

# Student Employment Handbook

Cultivating Difference Makers





# **Student Employment Handbook**

Policies within this manual may be updated throughout the year. A review of policies is conducted on a yearly basis. Date of Most Recent Policy Revisions and Approval: June 1, 2021

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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 with the Office of Student Employment, and such changes will be fully effective even if they are printed in the Handbook.

## Section 1

### HOW TO USE THIS BOOK

This handbook is provided for all student employees and their supervisors to 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, staff and student employees with the university policies. Employees will find it advantageous 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 handbooks. This handbook is to be used in conjunction with Azusa Pacific University Employee Handbook to address all policy and procedures.

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. Please keep this handbook readily available as a reference tool.

Questions on any material in this volume should be directed to the Office of Student Employment.

Commented [GP1]: review

## **THE OFFICE OF STUDENT EMPLOYMENT**

*The Office of Student Employment (SE)*, under the auspices of the Office of Human Resources (HR), serves the Azusa Pacific community by facilitating the hiring process for current undergraduate and graduate students seeking to work for the university. Our office supports on campus recruitment efforts to sustain a vital work force by collaborating with department supervisors as they fill vacant positions. Additionally, SE is responsible for processing the onboarding of student employees, completing hire documentation, entering new hires into the HRIS system, and encouraging a positive and productive employment relationship.

To fulfill the mission and purpose of Azusa Pacific University, SE is a division of the HR office and plays a key role in helping APU navigate a fast-changing, competitive environment and the greater demand for quality employees. Thus, the SE and the HR have been established to manage the six key areas 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 inter-organizational mobility.
6. Managing the implementation and integration of technology through improved staffing, training, and communication with employees.

SE serves as a resource for student employee supervisors and student employees to obtain current information on employment procedures, work rules, personnel records, job opportunities, federal and state employee regulations, training and development opportunities, and employee relations concerns. The representatives from the SE are responsible for maintaining complete and up-to-date personnel records for all current student employees. It is, therefore, important that supervisors of student employees and student employees notify the Office of Student Employment promptly of any changes in their name, address, or telephone number. In this manner, the information for all employees can be kept current and accurate.



## SECTION 2

### 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 student employees

- Uphold the university's policies and enhance its educational purpose and ministry.
- 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.
- Abstain from the use of alcohol and tobacco on campus or any university properties.

### EMPLOYMENT QUALIFICATIONS AND RESPONSIBILITIES

In order to ensure that students have every opportunity to be successful in their goal of higher education, all student employees that are U.S. Citizens may work a maximum of 29 hours a week while classes are in session and up to 40 hours a week during Christmas, spring and summer breaks. Undergraduate students must be registered for a minimum of 9 units at Azusa Pacific University to work on campus. Graduate Students must be accepted and enrolled at Azusa Pacific University for a minimum of 3 units to qualify for on-campus employment. Immediately upon graduation, a student is no longer eligible to be employed as a student employee and can no longer be paid through Student Employment. All units enrolled for purposes of employment, must be at Azusa Pacific University. All outside colleges and Universities, including partnering schools will not be counted as units for employment eligibility.

Incoming freshman and transfer students are eligible to work during the summer prior to them starting at APU as long as the student is registered for the fall semester and meets the employment eligibility requirements.

Per INS regulations, International Students may only work a maximum of 20 hours per week while classes are in session and up to 40 hours a week during vacation/breaks.

A supervisor is the individual that has the authority, in the interest of the employer, to hire, discharge, assign, reward, or discipline other employees, or the responsibility to direct other employees. A supervisor uses independent judgment.

The supervisor has the responsibility for keeping employees informed and for answering questions about 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.

### **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 for any reason or no reason, but not for an illegal reason (such as discrimination or retaliation).

Therefore, the relationship between all APU employees and the employer (Azusa Pacific University) is for an unspecified term and is considered employment at-will. Consequently, the employment relationship with any employee can be terminated at-will, either by the university or by the employee, with or without cause or advance notice. No one other than the president of the university has the right or the authority to enter any written or verbal employment agreement that alters or modifies the at-will nature of the employment relationship.

On the last day of employment for a student employee, the supervisor is required to complete an [End of Assignment form](#). Forms can be found on the Office of Student Employment website.

In an effort to maintain accurate information regarding our student employees, student employment will periodically conduct reviews of our data records. Student employees who are active in the system for 3-4 months without working may have their assignments ended in the system. Ending a student assignment does not restrict an eligible student from working for APU in the future as a student employee.

### **SEPARATION OF EMPLOYMENT**

#### **VOLUNTARY**

Voluntary separations are those initiated by the student employee. Student employees are expected to give reasonable advance notice of resignation and to provide a written notice. Normally, two weeks is considered reasonable notice. However, in certain circumstances a two-week notice is not feasible. In such case, the student should contact the Office of Student Employment for guidance. In addition, the end of a semester does not guarantee continued employment. Students and supervisors should be actively communicating to ensure employment is set to continue for the upcoming semester.

#### **INVOLUNTARY**

The supervisor, subject to the approval of the Office of Human Resources, initiates involuntary termination. Termination with cause may include immediate separation or separation after a progressive discipline process.

### **LEAVE OF ABSENCES AND WITHDRAWALS**

Students that take a leave of absence or withdraw from Azusa Pacific University become **immediately** ineligible to work under the Student Employment program.

### **SUSPENSIONS**

Student employees that are academically suspended from Azusa Pacific University under any circumstance become **immediately** ineligible to work under the Student Employment program.

### **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.

The Associate Vice President for 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 the Office of Human Resources who will direct an investigation of all such claims and take appropriate action.

Department managers and student employee 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.

### **AMERICANS WITH DISABILITIES**

#### **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, faculty, staff member, 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 Associate Vice President of Human Resources 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.

#### 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 Associate 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 faculty or staff member 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.

Where a faculty member makes a complaint or is the subject of the complaint, the Provost will be informed and involved in the process of initiating the investigation. Where a student is the subject of the complaint, the Vice President for Student Affairs and/or Judicial Officer will be informed and involved in the process of initiating the investigation.

- 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 faculty, staff, 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 Associate Vice President of Human Resources (as set forth below) will not suspend the implementation of the final report, except in those circumstances where the Associate 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 Associate Vice President of Human Resources. If the Associate Vice President of Human Resources 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 Associate 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 Associate Vice President of Human Resources, who is located at the Office of Human Resources 701 E. Foothill Blvd, Azusa, CA 91702 and can be reached by telephone (626-815-4527).

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 filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

In consideration of any appeal, the Associate Vice President of Human Resources 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 Associate Vice President of Human Resources 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 Associate Vice President of Human Resources on the appeal is final.

The Associate Vice President of Human Resources 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 Associate Vice President of Human Resources.

#### 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).

#### **DEFINITION OF EMPLOYEES**

Non-Exempt employees are hourly employees. Employees in this category receive pay based on the actual hours worked for a pay period. They may typically receive the same amount of pay in each pay period, with overtime pay added or hours not worked deducted on the second pay period

after their work period. Hourly employees must record their hours accurately on a daily basis in the automated timekeeping system.

Student Employees are non-exempt employees. Employees in this category receive pay based on the actual hours worked for a pay period. Student Employees must detail their time in the automated timekeeping system.

### **EMPLOYMENT OF MINORS**

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

### **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 as soon as possible after an offer of employment is accepted and in no event more than three business days after an individual is hired. (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 producing satisfactory evidence of identity and legal authority to work in the United States.

#### **U.S. Citizens**

Schools must comply with the U.S. Government regulations. Every employee is required to complete an "Employment Eligibility Verification" form (I-9) as proof of identity and citizenship. Federal law requires that the I-9 form be completed within 3 business days of employment start date.

**All employees must provide a social security number for payroll processing.** Tax deductions and benefit payments will be calculated from gross pay.

#### **International**

### **INTERNATIONAL STUDENTS: F-1 or J-1**

International students have the legal right to work on the Azusa campus and on the following regional campus locations: Orange County, Murrieta, San Diego if all of their legal immigration documents are accurate and current (to be determined by the immigration officials in the office of International Students & Scholars--ISS) and if there is a position available to the student

**The following regulations apply for F-1 & J-1 status students:**



\* During the academic year, international students may only work up to 20 hours a week unless it is Spring break, Christmas break, and summer, if summer is not a mandatory term. During these breaks, students may work full-time, up to 40 hours a week.

\* Students must have an official Social Security number. Please see International Student Services for assistance for instructions. The student must have the social security number before they can begin work as a student employee. The student must have a job offer letter to obtain a Social Security number.

\* Student employment positions are non-exempt/hourly.

\* Resident Advisor positions in Residence Life may receive scholarship for room and meals. Working as a resident advisor goes toward the maximum amount of time an international student is allowed to work per week.

**Additional regulation for J-1 status students:**

A written letter of authorization will need to be provided to the Office of Student Employment as well as a statement made on the student's US Immigration document DS2019 with the dates the student will be authorized to work.

J-1 (exchange visitor) status has different categories, for example: professors, research scholars, short-term scholars, students. Each category may have different requirements for employment authorization. J-1 employment must fall within the description of the program approved by the Department of State (DOS). All J-1 students must have written employment authorization from the program sponsor, whether for academic appointments, on-campus employment, or off-campus employment. For additional information, contact the International Students and Scholars Office (ISS).

Employees are required to complete an "Employment Eligibility Verification" form (I-9) as proof of identity and citizenship. Federal law requires that the I-9 form be completed within 3 business days of employment start date.

International students are required to present a **valid passport, social security card, visa, I-94** (Arrival/Departure Record form) and an **I-20** (Immigration and Naturalization Service's form) as valid documentation to complete the I-9 (Employment Eligibility Verification form).

Upon arrival in the United States, an international student may not have a social security number readily available prior to employment. Therefore, it is requested that the International student visit the Office of Student Employment and present all necessary identification to complete hiring documents. Once the student is officially hired from a department, the Office of Student Employment will issue an offer letter indicating the rate of pay and number of hours per week the student will work.

The student will be directed to the nearest Social Security Administration office to submit the letter from the University and complete an application for a social security card. Once the social security card is obtained, the student must visit the Office of Student Employment promptly to update the documentation on file. The social security number is required for the W-4 completion and to generate a payroll check.

**Upon graduation or last day of class as a student at APU, the international student may no longer work for the University. The student is responsible to inform the supervisor of his/her last day of class as an APU student.**

Some students may have a valid **Employment Authorization Card (EAD)** issued by the U.S. Immigration and Services, Department of Homeland Security. These students may work on campus depending on their EAD category.

## **INTERNATIONAL EMPLOYEE TAX WITHHOLDING**

If you are an employee from a country where a Tax Treaty exists with the United States, then you may be eligible for an income tax withholding exemption. The income tax exemption will differ by country and your employment classification. If your country is listed, then you will need to go to the Payroll Office and complete the necessary paperwork to claim your exemption from income taxes. You must bring your Visa/Passport and Social Security Card with you.

Please note: This exemption must be re-established every year. Each January all employees' records are reset to taxable; it is the employee's responsibility to file the necessary paperwork to continue the exemption. This paperwork should be completed in December prior to the start of the new tax year. Refunds for taxes withheld will be the responsibility of the employee when filing a personal tax return at year-end.

Forms you will need to complete for this exemption include a new: W-4 Withholding Certificate and an 8233 Exemption from Withholding Form.

These forms must be hand delivered to the Payroll Office so verification can be made against your Visa/Passport and Social Security Card. Without these documents, your request for exemption will not be accepted.

### **International Employees from a non-treaty country or employment classification**

International employees from countries not listed on the Tax Treaty Table or not established for their employment classification are not eligible for an income tax withholding exemption. However, due to change in the Internal Revenue Service withholding rules, a new W-4 Withholding Certificate must be completed. Only one form is required regardless of the number of positions an individual works. The form must contain the following by law:

1. Marital Status MUST BE single.
2. The number of allowances MUST BE 1 (for both federal and state).
3. An additional amount of \$15.30 for Federal withholding MUST BE entered, unless you are from India, in which case zero (0) should be entered.

Any W-4 Withholding Certificate not meeting the above requirements will be disregarded. Alternatively, an international employee will be treated as Single with zero (0) allowances and NO additional Federal Withholding. Generally, this alternative will result in less income tax withholding for those employees making less than \$71/pay period

## **RECRUITMENT AND OFFERS**

In order to ensure that students have every opportunity to be successful in their goal of higher education, all student employees that are U.S. Citizens and meet the eligibility requirement may work a maximum of **29 hours a week** while classes are in session and up to **40 hours a week** during Christmas, spring, and summer breaks.

Undergraduate Students must complete registration with at least **9 units** before job searching. Upon graduation, a student becomes non-student status and is no longer eligible to be employed.

**Graduate Students** must be accepted into a graduate program and enrolled for a minimum of **3 units** prior to applying for on-campus employment. Between receiving an undergraduate degree and being accepted to a Graduate Program, a letter of intent from the Graduate Registrar will be accepted as proof of registration. Upon graduation, a student becomes non-student status and is no longer eligible to be employed.

**Per INS regulations, International Students may only work a maximum of 20 hours per week while classes are in session and up to 40 hours a week Christmas, spring, and summer breaks.**

Student Employment applications are available via the Handshake platform. Applications should be submitted electronically when applying for on-campus employment. Paper applications should not be returned to the Office of Student Employment or the specific hiring department.

Decisions regarding employment will be made based on job qualifications, performance, and ability to work well with other employees and the public.

### **REMOTE WORK**

Student Employment positions are not eligible for remote work.

### **WORK APPAREL AND PERSONAL HYGIENE**

An employee's personal appearance is very important because it reflects the image of the university. Employees are expected to present themselves in a professional manner whenever representing the university, whether at a campus location or elsewhere. Accordingly, all employees are expected to be neat and well groomed, exercising appropriate judgement in their choices of clothing, hairstyle, make-up, and accessories. Dress should generally be clean, modest, professional, business attire and consistent with work requirements.

An employee's dress should be appropriate to the job performed, including considerations related to workplace safety, and individual departments have the ability to establish standards based upon the work performed. An employee should wear clothing that conforms to the expectations for their department.

Examples of departments with specific requirements for uniforms and protective wear are Facilities Management and Campus Safety.

Consistent with expectations for employees to present themselves in a professional manner, employees are also expected to practice good personal hygiene and avoid overuse of fragrance or scented products that could cause distraction, allergic reactions, migraines, and/or respiratory difficulty for other employees, students, or campus visitors

### **CONFIDENTIAL INFORMATION**

Since the university deals with personal information, each employee holds a position of trust. All records, grades, reports, memoranda, salary, financial data 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 and may result in termination from employment.

Upon hire, the student employee will sign the confidentiality agreement to confirm the understanding of this policy.

## **REQUIRED TRAININGS**

### **CAMPUS SAVE ACT TRAINING**

This training is designed to help you learn a variety of important concepts, including how to keep yourself and our APU community safe from sexual harassment, as well as your important role in being a protective layer for our students.

This training is required within the first week of employment at APU. Student employees are paid to complete this training. All time should be recorded within the Kronos Timekeeping System.

### **SEXUAL HARASSMENT PREVENTION TRAINING**

AB 1825, California's mandatory sexual harassment training law (codified at Cal. Lab. Code § 12950.1), was adopted by the California legislature in 2004. Starting on January 1, 2006, all employers with 50 or more employees were required to provide at least two hours of sexual harassment training once every two years for supervisors located in the state of California.

The Human Resources Office at Azusa Pacific University, in compliance with the law and in order to provide a God-honoring working environment that encourages respect and esteem for each member of the community, **requires sexual harassment prevention training every two years for all faculty, staff and student employees.** This policy is consistent with valuing the safety and comfort of each employee and striving to create respectful, productive workplace dynamics for all offices and departments.

In order to help maintain compliance with the law and protect one another, the Office of Student Employment mandates that all student employees complete the sexual harassment prevention training **within 30 days of their hire date.** The student employee training modules are available online and take approximately two hours to complete.

AB 1825 does not define "supervisor" for purposes of the training requirements. The Fair Employment and Housing Act (FEHA), however, did provide a working definition which employers apply to AB 1825. This definition provides that a supervisor is any individual with the authority "to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees; or **the responsibility to direct them**; or to adjust their grievances, or effectively to recommend that action" if the exercise of that authority requires the use of independent judgment [Cal. Govt. Code § 12926(r)]. Thus, titles alone do not determine whether an employee is a supervisor.

This training is required within the first 30 days of employment at APU. Student employees are paid to complete this training. All time should be recorded within the Kronos Timekeeping System.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

This training is required within the first 30 days of employment at APU. Student employees are paid to complete this training. All time should be recorded within the Kronos Timekeeping System.

Student Employment requires all student employees to comply with the requirements to complete these trainings. Failure to comply may result in suspension of employment until the training has been completed or termination if the training is refused.

### **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 Office of Human Resources will decide how to resolve the conflict.

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 Associate Vice President of Human Resources.

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

## **VERIFICATION OF EMPLOYMENT REQUEST AND/OR LETTER OF REFERENCE**

### **Letter of Reference**

The university is concerned about the accuracy of information provided to individuals outside the university regarding current or former student employees. Therefore, no APU employee should provide (either on or off the record) any information regarding current or former student employees to any non-employee without the approval of Human Resources.

If a current or former student employee requests a reference letter be provided, all information given in a reference letter must be based upon accurate information and will be subject to independent verification. Subjective opinion regarding a student employee's conduct, performance, or suitability must be substantiated with factual evidence.

When writing a letter of reference on behalf of a current or former student employee, please keep the following guidelines in mind:

- Reasonable care should be considered to ensure the accuracy of the information provided about a current or former student employee.
- Reference should be in substance true, accurate, and fair
- Do not give general misleading or unfair information
- Upon completion, the authorization to release information form, the letter of reference for student employees of Azusa Pacific University form, and, if applicable, the additional letter attachment, are to be forwarded to the Office of Student Employment for review and approval.

### **Verification of Employment**

Third-party agencies may seek to verify a current or former student employee's employment history. All requests for verification of employment must be sent to the **Student Services Center**. Verification of Employment may include salary information and/or employment verification (e.g. hire dates, end dates, or rates of pay). The Office of Student Employment will, upon written request, normally only verify a current or former student 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 will be released.

All requests from government officials, agencies or subpoenas for information 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.

## **MEDICAL EXAMINATIONS**

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.

### **EMPLOYMENT BACKGROUND SCREENING**

In order to protect its business interests, the university reserves the right to require background checks for select positions prior to hire, examples being individuals providing security or dealing with funds. A consent form will be obtained from the applicant prior to the background check.

All student employees for other designated positions may be required to sign a release to obtain background information before receiving an offer of employment and beginning work. This background check is provided by the university at its sole expense. Every offer of employment for the designated positions is contingent upon the student employee's background information being deemed to not interfere with the student employee's ability to perform the job successfully.

Should the applicant not be hired, s/he will be notified of the reason if the refusal to hire is related to information gathered from the background check. The applicant will also be notified of the name and address of the background company used. In all cases, confidentiality will be maintained.

In addition to background checks, pre-employment drug testing and random drug testing during employment are required by law for some positions.

### **PERSONNEL AND PAYROLL FILES**

Under the California Labor Code, current and former student employees have the right to inspect their personnel files. Personnel files cannot be seen by job applicants, employee relatives, or lawyers unless the request includes a court subpoena presented to General Counsel. Files may not be removed from the Office of Student Employment.

An employee may make an appointment with the Office of Student Employment to view his/her file. A written note will be signed by the student recording the date and time the file was reviewed. The notice will be placed in the student's employment file.

Student employees may inspect the records and take notes. The student employee may receive copies of documents that are signed by the employee, such as job applications.

### **DATING POLICY**

Any dating, romantic or highly socialized relationship between institutional employees (faculty and staff) and Azusa Pacific University students 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 Behavior (Section 8.16)].

## **WHISTLEBLOWER POLICY**

### **Summary of Policy**

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 issue.

### **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](http://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**

D. 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.

E. 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.

#### **F. Other Remedies and Appropriate Agencies**

G. 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.

### **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 Executive Director of Human Resources 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.

### **SUBPOENA AND LEGAL PROCESS RECEIPT**

In an effort to ensure legal compliance, the following is directed:

- The Office of the General Counsel is the agent for service of process for the University. All subpoenas, service of process, search warrants, background checks, housing requests, reference checks, court orders, policy inquiries and the like **MUST BE SERVED TO THE OFFICE OF THE GENERAL COUNSEL.**
- Do not accept any services or subpoenas. Direct all agents, investigators, FBI, CIA, and Homeland Security, military or government agency to the Office of the General Counsel. They are located at 777 E. Alosta Avenue, Bldg. D, Azusa, CA, 91702. The phone number is 626.387.5763.
- Do not release information of students, faculty or staff to any inquiries by third parties, whether in person or over the phone.
- **No student employee is authorized to accept service of paperwork or documents.** Should a process server leave a document on your desk or floor, make a note of the date and time and **immediately contact and then deliver the document to the Office of the General Counsel.**

### **PERFORMANCE EVALUATIONS**

A performance evaluation is an important part of the student employees' growth and success. It allows the student employee to understand how their performance is enriching the organization's services by allowing supervisors to provide feedback and expectations on job performance. It is also an opportunity for employees and supervisors to identify areas of improvement in order to increase work efficiency and professional development.

Performance evaluations should be conducted through the Student Employment Evaluation in HR Total Access and should be completed at minimum each academic year.

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## SECTION 3

### WAGE, SALARY OFFERS AND PAY INCREASES

APU holds all employee salaries as confidential information.

#### **Student Employee Position**

Each student employee position within the university should include a job description. The Office of Student Employment and Human Resources will determine the specific position's salary range because of marketplace surveys, job analysis and the resources of the university. The Office of Student Employment 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 position title and the individual's experience as it relates to the job, education, level of responsibility, performance and the ability to work well with other employees and other relevant factors.

See next page.

**Azusa Pacific University**

**Student Employment  
Pay Scale Effective as of  
January 1, 2025**

**LEVEL I (\$16.50 -- \$17.25)**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>\$16.50</b>	<b>\$16.75</b>	<b>\$17.00</b>	<b>\$17.25</b>

Most student employee positions will fall in this Level I category. These positions include all regular office and/or customer service positions requiring basic skill normally attained through on-the-job training. Responsibilities may require the application of organizational or technical knowledge. Examples of positions include desk reception, answering phones, filing, data entry, greeting customers and/or students, and assisting with department events and/or facilities. Positions that require significant physical work will also be in this category, including landscaping, custodial, and food service positions.

**LEVEL II (\$17.50 -- \$18.25)**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>\$17.50</b>	<b>\$17.75</b>	<b>\$18.00</b>	<b>\$18.25</b>

These positions are more advanced positions that require additional skills, knowledge, and/or work experience. They have responsibilities above and beyond entry-level positions and may require performance of complex tasks. There is some independent judgment and decision-making required, which may include playing a lead role among other student employees.

**LEVEL III (\$18.50 -- \$19.25)**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>\$18.50</b>	<b>\$18.75</b>	<b>\$19.00</b>	<b>\$19.25</b>

These positions are rare and typically require advanced skills and/or work experience. They usually require performance of complex tasks and/or analysis using various technical tools. They also require independent judgment and decision making and extensive education and/or training. They may also require playing a lead role among other student employees. It is expected that these roles will primarily be filled by graduate students.

**LEVEL IV (\$19.50 -- \$21.50)**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>\$19.50</b>	<b>\$20.50</b>	<b>\$21.50</b>	<b>HR Approval</b>

These specialized positions are reserved for masters or doctoral students and require special certifications and/or highly specialized skills. They require independent judgment and decision-making and taking responsibility for a program or project with minimal supervision. Examples of positions include Teaching Assistants and Research Assistants. Hiring positions in Level IV requires approval of the area Dean or Vice President, in addition to the Office of Student Employment.

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A requisition form will allow a supervisor to submit a "desired pay rate" for the position. A Human Resources representative from the Office of Student Employment will confirm (and may modify) in accordance with the approved pay ranges.

Once the requisition has been approved, the student will receive an onboarding email and will be prompted to complete necessary documents such as W-4, form I-9, CA Labor Code, and direct deposit.

The student will also be required to present his or her original documentation in accordance with the Form I-9 to the Office of Student Employment. Original identification and documentation necessary to obtain employment will be viewed at this time (**NO PHOTO COPIES WILL BE ACCEPTED**). Once all necessary documentation has been collected, the student will be entered into the university's automated timekeeping system and may begin employment.

#### **New Labor Commissioner Form to Comply with Labor Code Section 2810.5**

Effective **January 1, 2012**, California employers are required to provide specific wage-related and other information to all newly hired non-exempt employees. This requirement is the result of the Wage Theft Protection Action of 2011 (AB 469), which was signed into law by Governor Jerry Brown.

Among other things, the law creates Labor Code Section 2810.5 and requires employers to notify all nonexempt employees about their rate of pay and overtime, allowances claimed as part of minimum wage, the regular payday, the employer's name(s) and contact information, and the employers' workers' compensation insurance carrier, among other information. This information must be provided at the time of hire.

The new law also requires employers to notify existing employees in writing of changes to such information within seven days after the change.

#### **PAY INCREASE/ADJUSTMENT FORM**

Most students would begin their position at Level 1/Step 1, moving to the next step in the scale only after the student has completed one full-year of on-campus employment in the same role. For example, if the student is hired in fall, they can move into Level 1/Step 2 the following fall. Increases are based upon satisfactory performance and departmental funding and approval. Students are not automatically moved into a higher step based on longevity. Grant funded positions will be reviewed based upon the requirements of the grant.

For students who have worked one full year on-campus within the same position are eligible to move into a leadership role (student manager) and be eligible for a level change. Supervisors must submit both the pay increase and justification forms. Students are not eligible for both a step and level increase within the same year.

The Supervisor may request a promotional increase if the student employee meets the following criteria:

1. The student employee job duties and responsibilities have increased and will be changing the title of job to a "student supervisor or lead". The Student Lead/Supervisor must complete the two-hour **Staff Respect and Esteem Training** within two weeks of the promotional change.
2. The student employee's performance in his or her current position is above average or better. A written warning received within the two semesters preceding the request for an increase 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 excellent qualifications required for the position to which the promotional increase is sought.

If the above qualifications have been met, the hiring manager may submit the electronic **Student Employment Pay Adjustment Form** to the Office of Student Employment along with a new job description reflecting the new job and title.

The hiring manager is responsible for determining who will be given a pay adjustment based on the qualifications of the student employee. Decisions regarding promotions will be made by the hiring manager on the basis of job qualifications, performance, the ability to work well with other employees and the public.

### **PAYDAY AND PAY DEDUCTIONS**

The university has two payday schedules. 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 holiday, paychecks will be distributed on the last business day prior to the holiday. Salaried and contract employees are paid on a semi-monthly pay schedule with paydays on the 15<sup>th</sup> and the last day of the month. If a payday for salaried and contract employees falls on a holiday, their paychecks will be distributed on the last business day prior to the holiday.

Normally, four 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 22<sup>nd</sup> of the month, hourly employees will receive straight time pay on the 22<sup>nd</sup> for work performed through the 16<sup>th</sup> 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.

Student Employees do not pay FICA (Federal Insurance Contributions Act tax) during school session.

During summer employment, certain deductions are required by law and will be made from each student employee’s wages. These include state and federal income taxes, social security taxes (FICA), and state disability insurance (SDI) payments. Student Employees do not receive additional benefits such as unemployment or disability compensation.

### **ATTENDANCE**

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

**Given the importance of punctuality and attendance, the following may be cause for disciplinary action, up to and including termination of employment; excessive absences, paid or unpaid, even when individually justifiable. It is the responsibility of the supervising**

manager/supervisor to ensure the correct tracking of an employee's attendance and to give appropriate notice to Student Employment when warranted.

**Lateness/Call-outs notification procedure**

• **Timing Requirements**

If a student employee must be absent from work or will be arriving late, the student employee must contact the managing supervisor before the start of the workday. Student employees should notify their managing supervisor as soon as possible (no later than 30 minutes before normal start time) and provide the reason for the absence/late arrival and anticipated duration of the absence.

• **Injury or Illness**

Absences due to injury or illness exceeding two days may require a doctor's certificate in order to be approved. The certificate should be provided to Human Resources. If the employee is absent from work for three consecutive workdays without notification and approval, it will be assumed that the employee has voluntarily terminated employment.

• **Means of Communication**

Employees must call personally to speak to the managing supervisor directly. Other forms of communication may be considered appropriate by the managing supervisor and at his/her discretion (i.e. text/email). Unless a student employee is medically unable to make the telephone call, notification by a friend, relative, or co-worker does not satisfy this notification requirement. If the student employee anticipates being absent for more than one day, the student employees must keep their managing supervisor updated. Student employees must provide the managing supervisor with status of their absence each day unless other arrangements have been made.

• **Disciplinary Action for Failure to Follow Notification Procedure**

Employees who are absent or late without following the proper notification procedure are subject to disciplinary action, up to and including termination.

**SICK TIME ALLOWANCE**

Beginning January 1, 2024, student employees will be entitled to 40 (forty) hours of paid sick leave per year of employment after the employee has worked for the university for 30 (thirty) actual days. Employment commencing prior to January 1, 2024 will not be counted toward paid sick leave entitlement. For example, if a student employee commences his/her work for the university on December 1, 2023, that employee will not be entitled to receive 40 (forty) hours of paid sick leave on January 1, 2024. That employee will be entitled to receive 40 (forty) hours of paid sick leave after having worked 30 actual days from commencement of the date on which the new entitlement to paid sick time went into effect.

For student employees whose employment commences after January 1, 2024, paid sick leave allowance will be credited to the employee's sick leave account after 30 (thirty) actual days worked (not 30 calendar days of employment).



Student employees granted paid sick leave allowance under this paragraph, shall not be eligible to use the paid sick leave until they have completed 90 (ninety) calendar days of employment, counting from January 1, 2024, or from their actual date of employment if later. 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 leave.

Paid sick leave for student employees will be capped at forty hours and will not roll over from year to year. However, 40 (forty) hours of paid sick leave allowance will be granted at the beginning of the next 12 (twelve) month period, so that the employee will have a maximum of 40 (forty) hours of paid sick time per 12 (twelve) month period.

Student employees will not be paid sick pay for any day that the employee was not scheduled to work. If a 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 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 (*see notes below in italics*) existing health condition;
- b. Preventative care;
- c. If the employee is a victim of domestic violence, sexual assault or stalking.

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

Because productivity is essential to the university's ability to serve students, sick leave allowance 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 emergencies in nature, employees will provide reasonable prior notice to the employee's supervisor. Supervisors may request a doctor's verification in accordance with the Doctor's Verification Policy.

#### **Use of Paid Sick Time for Ill Family Members by Student Employees**

*Student employees may use up to their full allotment of 40 (forty) hours per year of accrued sick leave for the care of an ill spouse, child, grandchild, sibling, parent, parent-in-law, or grandparent.*

### **Limitations**

The use of sick leave allowance for other than the employee's own or immediate family members' medical conditions is not acceptable and is subject to disciplinary action.

At the time of termination, unused sick leave 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 student employees, the maximum of 40 (forty) hours of paid sick time will still be applicable upon rehire.

### **DOCTOR'S VERIFICATION**

The university may require a satisfactory statement of a licensed physician 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 physician'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.

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.*

### **WORK WEEK, OVERTIME, AND WORKING HOURS**

In order to ensure that students have every opportunity to be successful in their educational goals, students who are U.S. Citizens may work no more than a maximum of **29 hours** per week while classes are in session and up to 40 hours a week during vacation periods.

International students may work up to **20 hours** per week during school sessions and up to 40 hours a week during vacation periods.

Online timekeeping is provided for recording work time by employees who are not specifically exempt from doing so. Student 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. Student Employees must also clock/record out when they start their meal period and clock/record in when they return to 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 shift’s pay. Despite this grace period, regular punctuality is expected of all student employees. Even though student employees will receive a full shift’s pay for being no more than seven minutes late, they will be considered tardy by their supervisor. Persistent tardiness may result in termination of employment.

Non-Exempt hourly employees are paid on the basis of information contained on their electronic time record. The hours worked should be indicated precisely, including the time taken for lunch. Falsification or omission of time records may result in termination of employment. It is expected that the assigned working hours be used to perform productively for the benefit of the university.

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.

Due to the workload at peak times, a nonexempt employee’s supervisor may ask 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. The supervisor must authorize overtime worked by student employees in advance. However, overtime should be limited and should not be used on a regular basis.

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 week *and in accordance with California State Labor Law will be paid overtime for excess of 8 hours in any single day.* Overtime is based only on actual hours worked as required.

There are departments where an Alternative Work Schedule is or may become appropriate and where that is the case, a formal process must be followed to establish this at the direction of Human Resources. Contact the Human Resources Business Partner or the Executive Director of Human Resources for information.

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 student 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.

*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.*

## **HOLIDAY PAY**

Azusa Pacific University pays student employees' straight time for designated APU holidays. When requesting a student employee to work a holiday, the supervisor is to understand and be prepared to follow university policy.

If a student employee is scheduled to work during holiday periods, he/she has agreed to be paid at the normal rate of pay.

## **REST AND MEAL PERIODS**

California state law requires that rest and meal periods be provided for nonexempt employees.

***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 workstation. However, since rest periods are paid time, and because they are of such short duration, employees are generally expected to remain on the premises, and may be required to do so by their supervisors. Time taken in excess of 15 minutes should be made up. 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 5<sup>th</sup> 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 more than ten (10) hours in a shift 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. These waivers should be sent directly to the Payroll Office.***

For non-exempt 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 non-exempt employee to work through his/her meal period, or to start his/her meal period late (i.e., later than the end of the 5<sup>th</sup> hour for the first meal

period, and later than the end of the 10<sup>th</sup> 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, the employee must indicate why a meal was missed or started late so that Payroll may determine whether a meal period penalty is warranted.

Employees must punch in and out using the automated timekeeping system indicating the time out for the meal break and the in/return time at the end of the meal period. Automatic deductions are not acceptable. Actual in/out times must be recorded rather than just indicating a recurring time period (timekeeping system 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 workstation 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 Human Resources Business Partner or the Executive Director of Human Resources, to ensure that any proposed changes are in compliance with applicable laws.***

### **Kronos Timekeeping System**

***Azusa Pacific University utilizes an electronic time card system known as Kronos. The system is utilized as the measure to record time worked for all student employees.***

***It is important that the time record not be falsified. If there is a mistake on an electronic record, an employee should inform the supervisor and then make the necessary corrections. The supervisor should also approve any corrections. Falsification, continued failure to properly record electronic reporting of time or requesting another person to fill out the report electronically may result in termination of employment.***

***All student employees will need to approve their own time worked on the last day of their shift at the end of each pay period. Supervising managers will also approve their employee’s time on the Monday prior to the payday by 2pm.***

### **CHILDREN IN THE WORKPLACE**

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 only if necessary on an emergency basis. On occasion the university may host a

“bring your child to work day,” which would be the appropriate time for children to experience the work life of their parent.

### **PETS AT WORK**

Because pets can be both a distraction and a safety risk, employees are prohibited from bringing pets to work place. This includes the campus and any university properties. The only exception allowed would be in the case of a “Service Animal” for a student employee with need for such support. If an accommodation is needed, please contact the Office of Human Resources. If an educational accommodation is needed for a service animal, please contact the Learning Enrichment Center.

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## SECTION 4

### 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.

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.

### UNEMPLOYMENT INSURANCE

Per the State of California's Employment Development Department, eligibility when the claimant is attending a school or training course is described below:

'Employment' does not include service performed in the employ of a school, college, or university, if such service is performed:

(a) By a student who is enrolled and is regularly attending classes at such school, college, or university, or

(b) By the spouse of such a student, if such spouse is advised, at the time such spouse commences to perform such service, that:

(1) The employment of such spouse to perform such service is provided under a program to provide financial assistance to such student by such school, college, or university, and

(2) Such employment will not be covered by any program of unemployment insurance or disability insurance"

Even though such services are not determined to be "employment" for purposes of UI coverage, an employer-employee relationship is established. The establishment of an employer-

employee relationship requires that the wages paid for such services be deductible from the weekly benefit amount under provisions of UI Code Section 1279(c), which states:

"For the purpose of this section only 'wages' includes any and all compensation for personal services whether performed as an employee or an independent contractor."

These wages are usable for purge and lag period computation purposes, but are not usable for the establishment of a new claim.

### **COMMON DAY OF LEARNING**

**Common Day of Learning** is scheduled in spring. It is a day dedicated to the practical application of education and faith.

- All regularly scheduled classes are cancelled for the day in order for the student to attend scheduled sessions.
- It is the discretion of the supervisor to enforce the work schedule for this day and arrange for coverage in absence of the student if given the day off without pay.
- The student has the option to attend this event. Missed work hours will not be paid.

### **NATIONAL STUDENT EMPLOYEE APPRECIATION WEEK**

Each April we set aside a special week to draw awareness to the contributions student employees make in the multitude of roles they fill. By celebrating this week, we will reap the incidental benefits of increasing employer awareness of the service students provide, increasing employer base and positions available for students.

Each department will be responsible for recognizing their own student employees in some way for the entire week. The recognition can be as simple as a thank you note or e-card. Supervisors can be as creative as possible to ensure the student employee is recognized.

Each department will be asked to nominate one special student employee to compete for the title of "Student Employee of the Year." The nominated students have shown their departments and Azusa Pacific University that they are committed to a job well done. Nominees must exceed standards in the following areas:

- Quality of work
- Reliability
- Positive attitude
- Unique contributor

A committee will evaluate all nominees and choose the student employee finalists and the Student Employee of the Year winner. The winner will be announced on the Friday of the National Student Employee Week (second week of April). A recognition event and a monetary award will be given to the Student Employee of the Year.



## **LENGTH OF SERVICE**

Length of service is important because it determines eligibility benefits and is an item of consideration at times of pay adjustment. If continuous service is not broken for two consecutive semesters (fall/spring or spring/fall) while remaining in the same department, a student employee may be eligible for a pay adjustment.

## **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. Nonemployees (including consultants and independent contractors) may not obtain company mail addresses but rather must exchange messages through external Internet providers.
- 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.
- 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 discharge.

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

### **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 Associate Vice President for University Media Relations.
- Misuse of APU-provided Internet access is prohibited. Misuse can occur through viewing Web sites, downloading or uploading information, and specifically includes the following:
  - o 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.
  - o Violating copyrights or other proprietary rights through unauthorized copying. Ask if you are not sure!
  - o Unauthorized distribution of APU materials (particularly confidential or proprietary information).
  - o 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 the Office of the President.

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## SECTION 5

### LEAVE OF ABSENCE FOR JURY DUTY

#### Student Employee

Although jury duty is an important civic responsibility, the University does have the responsibility of ensuring its students are available to meet their educational obligations. Student employees are expected to schedule jury duty at a time that does not conflict with their obligation to be in the classroom. The student employee should schedule jury duty in the summer months when there may be available time off from school obligations. Student employees are not paid for jury service duties.

### WORK-RELATED MEDICAL LEAVE

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

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 disability, 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.

Employees returning from a leave of absence will be reinstated without loss of seniority earned prior to the commencement of their leave. Employees returning from a leave of absence will be given credit for a probationary period or any portion thereof completed prior to the commencement of the leave of absence.

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.

**MILITARY LEAVE OF ABSENCE**

A Student employee will be granted a leave of absence without pay to fulfill military obligations. Short-term tour of duty for National Guardsmen and active reservists of the Federal Armed Forces will be granted upon written verification from the appropriate military authority. A leave of absence, without pay, will be granted for up to seventeen calendar days per year for short-term military service. Exceptions to this policy will occur whenever necessary to comply with applicable laws.

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## SECTION 6

### FEDERAL WORK STUDY

Federal work-study is a government program that is need-based granted to students who qualify. In order to receive the Federal Work Study award, the student **must work on campus or through one of APU's partnerships within the local community**. There are certain departments that are not qualified to pay under this program. A couple of departments excluded from this program are Chapel Programs and Campus Pastor's Office. This award money is included in the student's paycheck. Earnings are not credited to the student's APU tuition account. Qualified recipients must seek employment on campus or the Federal Work Study funds will be removed from their financial aid. Department Managers and supervisors will make every attempt to hire a federal work-study recipient according to their qualifications, skills and career goals.

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## SECTION 7

### 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.

Normally, progressive discipline involves verbal counseling and one or more written warnings before an employee is terminated. 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 immediate termination.

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.

#### Student Employee Procedures

The steps of the progressive discipline of student employees typically consist of the following:

##### [Step I: 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 a document and kept on file.

##### [Step II: First Written Warning](#)

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, will ordinarily be issued, with a copy to the personnel file and to the employee.

The notice of improvement 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.
- D. The warning that termination may result if further violations or performance problems occur.

The employee will be asked to sign and date a statement that s/he has received a copy of the notice of improvement. If the employee refuses to sign the notice of improvement, another staff member will be immediately brought in to sign and witness that the employee has seen but refuses to sign the Notice of Improvement. An employee may provide a written response to the notice of improvement and the reason s/he refused to sign it. This response will also be placed in the employee's file.

A written warning need not pertain to the same offense for which 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 Office of Human Resources, with a copy placed in the employee's personnel file.

The warning will normally specify the following:

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

The employee 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.

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

#### 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, 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.



### 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.
- Incompetence in the job, including lack of the essential qualifications, skills, or knowledge required to perform the job.
- 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 timekeeping 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.
- Failure to complete the Respect and Esteem Training.
- 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.
- 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.

#### Appeals Process for Verbal or Written Warnings

If the student 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 Office of Human Resources 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 Office of Human Resources 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 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

#### **CONFLICT OF INTEREST**

The university desires to avoid situations where there is actual or potential conflict of interest or the appearance of such conflict. (See Policy, Section 3.10., staff handbook)

Employees must not use their university position for private gain for themselves or for persons with whom they have personal, business, or financial ties. Employees must avoid any activity that could reasonably be expected to adversely affect or give the appearance of adversely affecting the independence and objectivity of their judgment, or to interfere with the timely and effective performance of their duties and responsibilities, or to discredit the university.

Every Azusa Pacific University employee has an obligation to act in the best interests of the university when performing his or her job. Outside financial interests and legal commitments should not be permitted to create conflicts of interest that interfere with that primary obligation. Such a conflict of interest exists if an employee has an external financial interest or fiduciary or other legal obligation that reasonably could be seen as creating an incentive for the individual to modify the conduct of his or her university activities or to influence the conduct of others. Conflicts of interest can arise from stock ownership, board memberships, consulting relationships, and any activity from which the individual derives legal obligations or expects to receive remuneration from an entity outside the university. Conflicts can arise from many ordinary and appropriate activities; the existence of a conflict does not imply wrongdoing on anyone's part. However, when conflicts do arise, they must be recognized and disclosed and then eliminated or appropriately managed. Some relationships may create an appearance of conflict; those too are important to eliminate or manage so that others may maintain confidence in the integrity of our activities.

Participation in situations that create the appearance of or are an actual conflict of interest may result in involuntary termination of employment.

Employees may find a complete copy of the University Conflict of Interest Policy by clicking on the following tabs on the University's website: Resources; General Counsel; University Policies; (login required); Alphabetical List of Policies; Conflict of Interest

## SECTION 8

### 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 nonemployee agent of the university must promptly report 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 Human Resources Business Partner. Supervisors must immediately report any incidents based on discrimination or sexual harassment to the 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 Office of Human Resources who shall initiate an investigation. Employees will be requested to provide the Vice President for 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.

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.

In such cases where a faculty member is involved, 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

## **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 staff, faculty, and students that is free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty 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 Respect and Esteem Sexual Harassment Prevention Training every two years. This program meets the California standards set forth in AB1825 and is administered by the Workplace Learning section of the Human Resources Department. 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 administrators, faculty, students, and staff, 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 by providing written documentation of the facts of the incident(s) and the name(s) of the individual(s) involved.

Supervisors will report all complaints to the Human Resources Business Partner, who will inform the Vice President of Student Life 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 Executive Director of Human Resources will serve as coordinator.

**PRIMARY CONTACTS FOR ALL COMPLAINTS:**

**Human Resources Business Partner**

**Manager, Student Employment**

**The Executive Director 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, Associate Provost, Vice Provost for Graduate and Adult Programs, Vice Provost for Undergraduate Programs, Provost, Vice President of Student Life, Associate Deans of Student Life, and Executive Director of Residence Life

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.

*STUDENTS:* APU Student Counseling Center, Office of Campus Pastors

*STAFF AND FACULTY:* APU Community Counseling Center, or personal counseling through the APU employee assistance program.

In such cases where a faculty member is involved, 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.

**POLICY ON SEXUAL CONDUCT AND RESPECT & ESTEEM TRAINING**

As an evangelical Christian community, Azusa Pacific University expects that its faculty, staff 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 faculty and staff 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 Student Standards of Conduct.

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 (unless part of a research project in the individual's academic discipline approved in advance by the Provost upon recommendation by the Institutional Review Board). Failure to comply with this policy may result in counseling, disciplinary action or termination from employment.

Student employees are required to take the two-hour online Respect and Esteem Training within 2 weeks from the date of hire. Failure to complete the Respect and Esteem training in a timely manner will result in suspension of work and/or termination.

[Return to TOC](#)

## SECTION 9

### SAFETY AND SECURITY

#### **Emergency Preparedness**

All employees of Azusa Pacific University, staff and faculty 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, faculty members 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, faculty, and staff. In times of crisis, the university activates its Incident Command Team (ICT) to ensure the well-being of the campus community. The goal of the ICT 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 ICT 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 ICT 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 full ICT 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.

#### **All employees should:**

- a. **Review the general university policies available on the Emergency Preparedness website:**  
[www.apu.edu/response](http://www.apu.edu/response)
- b. **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.

a) **Reporting an Emergency:**

- Dial 911, then 3898 from an on-campus phone or (626) 815-3898 or use a Code Blue Call Box to report the situation to Campus Safety.

b) **Emergency Incidents**

- In an emergency, communications challenges may arise, and the true nature and appropriate response of an incident may take time to become clear. Please be patient and work to contain rumors.
- In an emergency, the first responsibility of the CIT 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](http://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.

**GENERAL EMERGENCY PROCEDURES**

In an emergency, first dial 911, then 3898 or 1-626-815-3898 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.
3. Report the threat immediately to Campus Safety at 3898 from an on-campus phone, (626) 8153898 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 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 tell you that you may leave the area.

#### **Fire**

1. Call 911, then 3898 from an on-campus phone 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 3898 from an on-campus phone 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. Students should remain in their living area. Hallway lights will remain on for a short period of time. Students are encouraged to have a flashlight and must not use candles under any circumstances.
2. Students 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/>

## **EMERGENCY ILLNESS OR INJURY ON CAMPUS**

Employees who develop injuries or illnesses caused by work should report it to their supervisor and go to the **university Health Center** for initial consultation. The Health Center will provide **first aid** treatment for minor injuries or will determine if additional medical assistance is required. **The Health Center staff may direct the employee to Irwindale Industrial Clinic. In the event the supervisor cannot be located and the Health Center is closed, report the injury to Campus Safety at extension 3898.**

Any injury needing medical attention, however slight, that occurs at work must be reported to the direct supervisor immediately and to Human Resources within 24 hours 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.

If an injury or illness or other situation is deemed to be a life-threatening emergency, call 911 and then 3898 (Campus Safety) or call 626-815-3898 off campus. Campus Safety works closely with local emergency personnel and will coordinate emergency efforts with local agencies. It is essential for Campus Safety to notify emergency personnel of the proper emergency location so that they can save extremely valuable time by meeting the emergency vehicles at the entrances to APU to direct them to the proper location. Emergency phones located throughout the campus may be used to contact Campus Safety.

## **OTHER EMERGENCIES**

In the case of suspected criminal activity on campus or problems involving university buildings, grounds, or personnel, call Campus Safety at 3898.

## **VIOLENCE PREVENTION**

Given the increasing violence in society in general, and in compliance with state law, 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. Employees are urged to report all threats of violence, including suspicious individuals or activities, as soon as possible to the immediate supervisor or to another supervisor. Be as specific as possible.

In cases of immediate perceived danger, such as a violent commotion nearby, the employee should dial 3898, Campus Safety, immediately or use the emergency 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 secure presence while walking to the employee's automobile, if requested.

"Indirect" violence should also be reported to Campus Safety. Examples of indirect violence can include but are not limited to extreme shouting, abusive or threatening gestures, throwing items toward another person, 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. If an employee is involved, or if campus-wide action needs to be taken, Campus Safety will inform other offices, including the Human Resources Office, Student Life, the Counseling Center and the Provost Office. 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 encouraged to cooperate fully with any university security, 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, there will be disciplinary action or immediate termination.

Employees who lodge false or frivolous complaints may be subject to discipline or termination.

### **WEAPONS PROHIBITION**

Possession of any type of weapons, including but not limited to regular firearms, BB/pellet guns, paint guns, air guns, air soft guns, any facsimile of a gun or any counterfeit firearm, blow guns, blow gun ammunition, switch blades, bows and arrows, explosive devices, martial arts weapons, fireworks, water balloon launchers, and all other weapons listed in the California penal code section 12020, and/or other weapons considered illegal or dangerous on university premises is prohibited.

The only exception to this policy of prohibition of weapons on Azusa Pacific University premises is for items utilized for academic purposes which have been approved by the Provost.

### **INSPECTIONS OF EMPLOYEES AND PROPERTY**

In order to promote a safe, productive, and efficient work place, the university reserves the right to inspect employees, as well as any articles and property in their possession, to detect inappropriate materials and for business needs. 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, tool boxes, 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, 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 for business needs.

### **ILLICIT SUBSTANCES AND SMOKING FEDERAL MANDATE**

In adopting the following policy on the use of alcohol and drugs 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 and use of drugs on college campuses<sup>1</sup>, and the need for administrators, faculty, staff and students to serve as role models for each other and the other students.

**Alcohol and Drugs Federal Mandate:**

The federal government mandated on October 1, 1990 that there will be no illegal drug use by students, staff, or faculty on college campuses anywhere in the United States. At its November 22, 1991 meeting, the Board of Trustees of Azusa Pacific University adopted the following policy statement to comply with the law. The policy, which is to be shared in writing with students, staff, and faculty, is as follows:

On November 18, 1988, Congress passed the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et. seq.). This statute requires contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a federal agency.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use controlled substances at university work sites and/or while performing university activities, events, or business. The Drug-Free Schools and Communities Act Amendments of 1989 (P.L.

101-226) amends the 1988 law, stating that it is also unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in the workplace, at any university activities or events, or while performing university business.

Compliance for Students: The University makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the university. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including suspension and possible expulsion.

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 a narcotic drug 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.

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<sup>1</sup> 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.

- 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.

In addition, pursuant to federal law, a student’s eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of any offense involving the possession or sale of illegal drugs.

Alcohol/drug abuse counseling, treatment, rehabilitation information, referral information, and social service directories for Los Angeles County are available in the Student Health Center, Office of Student Life, and the University Counseling Center.

Definitions: The use of illegal drugs and tobacco and abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol accidents are the number one cause of death for persons aged 15-24. The most significant health risk, besides death, is addiction. Chemical dependency is a disease that, if not arrested, is fatal. Illegal drug use or possession may involve, but is not limited to the following substances:

• **Alcohol**

Even low doses of alcohol significantly impair the judgment and coordination needed to operate vehicles. Small amounts also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, memory, and ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and the liver.

If combined with other depressants that affect the central nervous system, even low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

• **Tobacco/Nicotine**

Immediate effects include relaxation and increased confidence and metabolism. Smokers are more likely than nonsmokers to contract heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers are. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weights. Fetal and infant deaths are more

likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

- **Cannabis: Marijuana, THC, Hashish, Hashish Oil**

Physical effects of cannabis include increased heart rate and appetite, bloodshot eyes, and dry mouth and throat. Use of cannabis may impair or reduce ability to drive an automobile or perform tasks requiring concentration and coordination. Motivation and cognition may be altered making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long-term use may result in possible lung damage, reduced sperm count and mobility, and affect ovulation cycles. Cannabis can also be psychologically addictive.

- **Cocaine/Crack**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart and respiratory rates, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

- **Stimulants: Amphetamines, Crank, Ice, Methamphetamines**

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis, including hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

- **Hallucinogens: PCP, LSD**

Phencyclidine (PCP) interrupts the functions of the neocortex, possibly resulting in self-inflicted injuries. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses may produce convulsions and coma as well as heart and lung failure.

Lysergic Acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased. Use of hallucinogens can cause psychological dependence.

Students who possess, distribute, and/or use alcohol, narcotics, or other intoxicants may be subject to the disciplinary process. Students present on campus while under the influence of illicit drugs or alcohol are subject to disciplinary process even if their consumption was off campus.

• **Anabolic Steroids**

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior known as "road rage" and depression. While some side effects appear quickly, others such as heart attacks and strokes may not show up for years.

Review: The University will conduct a biennial review of its alcohol and drug regulations to determine their effectiveness and implement changes as needed to ensure that the sanctions developed are consistently enforced.

The federal government mandated on October 1, 1990 that there be no unlawful possession, use, or distribution of illicit substances and alcohol by students, staff, or faculty 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 or alcohol on university grounds 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. Smoking is not permitted anywhere on campus.

**ALCOHOL AND DRUG FREE WORKPLACE POLICY**

Azusa Pacific University endeavors to maintain an alcohol and drug free workplace.

Screening

As a condition of employment, all applicants who receive offers of employment as bus drivers, for positions considered "safety sensitive," or 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 an alcohol and 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 Training

All employees shall be notified that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited. In addition, all employees shall be informed about the dangers of alcohol and drug abuse in the workplace, any available counseling, rehabilitation and employee assistance programs and penalties that may be imposed upon employees for alcohol and 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 an alcohol and 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 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 of a DUI or Drug-Related Arrest or Conviction

An employee who is convicted for possessing, manufacturing, selling, or distributing alcohol, illegal or controlled substances is required to notify Azusa Pacific University in writing within five calendar days after such conviction. Employees convicted of drug-related crimes will be subject to appropriate personnel action, which may include a directive to participate in a rehabilitation program or termination of employment. 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 appropriate personnel action, which may include termination of employment.

#### 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.

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## SECTION 10

### **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 fair use policy. 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, inappropriate, improper, or illegal use of the computer or telephone, may result in disciplinary action or 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.

### **UNIVERSITY KEYS**

Campus security is important to all employees. The privilege of carrying a university key is not transferable. A lost key must be reported at once to the supervisor and to the university locksmith. A charge will be made for replacement. Upon employee separation, transfer to another position, or during a leave of absence, any key assigned to the employee by the university must be returned to Human Resources.

The employee's direct supervisor must authorize the distribution of any university key. Upon written authorization, the university locksmith will provide keys as needed.

A charge may also be made if a key is officially requested but never picked up.

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## SECTION 11

### CHAPEL AND SPECIAL EVENTS

**All full-time undergraduate students are required to attend chapel.** Students should not be expected/required to work during the Chapel hour from 10:30-11:20 a.m. on Mondays, Wednesdays, or Fridays. However, the student can choose to work during that time if they are otherwise meeting their chapel requirements. When they do work during that time, it **will not be considered as an excused chapel absence**, so they would need to “make-up” for the Chapel absence by attending one of the evening chapels. With that said, there is no guaranteed seating in the evening Chapels. A student may also choose to use one of the allowable absences for this occurrence. Graduate students are welcome at chapel but are not required to attend. A graduate student may work during chapel.

**If a student is a commuter student and can be here on campus,** they are required to attend chapel. Students placed on Chapel probation will need to clear the violation through The Dean of Students prior to returning to work.

As the supervisor of student employees, we are asking for your support by not scheduling your student employees during the chapel hour. Chapel is an important part of the student’s education at Azusa Pacific University. Please make every effort to uphold this policy and to support the university’s Christian mission.

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