (626) 815-2067
- University complaints against an employee of APU or visitor to APU are filed through the Office of Human Resources at (626) 815-4526.

When the respondent is an APU community member (student or employee) or a visitor, the complainant is encouraged to pursue a university complaint. The complainant need not be a student or an employee if they are harmed on APU property by a student, employee, or visitor. A university complaint can be used to establish violations of this violence policy, but not whether a criminal act has been committed. When an individual believes that a crime has been committed, it is recommended that charges be filed with the local criminal justice system. Although there is no time limit on the filing of campus complaints as long as the offender is still a member of the APU community, prompt reporting is likely to result in a more satisfactory investigation because memories are fresh and witnesses are more readily available.

All complaints of violence, including domestic violence, dating violence, sexual assault, and

stalking should be immediately reported to the appropriate office as listed above. All complaints made after business hours should be reported to the Department of Campus Safety immediately.

Again, APU encourages those who have experienced any form of violence to report the incident promptly, to seek all available assistance, and to pursue University conduct charges and criminal prosecution of the offender. APU takes complaints very seriously and will work with victims to ensure their safety as much as possible and to remedy the situation.

Investigation Procedure

All incidents of violence should be reported. The university will provide for a thorough, reliable, and impartial investigation of all complaints. The respondent's relationship to the University will determine which office will be assigned to investigate and adjudicate the complaint. Where the respondent is an employee, Human Resources will conduct the investigation using two trained HR representatives. In cases where a faculty member is the respondent, the Provost shall identify a committee made up of two faculty members, along with two trained HR representative(s), to investigate the matter. (In cases where the respondent is a student, either the Office of Student Life or the Office of Graduate and Professional Student Affairs will handle the investigation according to its procedures, available at www.apu.edu/judicialaffairs/reporting/.)

The investigators shall interview the complainant and others involved and review other relevant evidence to determine the veracity of the allegations and appropriate disciplinary action where applicable. Both the complainant and respondent have opportunity to be accompanied to related meetings or proceedings by an advisor of their choice.

Interim Measures

During the investigation and until resolution of the matter, interim measures may be issued by the Director of Employee Relations and Compliance or his designee, including but not limited to: restrictions on contact between the complainant and the respondent, bans from areas of campus, and/or appropriate changes in academic, campus housing, or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

Standard of Evidence

The standard of evidence used in the investigation of violence, including domestic violence, dating violence, sexual assault, and stalking will be the "preponderance of the evidence" standard, wherein the investigators are to determine whether it is more likely than not that the behavior in question occurred and constituted a violation of university policy.

Timing

The University's goal is to provide a prompt, thorough, and fair resolution to all complaints. When the confidential investigation report has been completed, the complainant and respondent will be concurrently notified of the outcome within three working days of the outcome being determined. While each investigation is unique and there can be unforeseen delays, generally the investigation will be concluded, including reporting to the parties, within 60 calendar days after the initial complaint being filed.

Disciplinary Action

Upon conclusion of the investigation, The Office of Human Resources will determine (in conjunction with the Provost, when the respondent is a faculty member) appropriate disciplinary action for the respondent if the respondent is an employee or visitor and has been found responsible for violating the violence policy. In the case of an employee respondent, a range of disciplinary actions may be initiated based on the severity of the offense(s), up to and including termination of employment.

Appeal Process

This process applies to an appeal of disciplinary action received from a violation of the violence policy only. Both the complainant and the respondent have one opportunity to appeal the outcome of the process.

All appeal meetings are closed, and the proceeding may be kept confidential at the discretion of the university. Appeal meetings may be recorded at the discretion of the university with notice to the employee and/or student involved.

Appeals will only be considered when one or more of the following grounds for appeal are present:

- **New Information**—There is new and significant information that has not yet been considered. Information would be considered “new” if it did not become available to the student or employee prior to the investigation closing.
- **Sanctions/Disciplinary Action**—Sanctions or disciplinary actions imposed are either excessive or insufficient to the violation(s) relative to sanctions or disciplinary actions imposed for similar violations under similar facts and circumstances.
- **Procedural Irregularity**—The complainant and/or the respondent did not have opportunity to present relevant information during the investigation process.

An individual wishing to appeal the investigation outcome must do so in writing to the Vice President of Human Resources within five (5) working days of having been notified of the outcome of the investigation.

The Vice President of Human Resources will review the written appeal and all information and testimony presented and render a decision within seven (7) working days of having received the written appeal. Both the complainant and respondent will be notified in writing of the decision. The decision of the Vice President of Human Resources is final.

In the event that the Vice President of Human Resources was part of the disciplinary process resulting from the original complaint proceedings, the Vice President for Administration will receive and preside over any appeal.

If the respondent behavior resulting in the disciplinary process involved violent or dangerous behavior, the Director of Employee Relations and Compliance must consider the safety of the APU community in his deliberation and recommendations. He may at his discretion direct that any disciplinary action imposed on the respondent as a result of the investigation outcome not be stayed pending the appeal.

Prohibition against Retaliation

All persons are absolutely prohibited from taking any action against any other member of the university community, including but not limited to, the complainant, respondent, or witnesses to an alleged incident of violence. Any person engaging in any retaliatory action(s) will be subject to a separate complaint under the Community Expectations and/or this policy and

appropriate disciplinary action for determined violations up to and including termination of employment.

Confidentiality

Those who have disclosed information about an incident of violence should know that university employees (Residence Directors, Campus Safety Officers, staff members, etc.), excluding University Counseling Center staff, Student Health Center staff, and Campus Pastors who may be bound by confidentiality standards, will report sexual misconduct to the Title IX Coordinator.

All inquiries, complaints, and investigations are treated with discretion. The identity of the complainant may be revealed to the respondent(s) of such conduct.

The university is committed to protecting the privacy of all individuals involved in a report of violence. All university employees who are involved in the university's response receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus professionals include Campus Pastors, counselors from the University Counseling Center and Community Counseling Center, and health providers from the Student Health Center, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by state law to notify child protective services and/or local law enforcement.

If acts of violence against other individuals are observed, members of the APU community have the option to intervene to help stop the act, only if it is safe and positive to do so without risking further harm. Suggested options include:

- Dial 911
- Contact Campus Safety
- Yell and draw attention to a witnessed act of violence from a safe distance in order to frighten off the perpetrator
- Remain in the area to provide witness information to the authorities

The university, through Human Resources, the Department of Campus Safety, the Dean of Spiritual Life's Office, and the University Counseling Center, provides literature, training, and referral information in the areas of prevention, reporting and counseling for domestic violence, dating violence, sexual assault and stalking.

Legal orders such as restraining orders or other lawful orders relevant to these crimes of violence will be reviewed and acted upon within the confines of federal and/or state law in addition to applicable APU policy.

When possible, confidentiality will be observed for victims, pursuant to state and federal laws, and where applicable, for the reporting party(s) as well.

Written notification to affected employees about existing counseling, health, mental health, victim advocacy, legal assistance and other assistance on campus and in the community will

be done by Human Resources. Written notification to affected employees will be provided by Human Resources about options for changing academic, living, transportation and working situations, if so requested by the affected employee and if such accommodations are reasonably available regardless of whether the victim chooses to report the crime to local law enforcement.

Employees who report to the university that they are the victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided a written explanation of the employee rights and options noted in this policy.

No employee or agent of the university shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the "Violence Against Women Reauthorization Act of 2013" (VAWA).

"VAWA" and Local Jurisdiction (California State Law) Definitions:

These definitions are acknowledged and used by Azusa Pacific University as required by the Violence Against Women Reauthorization Act of 2013.

VAWA Definition of Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

California Penal Code Definition of Domestic Violence (PC 273.5):

(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000) or by both that fine and imprisonment.

(b) Subdivision (a) shall apply if the victim is or was one or more of the following:

(1) The offender's spouse or former spouse.

(2) The offender's cohabitant or former cohabitant.

(3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.

(4) The mother or father of the offender's child.

(c) Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.

(d) As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

(e) For the purpose of this section, a person shall be considered the father or mother of another person's child if the alleged male parent is presumed the natural father under Sections 7611

and 7612 of the Family Code.

Abuse committed against an adult or fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant, person with whom the suspect has had a child or is having, or has had a dating or engagement relationship, or any other person related by consanguinity or affinity within the second degree (parents, children, grandparents, grandchildren, siblings by blood or marriage). Also included are boyfriend-girlfriend as well as gay and lesbian relationships. (PC§13700(b); FC§6211).

VAWA Definition of Dating Violence: Means violence committed by a person:

(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

*Dating Violence in California is covered under the California Penal Code for Domestic Violence.

VAWA Definition of Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

California Penal Code Definition of Stalking (PC 646.9): (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Campus Safety

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Section 9.5: Illicit Substances, Alcohol, and Smoking

The federal government mandated on October 1, 1990 that there be no unlawful possession, use, or distribution of illicit substances and alcohol by students, or employees on college campuses anywhere in the United States.

The university absolutely prohibits the manufacture, sale, purchase, offer to purchase, distribution, dispensation, possession, or transfer of any illegal controlled substance, alcohol, or substances containing tetrahydrocannabinol (THC) on university properties by its employees at any time.

Legal or legally prescribed medications only are excluded from this rule and are permitted to the extent that the use of such medications do not adversely affect the employee's work ability, job performance or the safety of that individual or others.

For health and safety considerations, the university prohibits smoking and any other tobacco use on university premises. This prohibition extends to the use of smokeless tobacco products, unregulated nicotine products, hookahs, and e-cigarettes (electronic cigarettes, vaping).

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office:

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Section 9.6: Inspections of Employees and Property

In order to promote a safe, productive, and efficient workplace, the university reserves the right to inspect employees, as well as any articles and property in their possession, to detect inappropriate materials and in furtherance of the legitimate business needs of the university. The university also reserves the right to inspect personal or university furniture and items that are on university property, including but not limited to lockers, desks, toolboxes, university vehicles, personal vehicles, and purses and other personal bags and carriers that might conceal alcohol, illegal drugs, explosives, weapons or other inappropriate, illegal or unauthorized APU materials.

All memos, letters, reports, email, and other information created or contained in APU files, desks, or other locations on campus are also deemed university property and are subject to inspection for inappropriate items and in furtherance of the legitimate business needs of the university.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Office of Campus Safety

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Section 9.7: Drug Free Workplace Policy

It is Azusa Pacific University's policy to make every effort to provide and maintain a drug-free campus and workplace.

It is unlawful to manufacture, distribute, dispense, possess, use, or sell controlled substances or illicit drugs, alcohol, or substances containing tetrahydrocannabinol (THC) at university work sites (e.g., buildings, property, facilities, service areas, and satellite centers of the university), activities or events, or while performing university business. All employees are required to comply with this policy as a condition of their continued employment. Any employee violating this policy will be subject to disciplinary action, including possible termination of employment.

Local, state, and federal laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal laws have established penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000. Some examples of local or state laws are as follows:

- Unlawful possession of an illegal drug or prescription medication without a valid prescription is punishable by imprisonment in the state prison.
- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.
- Serving alcohol to an intoxicated person is prohibited.
- Selling any alcoholic beverages, either directly or indirectly, except under the authority of a California Alcoholic Beverage Control License, is prohibited.
- It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be regarded as a principal in any crime committed.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety, or who is interfering with the use of a public way, is guilty of disorderly conduct, which is a misdemeanor.

Alcohol/drug abuse counseling, treatment, rehabilitation information, referral information, and social service directories for Los Angeles County are available in the Office of Human Resources, the Student Health Center, Office of Student Affairs, and the University Counseling Center.

Screening

As a condition of employment, all applicants who receive offers of employment as bus drivers, for positions considered to be "safety sensitive," or, if required, which are funded by federal grants, must successfully complete a pre-employment illegal drug and alcohol screening examination before they may begin work. Additionally, random post-hire screening may also be conducted at the university's discretion for any such employee, in accordance with federal and state laws.

Individuals who refuse to be tested will be assessed as having a positive result. Accordingly, the employee will be subject to the same assessment and treatment process as an employee who tests positive.

Employee Educational Commitments; Supervisor Training

All supervisors of employees covered by this policy must be trained according to the university's policies and procedures concerning maintaining a drug free workplace. While they are not expected to provide substance-abuse counseling and should not try to diagnose alcohol- or drug-related problems, supervisors must be trained to recognize changes in an employee's personality, behavior or job performance that may indicate a substance-abuse problem. Additionally, they must be trained to

- Know the university's policies and programs.
- Explain the program to employees in clear, concise language.
- Know where and when to refer an employee for help.
- Maintain employee confidentiality.
- Follow up on an employee's progress.

Employee Educational Commitments; Employee Training

All employees shall be provided with a copy of this policy. In addition, all employees shall be informed about the dangers of drug abuse in the workplace, any available counseling, rehabilitation and employee assistance programs and penalties that may be imposed upon employees for drug abuse violations.

As part of the new-hire orientation program, all employees assigned to work in transportation, safety-sensitive positions, or in positions funded by state or federal grants receive training in the policies and procedures for maintaining Azusa Pacific University as a drug free workplace. Additionally, they are required to sign a statement agreeing to abide by the university's policy as a condition of employment.

Notification Requirements; Notification of Impairment

It is the responsibility of each employee who observes or has knowledge of another employee in a condition that impairs the employee's ability to perform job duties, presents a hazard to safety of others or is otherwise in violation of this policy to promptly report that fact to a supervisor or to Human Resources.

Notification Requirements; Notification of Drug-Related Arrest or Conviction

An employee who is convicted for possessing, manufacturing, selling, or distributing illegal or controlled substances is required to notify Azusa Pacific University in writing within five calendar days after such conviction. Within 30 calendar days of receipt of such notice, employees convicted of drug-related crimes will be subject to appropriate personnel action, which may include termination of employment or a directive to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. This will be the case whether the offense occurs on duty or off duty.

Also, any employee who pleads guilty or “no contest” to any of the drug-related offenses listed above will be subject to appropriate personnel action, which may include termination of employment.

Within 10 calendar days after receiving any written notice described in the previous paragraph or receiving other actual notice of such conviction, Azusa Pacific University will notify the Director of Grants and Contract Service for the U.S. Department of Education (400 Maryland Avenue, S.W., Washington D.C. 20202) of such conviction and the position title of the employee.

Assistance

Azusa Pacific University expects employees who suspect they have an alcohol or drug problem to seek treatment. The university will help employees who abuse alcohol or drugs by providing a referral to an appropriate professional organization through one of the university’s behavioral health insurance plans or an employee assistance plan. However, it is the employees’ responsibility to seek and accept assistance at their own expense before drug or alcohol problems lead to disciplinary action, including termination. Failure to enter, remain in, or successfully complete a prescribed treatment program may result in termination of employment.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Campus Safety

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Section 9.8: Use of Electronic, Telephone, and Computer Systems

Azusa Pacific University's electronic, telephone, and computer systems permit employees to receive, send, store, and transfer messages. The systems are an important asset of Azusa Pacific University and have been installed at substantial expense in order to facilitate business communications.

Although employees are able to use codes to restrict access to messages that are left on the systems, it must be remembered that the systems are intended solely for business use. In keeping with this intention, the university maintains the ability to monitor all phone calls and messages made, left on, recorded or transmitted over the phone system or the computer system. Because the university reserves the right to obtain access to all voice mail and computer messages left on or recorded on the system, employees should not assume that such messages are confidential or that access by the employer or its designated representative will not occur.

Employees with network accounts are required to sign and adhere to the university's Internet Acceptable Use policy found on the APU website. Employees should only use their own account and password, never representing themselves as another user or allowing others to use their account and password. Failure to abide by the policies, including excessive personal use or inappropriate, improper, or illegal use of the computer or telephone, may result in disciplinary action up to and including termination.

Monitoring or obtaining information from any university system must be approved by an appropriate party of the university.

Employees are to use the telephone for personal calls in emergencies only. All personal toll calls are to be made from personal cell phones or charged to the employee's home phone.

Business calls made from non-university phones should be reported on an expense account form for reimbursement.

California law requires the use of hands free devices while operating a motor vehicle, and it is the policy of Azusa Pacific University that individuals operating University vehicles must comply with this law as well as the prohibition against texting while driving.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of CIO

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Section 9.9: University Keys

Campus security is important to all employees, and Facilities Management has primary responsibility to provide proper access control through the issuance of university keys. The following controls and procedures are in place to help facilitate good campus security.

Facilities Management is the only office that shall issue university keys, install, modify or service locks and doors, and manage an access control system.

- All key request forms must be signed by the department head.
- University keys are the property of Azusa Pacific University, not the key holder.
- Key holders are responsible for safeguarding any keys issued to them and must be able to produce those keys upon request.
- University keys shall not be duplicated, shared, modified, or left unattended.
- Key holders shall not loan out university keys; loaning out university keys may result in a loss of key privileges.
- Upon employee transfer to another department, all keys assigned to the employee must be returned to Facilities Management and a new key request submitted based upon access needs in the new department.
- Upon employee separation, all keys assigned to the employee must be returned to Human Resources at the time of the exit interview.
- Key holders will be personally charged for lost keys and associated costs.
- Lost keys must be reported at once to the supervisor and Facilities Management and may result in disciplinary action for the employee.
- All fines must be paid before a replacement key will be issued.
- No individual, office, or department other than Facilities Management shall install, modify, program, or service any locks/access devices, doors, or accessories.
- APU ID cards are issued and controlled by the OneCard Office but may also be used as keys. When they are, they are governed by the above guidelines.
- Each student, faculty, and staff is only allowed to have one ID card at a time. Employees issued a second ID card must turn in their old card.
- Upon employee separation, ID cards must be returned to Human Resources at the time of the exit interview.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: March 28, 2017

Responsible Office: Facilities Management

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Section 9.10: Children at Work

Azusa Pacific University desires to provide a productive workplace for all employees. The university encourages employees to bring families to social and athletic events on campus. However, in order to maintain the highest level of productivity, employees are to limit bringing their minor children to campus during working hours to occasions where prior supervisor approval has been given for an emergency situation. On occasion the university may host a “bring your child to work day,” which would be the appropriate time for children to experience the on-campus work life of their parent.

Failure to abide by this policy may result in disciplinary action.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office:

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Section 9.11: Remote Work Policy

Azusa Pacific University (APU) employees are assigned a physical workspace at a location that is owned or controlled by APU, and they are expected to conduct their work activities principally from that location as an essential component of their job duties. For some staff positions, at the request and for the benefit of the staff employee, APU may permit a work alternative commonly known as “remote work.” When appropriately applied, remote work can be a viable work option that benefits the staff employee without negatively impacting APU’s business needs. Accordingly, in extraordinary circumstances, APU will permit certain staff employees at the staff employee’s request to perform his or her work at a location that is not owned or controlled by APU, either at home or another suitable workplace.

This remote work alternative is not available for the vast majority of positions at APU, including but not limited to:

- Positions that are student-facing (e.g., faculty, student affairs, admissions, registrar, student financial services)
- Positions with activities requiring physical contact with facilities, equipment, people, or APU property (e.g., retail, transportation, equipment management, custodial, campus safety, or landscaping)
- Positions with responsibilities that require a public presence or representation of onsite APU brand, products, or services (e.g., cashiering, reception, onsite student services, or parking attendant)
- Positions with activities that require the handling of sensitive information where information security is critical and/or the logistics of sensitive paperwork is urgent
- Positions that require physical on-campus presence to support any positions listed above, (e.g., executive assistants, administrative assistants, or program coordinators)

Remote work will be approved at the sole discretion of APU when the arrangement is in the best interest of the staff employee while meeting the business needs of APU. Remote work is a privilege, and the arrangement can be refused or terminated by APU for any or no reason at any time. In situations where APU decides to terminate a remote work arrangement, every effort will be made to give the staff employee an advance notice of at least two weeks. A staff employee working under a remote work arrangement, other than in situations where the position requires remote work, can terminate the arrangement and return to the staff employee’s former work location upon making appropriate logistical arrangements (e.g., office space, support staff).

Remote Work Principles and Request Process

Remote work is a cooperative arrangement between the supervisor and staff employee, not an entitlement, and is based on the needs of the job, the work group, and the staff employee’s past and present levels of performance. Remote work is not an accommodation or alteration of work schedule; it is about where work is completed, not when it is completed. Jobs suitable for remote work are characterized by clearly defined tasks and work products. Remote work does not change the basic terms and conditions of staff employment with APU. Remote work is defined as the performance of agreed-upon work products or tasks by use of technology, according to an established schedule over an extended period of time, at a location that is outside the confines of APU facilities. Performance of work at home at various times on a

laptop computer or accessing e-mail via a home or off-premise computer does not constitute a remote work arrangement.

Any staff employee interested in remote work should discuss the option with the staff employee's supervisor. If the supervisor indicates willingness to consider the remote work option, the staff employee should complete the Remote Work Request process in the APU Total Access portal. The request will be routed for supervisor, HR, Business Office, Legal/Risk and IMT approval. In addition, the supervisor will be required to complete a position assessment in Total Access to determine if the position is suitable for remote work. Once the position assessment has been completed, the supervisor will be required to submit an individual assessment in Total Access to determine if remote work is appropriate for a specific staff employee. Notwithstanding approval by the supervisor, prior to finalization of any remote work arrangement, approval must also be obtained from the appropriate Vice President or Dean, Provost or Provost designee. Once fully approved, the staff employee must sign-off on the terms and conditions for remote work as outlined in the APU Remote Work Policy before any staff employee begins remote work. The responsibilities of the staff employee and APU shall include but not be limited to the following:

Staff Employee Responsibilities

- A. The staff employee must provide the following equipment and/or services:
 - Internet bandwidth/speed provided by service provider must meet the recommended speeds prescribed by Zoom and Google Meet for effective video conferencing.
 - A phone, physical or virtual, to be used for business purposes, such as Dialpad.
 - Communication tools, such as chat and video conferencing, are recommended in order to stay connected.
 - The staff employee bears the cost for the installation of this equipment or services.
 - The staff employee must provide evidence of a suitable work space or office where work can be performed confidentially and without interruption.
- B. The staff employee must forward his/her APU phone line to the home or cellular phone when working remotely or leave an appropriate message on his/her APU voice mail and check the APU voice mail at least daily on work days and additionally as job duties may dictate. In situations where the staff employee does not have a phone extension at APU, these provisions do not apply.
- C. The staff employee must take all necessary precautions to secure APU information in the home and to prevent unauthorized access to any APU system in the home. Such precautions include locked files and appropriate computer passwords and security. Personal guests of the staff employee shall not be allowed access to the employee's home work space. Restricted access materials, such as personnel files, may not be removed from APU premises without prior written authorization from the staff employee's supervisor. Backups of computer data must be made regularly (weekly) and maintained on their Google drive or shared drive in agreement with the staff employee's supervisor.
- D. The staff employee will not perform University work on a computer that is not University-owned and will contact IMT for assistance to ensure the APU equipment is functioning properly.
- E. The staff employee must be available to respond or return to the office as needed, with

minimal notice. Employees who reside outside of the State of California may be required by their supervisor or department head to travel to one or more of the University's business locations within California, with reasonable notice. The staff employee's supervisor may require participation in meetings and other events remotely. Because the remote arrangement is for the staff employee's benefit and APU otherwise has space available for the staff employee to work onsite, travel expenses to the office are not reasonable or necessary business expenses and will not be reimbursed.

- F. The staff employee is expected to be accessible during their regular working hours in accordance with APU's Pacific Standard Time hours of operation and as agreed to by the supervisor and must continue to perform as if the staff employee were in the office. The staff employee should notify appropriate office personnel when the staff employee expects to be away from the work station for more than a normal break or lunch period.
- G. The staff employee and supervisor are encouraged to communicate on a frequent basis in regard to the staff employee's work progress and project goals. The staff employee will maintain safe conditions in the at-home workspace and will practice the same safety habits in the designated space as the staff employee would in an office on APU premises. The staff employee will be responsible for all costs related to remodeling and the initial set-up of the designated work space and confirming that it is in compliance with local zoning standards and/or other occupancy requirements.
- H. In the case of injury while working at home, the staff employee must notify Human Resources immediately. The staff employee agrees that APU shall be entitled to inspect, or arrange for inspection by a local contractor to be selected by APU to conduct such inspection of the staff employee's workspace upon one day's advance notice to the staff employee. APU's right to inspect the staff employee's work space will apply whether or not the employee has been injured while working for APU.
- I. The staff employee shall not undertake the primary care of another individual (such as a child or elderly adult) while working remotely. However, subject to approval from the staff employee's supervisor, an employee may undertake primary care for a short term, such as during the temporary illness of a child. This policy does not alter in any way APU's Leave of Absence policy, including the Family Medical Leave policy. The staff employee shall be obligated to notify Human Resources, as well as the staff employee's supervisor, of such short-term care of another individual.
- J. Nonexempt staff employees are required to track their time in the automatic timekeeping system in accordance with APU's standard timekeeping policies and procedures and to observe a fifteen-minute break for each four consecutive hours of work. The breaks should occur midway between the four hours of work. Both nonexempt and exempt staff employees will provide an agenda for the remote workweek and will review it with a supervisor before the week begins.
- K. Upon termination, the staff employee will return all APU provided equipment, supplies, and files to APU.
- L. Staff employees who work outside of California may be subject to tax implications and in some cases may not be eligible for unemployment or short-term disability.
- M. Health benefits may be impacted if the staff employee works outside of the state of California. Consult your HR Benefits Specialist for details.
- N. Home work space tax implications are the responsibility of the staff employee, who is

advised to consult a tax expert.

- O. Remote workers must consult their homeowners' insurance agent to determine which, if any, remote work risks are insured.
- P. Compensation may be adjusted for remote workers to account for relevant factors, including cost of living.

Azusa Pacific University (APU) Responsibilities

- A. APU will provide the following equipment, supplies and services to full-time regular employees:
 - Equipment: personal computer, printer, software.
 - Supplies: computer paper, staples, tape, paper clips, pens, pencils.
 - APU will conduct an ergonomic evaluation of the workspace, or engage a qualified ergonomist of APU's choosing to conduct such evaluation at the staff employee's request.
 - While temporary and part-time regular staff employees may be approved as remote workers pursuant to this policy, their department may incur costs related to a remote work arrangement by temporary and part-time regular staff employees, including, but not limited to, costs imposed by IMT for a personal computer, printer, and/or software.
 - Use by a temporary or part-time regular staff employee of the staff employee's own equipment is subject to prior approval and does not change the staff employee's requirement to maintain the confidentiality of data retained on such equipment, nor does it change the ownership of such data by APU.
- B. The staff employee's compensation, benefits, work status (e.g., at-will status), and work responsibilities will not change as a result of the remote arrangement while residing in California. For those outside of California, benefits are modified and contact should be made with the Benefits Specialist in Human Resources for details.
- C. There are some states where APU staff employees are not authorized to work. If the remote request is for a state that is not permitted, the request will be denied.
- D. The nature of the work may result in a change in work classification (e.g., exempt or nonexempt classification) as a result of changes in duties related to working from home. For example, a staff employee who is a supervisor may be relieved of such supervisory responsibilities in the event that the supervisor determines that remote supervision is not desirable.
- E. APU will continue to be liable for the staff employee's job-related accidents as provided under the applicable workers' compensation laws. APU will be responsible for staff employee injuries that occur while the staff employee is performing APU business, but will not be responsible for injuries that occur on the employee's personal time, even if such injuries occur in the at-home work space.
- E. IMT provides a "carry in/out" service for initial setup and repair of APU computers and printers used for remote work. An appointment must be made by calling the support desk at 1-626-815-5050 or e-mailing support@apu.edu. Equipment such as DSL or broadband modems must be serviced by the local Internet Service Provider. IMT does not provide on-site installation or service.

- F. APU reserves the right and responsibility to ascertain that its electronic communications equipment is used solely for business purposes and may monitor electronic communications from time to time without notice.
- G. APU will inform the remote worker to what extent, if any, its property and casualty insurance covers remote work risks.
- H. Student Employees shall not be permitted to work remotely.

All remote employees remain subject to all APU policies and procedures, including APU's at-will employment policy.

APU-Initiated Remote Work

APU may determine that some positions, for APU's benefit, should be remote. Employees or candidates for those positions are required to be remote as provided in the position job description. Supervisors and Human Resources Business Partners will work with employees in those positions to identify the applicable portions of this policy.

Date of Original Policy Approval: April 1, 2007

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 9.12: Use of Alcohol

In adopting the following policy on the use of alcohol in the APU community, we have considered our desire to conduct all of our affairs with God-honoring excellence, the need to be sensitive to the guidance of the university's spiritual heritage and the convictions of other Christians, the alarming consequences of heavy drinking on college campuses¹, and the need for employees to serve as role models for our students.

Alcoholic beverages may not be consumed at a University facility or at a University sponsored event at any time. In addition, the cost of alcoholic beverages may not be charged to the University either directly or through a request for reimbursement. All employees are to be mindful of the dangers of underage drinking and serve as role models for Azusa Pacific University students with respect to the consumption of alcohol. Accordingly, members are prohibited from consuming alcoholic beverages where they are aware that University students are present (other than students who are part of the member's family). Exceptions to this Policy may be made by the President's Cabinet upon written request in advance of any purchase or consumption of alcoholic beverages.

There may be times when members must exercise sound judgment under the leadership of the Holy Spirit in the application of this Policy. In all situations where the consumption of alcoholic beverages is permitted, the members must choose either abstinence or moderation and avoid drunkenness.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Human Resources

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¹ See, for example, the report of the Task Force of the National Institute on Alcohol Abuse and Alcoholism titled *A Call to Action: Changing the Culture of Drinking at U.S. Colleges* (NIAAA, 2002). The policy set forth above applies to administrators, faculty, and staff. Policies relating to students are found in the Student Standards of Conduct.

Section 9.13: Pets at Work

Because pets can be both a distraction and a safety risk, employees are prohibited from bringing pets to the workplace. This includes the campus and any university properties. The only exception allowed would be in the case of a “Service Animal” for an employee with need for such support.

Failure to abide by this policy may result in disciplinary action.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Office of Human Resources

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Section 9.14: Weapons Prohibition

Possession of any type of weapons, including but not limited to regular firearms, ammunition, BB/pellet guns, paint guns, air guns, air soft guns, any facsimile of a gun or any counterfeit firearms, blow guns, blow gun ammunition, switchblades, bows and arrows, explosive devices, or materials used to manufacture explosive devices, martial arts weapons, fireworks, water balloon launchers, and all other weapons listed in the California penal code sections 18710-22610, and/or other weapons considered illegal or dangerous on university premises is prohibited.

The President may approve exceptions to this policy. This policy does not apply to weapons carried onto APU's premises by active duty state or federal law enforcement officers or to simulated weapons utilized for academic purposes which have been approved by the Provost.

Pepper Spray

Personal protection pepper spray (not exceeding 2.5 ounces net weight of aerosol spray), known as Oleoresin Capsicum (OC), is permitted on campus properties. Persons carrying personal protection pepper spray are responsible for complying with all laws governing the possession and use of chemical/pepper spray weapons, as detailed in California Penal Codes 22810-22910.

Date of Original Policy Approval: December 4, 2008

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Office of Campus Safety

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Section 9.15: Motorized Conveyance Policy (Hoverboards)

The following types of motorized conveyances are prohibited from use on all APU properties: Any motorized conveyance, (including those known as Hoverboards and other like brands), or any conveyance powered by any source other than human power, except those utilized by persons with disabilities and except any vehicle approved under the Azusa Pacific University Vehicle Code.

Legal References

Azusa Pacific University Vehicle Code

California Vehicle Code sections 407.5; 473; 21107.8 21235; 21720; 21968

Date of Original Policy Approval: April 12, 2016

Date of Most Recent Policy Revisions and Approval:

Responsible Office: Office of Campus Safety

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Section 10.1: Staff Council

The Staff Council and its subcommittees are a vehicle for communication and recommendations regarding services and programs affecting the staff. Members are recommended to the administration from various segments of the campus for two year terms, with one new member from each segment selected each year. The chair of the Staff Council attends the Board of Trustees meetings and represents staff interests and concerns.

The Staff Council is advised and budget expenditures are approved by the Office of Human Resources. The Vice President of Human Resources represents Staff Council concerns at the President's Cabinet and communicates President's Cabinet business to the Council.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: May 29, 2020

Responsible Office: Staff Council, Office of Human Resources

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Section 10.2: Chapel and Special Events

Employees are encouraged to attend university-sponsored functions: Dinner Rally, commencement, homecoming, athletic competitions, musical performances, etc. Most of these events are at no cost or low cost to university employees.

Employees are encouraged to attend Community Gatherings (typically held in October, December, February, and May) and the faculty/staff chapels held throughout the year. Employees are also encouraged to attend the annual Spiritual Refocus Day. Full-time regular-status staff employees may also attend student chapel twice monthly. Employees are also welcome to participate in the Common Day of Learning.

Arrangements to attend any of these university events must be made with the employee's supervisor and in consideration of their co-workers in advance so that appropriate coverage for the workstation can be scheduled. Chapel attendance does not take the place of a rest period for nonexempt employees.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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Section 10.3: Business Expense Reimbursement

The university reimburses employees for necessary and reasonable expenses, including automobile mileage, incurred in the scope and course of their employment and in connection with university business. These reimbursements are subject to Internal Revenue Service guidelines, which require documentation of the date of the transaction, the business purpose of the transaction, and the names of the other parties involved (in the case of a business meeting). All receipts must be submitted with the expense reimbursement form. Completed expense reimbursement forms must be approved in writing by the employee's supervisor and be submitted to the Business Office within sixty days of the expense. Approval of the reimbursement is subject to availability of budget in the appropriate department. Further details on the policy and procedures are available in the Travel and Business Expense Policy located on the Business Office website. Falsification or misrepresentation on expense reports is grounds for termination.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: Business Office

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Section 10.4: Official Communication Vehicles and “APU Everyone”

The APU Home page provides information on academics, campus activities, events, Human Resources, and other items of interest.

Campus e-mail and “APU Everyone” are APU business tools. To avoid overburdening the APU computer system and to reduce the time taken to read quantities of personal e-mails, “APU Everyone” e-mail is to be used for APU community business and meeting notifications that are important for every employee and to help employees in their jobs.

“APU Everyone” is NOT to be used to communicate, research, or participate in personal activities, opportunities, chain letters, employee personal business, personal political stances, sale of personal items, or any other personal reason.

Attachments, such as video clips, documents, etc. should not be attached to “APU everyone” e-mails unless absolutely necessary, because these take up server space.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: July 6, 2021

Responsible Office: University Relations, Office of CIO

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Section 11.0: Revisions of Policy

Change is a way of life in this modern world, and we naturally expect that our policies, procedures, and programs will be modified in order to meet the demands of the future.

These policies, therefore, may be revised from time to time. Policy changes made after publication of this handbook will be on file in Human Resources, and such changes will be fully effective whether or not they are printed in the Handbook or posted on the Human Resources website.

If there are any questions that this Handbook has not answered, the employee's supervisor or the Office of Human Resources will be glad to assist.

Date of Original Policy Approval: April 1, 2002

Date of Most Recent Policy Revisions and Approval: April 12, 2016

Responsible Office: Office of Human Resources

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ALPHABETICAL LISTING		
Description	Section	Policy Revision Date
<u>Accommodation for Nursing Mothers</u>	6.11	March 28, 2017
<u>Administrative Leave</u>	6.12	July 6, 2021
<u>Annual Affirmation</u>	3.0	July 6, 2021
<u>Appeal of Annual Appraisal</u>	8.2	March 28, 2017
<u>Appeals Process for Termination or Discharge</u>	8.7	July 6, 2021
<u>Appeals Process for Verbal or Written Warnings</u>	8.6	July 6, 2021
<u>Attendance</u>	4.4	July 6, 2021
<u>Benefits</u>	5.0	April 12, 2016
<u>Bereavement</u>	6.1	July 6, 2021
<u>Board of Trustees and Administration</u>	1.5	May 29, 2020
<u>Business Expense Reimbursement</u>	10.3	July 6, 2021
<u>Chapel and Special Events</u>	10.2	April 12, 2016
<u>Children at Work</u>	9.10	July 6, 2021
<u>COBRA</u>	5.11	March 28, 2017
<u>Confidential Information</u>	8.11	April 1, 2007
<u>Conflict of Interest</u>	8.10	May 29, 2020
<u>Cool Down Recovery Period Policy</u>	4.12	April 12, 2016
<u>Dating Policy</u>	3.16	February 1, 2015
<u>Definition of Employees</u>	3.5	July 6, 2021
<u>Disability Grievance Procedure</u>	8.17	July 6, 2021
<u>Drug-Free Workplace Policy</u>	9.7	May 29, 2020
<u>Electronic Mail Usage</u>	5.15	May 29, 2020
<u>Emergency Illness or Injury on Campus (Work-Related Injuries)</u>	9.2	July 6, 2021
<u>Employee Annual Appraisals</u>	8.1	March 28, 2017
<u>Employee Assistance Program</u>	5.19	April 12, 2016
<u>Employee Meal Discount and Check Cashing</u>	5.13	April 1, 2007
<u>Employee Relations</u>	8.0	April 12, 2016
<u>Employment Background Screening</u>	3.14	July 6, 2021

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Description	Section	Policy Revision Date
<u>Employment of Minors</u>	3.6	April 12, 2016
<u>Employment of Relatives and Others as Conflicts of Interest</u>	3.10	July 6, 2021
<u>Employment Qualifications and Responsibilities</u>	3.1	April 12, 2016
<u>Employment/Termination at Will</u>	3.2	February 1, 2015
<u>Equal Employment Policy</u>	3.3	May 29, 2020
<u>Essence Statement</u>	2.4	April 1, 2007
<u>Examples of Disciplinary Actions and Discharge</u>	8.4	May 29, 2020
<u>Excused Paid Policy for Nonexempt Employees</u>	4.13	July 6, 2021
<u>Exit Interview and Final Paycheck</u>	8.8	July 6, 2021
<u>Expectations of All Employees</u>	2.7	April 12, 2016
<u>Family Care and Medical Leave</u>	6.4	July 6, 2021
<u>Flexible Time Off Benefit</u>	5.8	March 1, 2021
<u>Four Cornerstones, the</u>	2.5	April 1, 2007
<u>General Emergency Procedures</u>	9.1	March 20, 2018
<u>Harassment Based on Discrimination</u>	8.12	July 6, 2021
<u>Health Care Provider's Verification</u>	5.7	March 28, 2017
<u>History of APU</u>	1.6	July 6, 2021
<u>Holiday Pay</u>	4.7	May 29, 2020
<u>Holiday Time Off</u>	5.10	July 6, 2021
<u>Identification Cards</u>	8.15	July 6, 2021
<u>Illicit Substances, Alcohol, and Smoking</u>	9.5	March 28, 2017
<u>Inspections of Employees and Property</u>	9.6	March 28, 2017
<u>Internet Usage</u>	5.16	May 29, 2020
<u>Introduction</u>	1.0	March 28, 2017
<u>Introduction and Orientation Period</u>	3.4	July 6, 2021
<u>Jury Duty</u>	6.2	July 6, 2021
<u>Length of Service</u>	5.12	July 6, 2021
<u>Library, Bookstore, and Mailroom Privileges</u>	5.14	April 1, 2007
<u>Living our Promise</u>	2.8	May 29, 2020
<u>Make-up Time</u>	4.8	July 6, 2021

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Description	Section	Policy Revision Date
<u>Medical Examination</u>	3.12	April 1, 2007
<u>Medical, Dental, and Group Life Insurance</u>	5.1	March 28, 2017
<u>Medical Leave for Work-Related Injuries</u>	6.6	July 6, 2021
<u>Military Leave of Absence</u>	6.8	July 6, 2021
<u>Mission Statement</u>	2.3	April 1, 2007
<u>Mission/Diversity/Community Service Leave</u>	6.7	July 6, 2021
<u>Motorized Conveyance Policy (Hoverboards)</u>	9.15	April 12, 2016
<u>Motto, the</u>	2.6	April 1, 2007
<u>Office of Human Resources</u>	1.2	April 12, 2016
<u>Official Communication Vehicles and “APU Everyone”</u>	10.4	July 6, 2021
<u>On-Call, Call-In, and Call-Back Premium Pay</u>	4.9	July 6, 2021
<u>Organizational Charts</u>	1.4	May 29, 2020
<u>Other Assistance for Dependents</u>	7.7	April 12, 2016
<u>Other Emergencies</u>	9.3	March 28, 2017
<u>Other Fees</u>	7.9	April 12, 2016
<u>Other Financial Aid</u>	7.8	April 12, 2016
<u>Parking and Rideshare Program</u>	5.17	July 6, 2021
<u>Payday and Pay Deductions</u>	4.2	July 6, 2021
<u>Personal Leave of Absence</u>	6.3	July 6, 2021
<u>Personnel and Payroll Files</u>	3.15	May 29, 2020
<u>Pets at Work</u>	9.13	July 6, 2021
<u>Pregnancy-Related Disability Leave</u>	6.5	July 6, 2021
<u>Problem Solving Process for Grievances</u>	8.9	July 6, 2021
<u>Progressive Discipline</u>	8.3	July 6, 2021
<u>Promotions and Transfers</u>	3.9	March 20, 2018
<u>Provost’s Office, the</u>	1.3	April 12, 2016
<u>Recruitment and Offers</u>	3.8	July 6, 2021
<u>Registration Process for Employees</u>	7.4	May 29, 2020
<u>Registration Process for Spouses and Children</u>	7.5	May 29, 2020
<u>Remote Work Policy</u>	9.11	May 17, 2021
<u>Reporting Absences</u>	4.5	July 6, 2021

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Description	Section	Policy Revision Date
<u>Requests for Employee Information</u>	3.11	July 6, 2021
<u>Rest and Meal Periods</u>	4.11	July 6, 2021
<u>Retirement Benefits</u>	5.5	May 29, 2020
<u>Revision Process</u>	0	July 6, 2021
<u>Revisions of Policy</u>	11.0	April 12, 2016
<u>Safety and Security</u>	9.0	April 12, 2016
<u>Scholarships for Eligible Dependent Children</u>	7.3	July 6, 2021
<u>Sexual Conduct</u>	8.16	July 6, 2021
<u>Sexual Harassment</u>	8.13	July 6, 2021
<u>Shift Differential and Splits Shifts</u>	4.10	July 6, 2021
<u>Sick Leave Allowance</u>	5.6	July 6, 2021
<u>Staff Council</u>	10.1	May 29, 2020
<u>State and Long-Term Disability Insurance</u>	5.3	July 6, 2021
<u>Statement of Faith</u>	2.2	April 1, 2007
<u>Subpoena and Legal Process Receipts</u>	3.18	July 6, 2021
<u>Substance Screening</u>	3.13	April 12, 2016
<u>Temporary Employment Policy</u>	3.19	July 6, 2021
<u>Time Keeping and Punctuality</u>	4.3	February 1, 2015
<u>Time Off for Victims of Domestic Violence, Sexual Assault, or Stalking</u>	6.9	July 6, 2021
<u>Tuition Benefit Eligibility for Employee</u>	7.1	July 6, 2021
<u>Tuition Benefit for Employees and Spouses</u>	7.2	July 6, 2021
<u>Tuition Benefits</u>	7.0	April 12, 2016
<u>Types of Separations and Terminations</u>	8.5	July 6, 2021
<u>Unemployment Insurance, Social Security, Medicare</u>	5.4	March 28, 2017
<u>University Keys</u>	9.9	March 28, 2017
<u>University's Christian Worldview, the</u>	2.1	April 1, 2007
<u>Use of Alcohol</u>	9.12	May 29, 2020
<u>Use of Electronic, Telephone, Computer Systems</u>	9.8	April 12, 2016
<u>Verification of Right to Work</u>	3.7	May 29, 2020
<u>Violence Prevention</u>	9.4	July 6, 2021
<u>Wages, Salary Offers, and Increases</u>	4.1	April 12, 2016

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Description	Section	Policy Revision Date
<u>Weapons Prohibition</u>	9.14	May 29, 2020
<u>Whistleblower Policy</u>	3.17	March 20, 2018
<u>Work Apparel</u>	8.14	July 6, 2021
<u>Work Week, Overtime, and Working Hours</u>	4.6	July 6, 2021
<u>Workers' Compensation Insurance</u>	5.2	July 6, 2021