

WARNER PACIFIC COLLEGE



Personnel Policies Handbook

May 2008

WARNER PACIFIC COLLEGE

RECEIPT FOR PERSONNEL POLICIES HANDBOOK

I acknowledge that I have received and read a copy of the Warner Pacific College Personnel Policies Handbook. I understand that it contains important information about College policies and procedures, and also about my responsibilities and rights as an employee. I agree to follow the policies, procedures, guidelines, and other contents of the handbook. I understand that if there is conflict between this Personnel Policies Handbook and another policy or procedure handbook, e.g., the Faculty Handbook, that this Personnel Policies Handbook controls.

I understand that the College may change, rescind, revise, or add to any policy, benefit, guideline, or practice described in the handbook at any time, without notice. I also agree that as the College is an *at will employer*, this handbook is not a promise, contract, or guarantee of employment of any kind or type for any period or purpose. I understand that any change to the at-will status of employment can only be made by the President of the College, which may be in the form of a faculty contract. I further understand that any such change must be in writing and signed by both parties. I understand that the College reserves the right to modify the term of any benefit program(s) at any time and will notify employees of the change whenever possible.

I understand the policies contained in this Personnel Policies Handbook apply to all employees of Warner Pacific College, regardless of FTE, contract status, or any other employment status. I understand and acknowledge that unless my employment agreement specifically excludes me from any portion of this Personnel Policies Handbook and that I am expected to comply with all policies herein. I understand and acknowledge that if I sign a contract that excludes any portion of this Personnel Policies Handbook, I am expected to follow and comply with all remaining sections of the Personnel Policies Handbook.

Employee Signature

Date

Employee's Name (typed or printed)

Warner Pacific College

PERSONNEL POLICIES HANDBOOK

Table of Contents

<u>Section 1</u>	<u>Introduction to Warner Pacific College</u>	<u>Page</u>
1.1	Mission, Vision, Values and Purpose Statements	5
1.2	History of the College	5
1.3	Administrative Organization of the College	5
<u>Section 2</u>	<u>Employment Policies</u>	
2.1	Equal Employment Opportunity	6
2.2	Employment At Will	6
2.3	Disability Accommodations and the ADA	6
2.4	Alcohol, Drug, Smoke Free Workplace and Lifestyle Agreement	6
2.5	Lifestyle Agreement	6
2.6	Chapel Attendance	6
2.7	Classification of Employment	6-7
2.8	Fair Labor Standards Act Compliance	7
2.9	Meal and Rest Periods	7
2.10	Absence from Work	7
2.11	Public Domain Issues	8
2.12	Confidentiality	8
<u>Section 3</u>	<u>Hiring Practices and Conditions of Employment</u>	
3.1	Job Announcements and Posting	8
3.2	Application For Employment	9
3.3	Hiring Authority and Job Offers	9
3.4	Bridging Dates of Service	9
3.5	Employment of Relatives	9
3.6	Employee Background Checks and Verification	9
<u>Section 4</u>	<u>Staff Policies</u>	
4.1	Introductory Period for Newly Hired Employees	9
4.2	Workweek, Work Hours, Work Day	9-10
4.3	Overtime	10
4.4	Vacation	10-11
4.5	Personal Leave	11
4.6	Emergency Personal Leave Time Pool Policy and Procedure	11
4.7	Time Accounting Policy and Procedure	12
4.8	Mission Leave	12
4.9	Performance Evaluations	12

<u>Section 5</u>	<u>Compensation and Position Classification</u>	<u>Page</u>
5.1	Payroll Deductions	13
5.2	Pay Advances	13
5.3	Final Wages	13
<u>Section 6</u>	<u>Employee Benefits</u>	
6.1	Benefits Eligibility	13
6.2	Benefits Administration	13
6.3	Open Enrollment and Benefits and Insurance Changes	13-14
6.4	COBRA	14
6.5	Tuition Remission and Exchange Programs	14-17
6.6	Worker's Compensation Insurance	17
<u>Section 7</u>	<u>Holidays and Campus Closures</u>	
7.1	Holidays	17
7.2	Inclement Weather	17
7.3	Other Emergencies	17
<u>Section 8</u>	<u>Employee Leaves</u>	
8.1	Leaves of Absence	17
8.2	Bereavement Leave	18
8.3	Military Leave	18
8.4	Jury Duty and Court Appearances	18
8.5	Family and Medical Leave Act/Oregon Family Leave Act	18-19
8.6	Crime Victim's Leave	19
8.7	Returning from a Leave of Absence	19
<u>Section 9</u>	<u>Safety and Health</u>	
9.1	Purpose	19
9.2	Safety Committee	19
9.3	Campus Security	20
9.4	Reporting Accidents and Incidents	20
9.5	Pets and Guests on Campus	20
9.6	Visitors on Campus	20
<u>Section 10</u>	<u>Employee Standards and Problem Resolution</u>	
10.1	Employee Standards of Conduct Fulfilling the College Mission	20
10.2	Employee Meetings	21
10.3	Employee Relationships with Students	21
10.4	Affirmative Action	21
10.5	Workplace Violence	21
10.6	Harassment and Non-Discrimination Policy	22-23
10.7	Grievance Procedure	23
10.8	Whistle Blower Policy	24-25
10.9	Discipline Purpose and Procedures	25

<u>Section 11</u>	<u>Employment, Employee, Medical, and Student Records</u>	<u>Page</u>
11.1	Personnel Files	25
11.2	Employee Information Changes	25
11.3	Reference Letters and Materials	25
11.4	Employment Reference Checks	26
11.5	Medical Files	26
<u>Section 12</u>	<u>Termination Issues</u>	
12.1	Voluntary Resignation	26
12.2	Exit Interviews	26
12.3	Retirement	26
12.4	Involuntary Termination	26-27
12.6	Severance Pay	27
<u>Section 13</u>	<u>Miscellaneous Policies and Practices</u>	
13.1	Parking	27
13.2	Keys	27
13.3	Solicitation	27
13.4	Recycling	27
13.5	Posting of Announcements	27

APPENDIX

Staff Personnel Committee Charge

Emergency Personal Leave Time Donation/Request

1. Introduction to Warner Pacific College

1.1 Mission, Vision, Values and Purpose Statements

□ Mission

Warner Pacific College is an urban Christian liberal arts college dedicated to providing students from diverse backgrounds an education that prepares them for the spiritual, moral, social, intellectual, and technological challenges of the 21st Century.

□ Vision

Warner Pacific College is internationally recognized for the expression of Christian values, rigorous academic standards, innovation, leadership development, student-centered services, and fiscal strength.

□ Values

As a contemporary Christian learning community, Warner Pacific College is:

- Christ Centered
- People Focused
- Excellence Driven
- Future Directed

□ Purpose

Our purpose as a college is to develop persons as change agents characterized by integrity, personal and social transformation, a sense of mutual responsibility, and a pursuit of personal excellence.

1.2 History of the College

Warner Pacific College is a private, four-year liberal arts college established by the Church of God, Anderson, Indiana. Warner Pacific originated in 1937 as Pacific Bible College, located in Spokane, Washington. Rapid growth and the desire for a more centralized location inspired the College to move to Portland, Oregon in 1940.

Originally, the College's primary mission was training Christian church leaders. As enrollment and interest in the College as a broader educational institution increased, a broad, Christian, liberal arts curriculum was introduced under the leadership of the College's first president, Dr. Albert F. Gray and the Dean, Otto F. Linn. In 1959, the name was changed to Warner Pacific College to honor a pioneer minister and teacher of the Church of God by the name of D. S. Warner, and to more accurately reflect the curriculum and mission of the College. The Northwest Commission on Colleges and Universities has granted continuous accreditation to the College since 1961.

1.3 Administrative Organization of the College

A Board of Trustees and a Board of Regents oversee the administration of Warner Pacific College. The College President is appointed by and reports to the Board of Trustees and the Board of Regents. The Vice President for Academic Affairs, the Vice President for Institutional Advancement, and the Vice President, Treasurer and Chief Operating Officer report to the President. The college regularly updates the institutional and organizational chart which is available upon request from the Human Resource office.

2. Employment Policies

2.1 Equal Employment Opportunity

Warner Pacific provides equal opportunity for employment and advancement for all employees and applicants regardless of race, color, sex, national origin, disability, age, veteran status and any other status protected by laws and regulations. All employment decisions, including hiring, promotions, compensation, benefits, transfers, and terminations are made in a nondiscriminatory manner. Because Warner Pacific is a Christian liberal arts college, the college exercises its legal right to hire Christian employees to fulfill its mission and purpose.

2.2 Employment at Will

Warner Pacific College is an *at will* employer. Employment at Warner Pacific College is at the mutual consent and agreement of the employee and the College. Unless there is a faculty contract, the employee or the employer can terminate employment at any time, with or without advance notice, and with or without cause, but within all applicable employment laws. No statement by any supervisor or manager can change the at-will status of staff employment. Only the President of the College has the authority to change the at-will status of employment. This change must be done in writing and signed by both parties.

2.3 Disability Accommodations and the ADA

Warner Pacific College operates in full compliance of the Americans with Disabilities Act of 1990 (and as amended), the Rehabilitation Act of 1973, and all federal, state, and local laws governing the employment of people with disabilities. If requested, and if they are fully qualified, employees will receive reasonable accommodation to assist in performing essential job functions. Employees with disabilities who desire such accommodations should notify their supervisor or the Director of Human Resources.

2.4 Alcohol, Drug, and Smoke Free Workplace

Warner Pacific College desires to provide a safe and healthy environment for staff, faculty, students, visitors and guests. Therefore, smoking is not permitted any time, anywhere on school property, in any school vehicle, or at any College sponsored event. The use of alcohol, tobacco, or any illegal drugs or substances is strictly prohibited while representing the College (on or off campus), or while attending College-sponsored events. Violation of this policy will lead to disciplinary action up to and including termination. If reasonable suspicion exists, Warner Pacific College reserves the right to conduct drug testing based on probable cause.

2.5 Lifestyle Agreement

Warner Pacific College expects employees to maintain lifestyles consistent with the Christian faith and Biblical values. Warner Pacific College requires all employees, regardless of sexual orientation, to adhere to standards that confine sexual intimacy to marriage between a man and a woman. All employees will abstain from extra-marital sex.

2.6 Chapel Attendance

Employees are strongly encouraged to attend Chapel services. All campus offices are officially closed during Chapel hours.

2.7 Classification of Employment

Employees are classified, for compensation, overtime and benefits purposes as follows:

**Full-time regular employee:* Employees who work 40 hours a week on a regular basis. A full-time regular employee can be either “exempt” or “non-exempt” as defined below.

**Part-time regular employee:* Employees who work less than 40 hours a week on a regular basis. A part-time regular employee can be either “exempt” or “non-exempt” as defined below.

**Temporary employee:* Either a full-time or part-time employee who was hired to work for a specific length of time or on a specific project or assignment. A temporary employee can be either “exempt” or “non-exempt” as defined below.

**Nonexempt employee:* Employees who are required to be paid overtime receive it at the rate of time and one half for all work performed over 40 hours per work week. Time not actually worked, i.e., Vacation, sick or personal, is not calculated into the 40 hours per work week for overtime pay purposes.

**Exempt employee:* Employees who are not required to be paid overtime, as defined by applicable federal and state wage and hour law, may work beyond 40 hours per work week. Examples of such employees are executives, outside sales personnel, managers and supervisors and other administrative positions.

The employee will be informed of the appropriate classification and whether he or she is “exempt” or “non-exempt” during the review period. The classification may change as position or job duties change.

If there are questions about job classification, “exempt” or “non-exempt” status of compensation, in general, direct questions to the supervisor and/or human resources.

2.8 Fair Labor Standards Act (FLSA) Compliance

The College will comply with all state and federal wage and hour laws.

2.9 Meal and Rest Periods

Oregon law requires a rest period of at least 10 minutes (without deductions from the employee’s pay) for each four-hour period worked. This time must be in addition to and separate from time allowed for meals. Rest periods should be scheduled in the middle of the work period, if practical. However, the scheduling of meal and rest periods depends on the nature of the work and the service requirements of individual departments, as determined by the supervisor.

Employees whose total daily work schedules are less than four hours long are not eligible for rest periods. Rest periods may not be used to cover late arrivals and early departures, or to extend a meal period. Rest periods are not cumulative, nor can they be used to shorten workdays.

Meal periods of at least 30 minutes must be provided to employees working shifts of six or more hours. If employees are required to remain on duty or perform any work-related tasks during the meal period, the employee must be paid for the meal period. Meal periods must be taken separately and distinctly from rest periods. Meal periods and rest periods may not be combined for a longer lunch hour

2.10 Absence from Work

Employees are expected to notify their supervisors at least twenty-four hours in advance if they are going to be absent from work for any reason. Employees who do not report to work for three consecutive days without notifying their supervisors may be considered to have voluntarily resigned their employment. Employees are expected to notify their supervisors before the scheduled work day if they will be late. Excessive absence and tardiness will result in unfavorable performance evaluations and disciplinary action, possibly leading to termination.

2.11 Public Domain Issues

All work-related information and materials resulting from work at or for the College are the property of Warner Pacific College, including but not limited to: office files on paper, electronic files, electronic mail messages and files, and voicemail messages and files. All employees have access to e-mail, and e-mail from or to Warner Pacific is considered College domain and property. These electronic tools, as with all other College tools and equipment, are College property and should be used only for College business and communication. All e-mail messages, sent and received, become property of the College. The College reserves the right to monitor and access all College e-mail and internet mail use to ensure proper use by employees. Employees should be aware that e-mail is not private and therefore is not suitable for use in sharing confidential or proprietary information. All information sent through e-mail should be considered, for practical purposes, in the public domain. In addition, e-mail should never be used to send or copy any offensive or harassing messages. All information sent through email should be considered, for practical purposes, in the public domain, meaning the employee has no expectation of privacy in any email sent or received through the College system. All employees should abide by their signed agreement statement of the Network Access and Acceptable Use Policy.

2.12 Confidentiality

Warner Pacific College employees support a variety of College functions. Employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, personal health, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Information Portability and Accountability Act (HIPAA) and the Gramm Leach-Bliley Act (GLB). With respect to these records and information, and all other confidential property, all College employees are required to read and agree to the following:

1. The employee acknowledges the confidentiality of all student, alumni, donor and employee information of Warner Pacific College and understands that this information will not be revealed to, distributed to or discussed with anyone other than the appropriate, designated supervisor and other College officials as designated by the supervisor.
2. The employee will not attempt to alter, change, modify, add, or delete record information or College documents unless specifically instructed to do so by the employee's supervisor or other College official.
3. The employee will access only the information specified and authorized by the supervisor. Access should be through normal office procedures for obtaining information in written documents, computer files, records, or other College information.
4. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor and the Senior Leadership Team. College policies and materials are considered property of Warner Pacific College and are not for public disclosure or use.
5. All individually-identifiable information to be discarded will be shredded.
6. All offices containing confidential information will be locked when unattended.

3. Hiring Practices

3.1 Job Announcements and Posting

All non-contract, permanent open staff positions, are open to application from current Warner Pacific College employees and employee referrals. These positions will be posted internally for 5 days before the hiring selection is made unless determined otherwise by the president of the college. This procedure may not apply to temporary part-time or contracted positions e.g. athletic coaches, adjunct faculty, etc.

3.2 Application For Employment

All employment applicants will submit a signed application, resume, and statement of faith.

3.3 Hiring Authority and Job Offers

The College President, or a vice president directly delegated by the President, must approve all hiring decisions before a final offer is made. Applicants will receive an official offer letter, prepared by the Human Resources Office, signed by the President or vice president, which states the details of the job offer.

3.4 Bridging Dates of Service

The purpose of bridging is to accommodate employees who have a break in their continuous employment with the College. Bridging of employment gaps involves certain benefits that are dependent on length of service. Some benefits considered for bridging may include Vacation, Personal Leave, educational leave, sabbatical leave, long-term disability, Tuition Remission, pension, and other situations depending on original employment dates. Employees should discuss bridging issues with their supervisors and the Human Resources Director before a leave or separation occurs.

3.5 Employment of Relatives

Warner Pacific College employees may refer qualified family members to apply for vacant, posted positions. However, the College will not employ family members in positions in which relatives will directly supervise or be supervised by another family member.

3.6 Employee Background Checks and Verifications

During the hiring process, at least two reference checks may be performed prior to making an employment offer. The College will respect the candidate's request not to contact a current employer. Background checks may be performed on any candidate before hiring or any current employee.

1. Staff Policies

4.1 Introductory Period for Newly Hired Employees

All new and rehired staff work on an introductory basis for the first 90-days after the date of hire. Throughout the introductory period, employees will be evaluated by their supervisors, and supervisors will discuss performance evaluations with their employees. Employees will receive a formal evaluation prior to the conclusion of the 90th day of employment. Benefits are in force during the introductory period; however, Vacation may not be used until the successful completion of the introductory period.

4.2 Workweek, Work Hours, Workday

The official work hours of most College offices are 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour daily lunch break. Supervisors may determine work hours for individual employees in their departments. Generally, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday. A workday is considered a period of 24 consecutive hours, beginning at the onset of the employee's regularly scheduled work shift. Employees are required to be at work and be on time every workday.

State and federal laws require employers to maintain a record of the hours their non-exempt staff employees work. To ensure the accuracy of such records, a timecard must be completed indicating the hours worked, including overtime, and any non-worked time, i.e., Vacation, ill time, personal time, etc.

All non-exempt staff employees must complete a timecard daily and sign it prior to submitting it the supervisor at the end of the work month. After reviewing the form and resolving any questions or discrepancies, it will be forwarded to payroll for processing.

Please pay close attention to time entries and make sure time worked is recorded accurately. Falsifying a timecard is a serious breach of trust and company policy and will subject the offender to discipline up to and including termination.

4.3 Overtime

Nonexempt employees working more than 40 hours per week must be paid one and one-half times their regular rate of pay for any time worked more than 40 hours in one work week.

The law states there is no compensatory time for private sector employees in lieu of overtime compensation.

Overtime is calculated on a 40 hour work week. Hours may not be averaged over more than one week. This means that work hours may be flexed within the same work week, upon prior approval of the supervisor. In other words if ten hours are worked on Tuesday, the supervisor may instruct an employee to only work six hours on Friday. By doing this, the 40 hours have been flexed within the work week and are not eligible for overtime.

There are no restrictions on the number of hours employees may work in one day, week, or pay period, as long as non-exempt employees receive overtime pay for hours worked in excess of 40 per week and required breaks are observed. Therefore, employers can require overtime work, as long as employees are duly compensated.

Paid holiday, Vacation and Personal Leave are not included in calculating nonexempt employees' regular rate of pay for overtime purposes. For example, if an employee is sick one eight hour-day, but works an extra eight hours that week, the employee will receive straight time pay for that 48-hour period. (40 hours of actual hours worked and eight hours of sick pay.)

4.4 Vacation

The College believes Vacation time is a key element of employee health and well being, thus employees are encouraged to fully use Vacation allowances each year.

Vacation Time is provided as follows:

- Regular, active, full-time staff and administrative faculty who work year-round accrue Vacation with pay at a rate of 8 hours per full month worked, beginning the first of the month following initial employment through the third year of employment. In the fourth through tenth years of regular, full-time employment, an additional eight hours each year will be added, up to a maximum of 160 hours (20 working days) per year.
- Managers that report to area vice presidents will accrue Vacation time at 13.3 hours.
- Regular, active, part-time staff working 20 or more hours per week will accrue Vacation at the rate indicated above in proportion to the number of hours employed.
- New, regular staff will earn Vacation starting with the first full month of employment. However, Vacation may only be taken upon completion of the 90-day introductory period and attaining regular employee status.
- Vacation may only be accrued to a maximum of 160 hours.

Vacation time is subject to the following guidelines:

- Vacation must be scheduled in advance and approved by the supervisor
- Vacation may be taken prior to accrual if scheduled with and approved in advance by the supervisor. An agreement is signed in the payroll office when requesting Vacation pay in excess of accrual.
- Vacation should be taken and reported in increments of not less than one hour by non-exempt and exempt staff and 12 month administrative faculty employees.
- Payment for Vacation is made at the base pay rate in effect at the time the Vacation is used.

- Vacation accrual will be capped at the annual allotted amount of 160 hours.
- If an employee resigns or is terminated, all unused, accrued Vacation will be paid at the base pay rate in effect at the date of the resignation or termination, up to the annual allotted amount of 160 hours.
- Vacation taken in excess of accrual is deducted from the employee's final paycheck at the base pay rate in effect at the date of resignation or termination.

4.5 Personal Leave

Warner Pacific College provides Personal Leave, with pay, to regular, active staff. Personal Leave is to accommodate employees with personal or family illnesses, medical appointments and treatments, school appointments, legal appointments, and other emergency needs as approved by the supervisor. Family, for this purpose, means immediate family and dependents as defined by the IRS. The College chooses to avoid the term “sick leave” in support of each employee’s right to privacy and integrity, especially in regard to medical and personal needs.

Personal Leave is accrued by regular, full-time, active administrative and staff employees at a rate of 8 hours per month worked, beginning the first full month of employment. Part-time, regular, active administrative and staff employees working 20 or more hours per week earn Personal Leave at a rate prorated for the number of hours worked, beginning the first full month of employment.

Unused Personal Leave may be accrued up to a maximum of 960 hours (120 working days), prorated for regular, part-time administrative and staff employees working 20 or more hours per week. When used appropriately, Personal Leave can become a type of short-term disability benefit. In the case of a long-term disability, the College-paid long-term disability insurance begins after the 90th day, with partial salary payments continuing in accordance with the long-term disability insurance policy. Employees will not receive any form of payment for unused Personal Leave when they terminate.

Employees are required to give supervisors as much advance notice as possible prior to using personal leave, which should be used in increments of at least one hour. Pay is at the base rate at the time the Personal Leave is used. Detailed explanations are not generally required. However, notification, general reasons, and schedule arrangements with supervisors are required.

If an employee is hospitalized, medically restricted or prohibited from work by a doctor, or ill or injured for more than 3-days, a medical release may be requested by the college prior to returning to work. Human Resources may waive this requirement in consultation with the supervisor. The supervisor has the right to require an employee to leave work if he or she determines that an employee illness could cause an unsafe or unhealthy work environment for co-workers, even if all personal leave is used up.

Personal Leave is not Vacation time and should not be used as such, nor is it to be used to extend Vacation. It is a benefit from the College to support employees in personal, family, medical, illness, legal, and emergency situations. Deliberate misuse of Personal Leave may be cause for disciplinary action.

4.6 Emergency Personal Leave Time Pool Policy and Procedure

Emergency Personal Leave time coming from an Emergency Personal Leave Time Pool is a special benefit that Warner Pacific College has chosen to provide its staff employees. The Emergency Personal Leave Time Pool (EPLTP) consists of Personal Leave hours voluntarily and non-coercively donated by College staff employees to the EPLTP. Current, regular, active staff employees of the College may request hours from this time pool if they have no hours left of their own leave time (Personal or Vacation) and if they are in an emergency situation. The terms and conditions of this benefit may be changed with thirty days notice. The application to donate and receive Personal Leave is available in the Human Resources Office. (See appendix)

4.7 Time Accounting Policy and Procedure

This policy is designed to establish the rules by which staff account for hours worked, benefit hours used, and the procedures for reporting. Payroll checks will be issued on the last business day of the month for the accounting periods defined below.

Procedure

1. All staff are required to report their time on the Time and Leave Report.
2. All staff are required to report regular Vacation, Personal Leave, paid holidays, mission days, other paid leave and unpaid leave.
3. All non-exempt staff are required to report hours worked and supervisor pre-approved overtime hours.
4. All staff are required to daily record their hours in the above two categories on the Time and Leave Report.
5. Prior to the 5th day of the month following the period covered (a calendar month) by the Time and Leave Report, all employees (**except temporary part time and Athletic Coaches**) must sign the Time and Leave Report, obtain the supervisor's signature, and submit it to payroll.
6. Temporary Part-Time and the Athletic department non-exempt employees must sign the Time and Leave Report, obtain the supervisor's signature, and submit it to payroll by the 19th of the month for their pay period of the 19th – 18th.
7. Payroll checks will be issued on the last business day of the month for the payroll period covered by the Time and Leave Report. For staff included in number 5 above, any adjustment to hours worked over or under their standard work weeks within the reporting period will be adjusted in the following month's payroll. For staff included in number 6 above, the payroll check at the end of the month will cover the actual hours worked during the reporting period.
8. Failure to submit Time and Leave Reports by the due date may result in a delaying preparation of a payroll check until the following month.

The fiscal year is from June 1st of each calendar year through May 31st of the next calendar year. Paychecks are electronically deposited to banks and credit unions.

Payroll information may be obtained anytime from the payroll office or from the Human Resources office.

4.8 Mission Leave

Staff Employees may receive up to 5 days paid leave to participate in approved College mission, church-related, or Christian mission service projects. Leave for part-time employees who work 20 or more hours per week will be pro-rated based on the number of hours worked.

Staff Employees should submit a Mission Leave request to their supervisor at least 30 days in advance. Requests should include project details (dates, sponsoring agency, nature of the project). Copies of approved requests should also be turned in with monthly time sheets. Mission Leave is granted on a fiscal year basis meaning eligibility runs from June 1 – May 31.

4.9 Performance Evaluations

Staff supervisors will conduct employee performance evaluations annually together with employees. These evaluations will be in writing and copies will be retained in personnel files, with a copy provided to the employee. Supervisors should conduct informal evaluations frequently for the purpose of communication, recognizing accomplishments, improving performance, enhancing relationships, and providing training. Supervisors and employees are expected to develop result and support agreements and those agreements are on file in the human resource office.

2. Compensation and Position Classification

5.1 Payroll Deductions

Regular employees will have standard payroll deductions that include, but are not limited to, federal income tax, state income tax, Social Security tax, Medicare tax, Workers' Compensation tax and any other withholding required by law. Employees who have signed appropriate authorization forms will also have payroll deductions that include, but are not limited to, pension and retirement deductions, medical and dental insurance, and gift donations to the College. Employees subject to garnishment will also have those deducted as appropriate from payroll.

5.2 Payroll Advances

The purpose of a payroll or cash advance is to accommodate employee emergency needs that may occur from time to time. The College will allow up to a maximum of two pay advances for the amount earned to date, yet not paid, per fiscal year. The employee must complete a payroll Cash Advance form and have it authorized by their supervisor

5.3 Final Wages

When an employee ceases employment with the College, the final paycheck will include all wages due the employee plus pay for accrued but unused staff regular Vacation at the employee's pay rate at the time of leaving. Unused Personal Leave will not be cashed out in any way nor any payment given for this when an employee leaves the College. Final paychecks will be in full compliance with state and federal laws. State law requires final paychecks within 5 working days if the employee terminates without notice, within 48 hours if the employee gives reasonable notice, or within 1 working day if the employer terminates the employee or termination is by mutual agreement.

6. Employee Benefits

6.1 Benefits Eligibility

Regular, 9 month or more, continuing (non-temporary) full-time, active employees of the College are eligible for certain benefits. Most benefits are not required by law, (e.g. health and dental) but are provided by the College and in accordance with the contractual terms and conditions of the benefit provider. Some benefits are state mandated, such as workers' compensation and unemployment insurance. Depending on budget availability, Warner Pacific College offers healthcare and retirement benefits to eligible employees. For current benefit packages and details please consult the Office of Human Resources or see the listing of available benefits on the Human Resources web page on the Warner Pacific College Website.

Regular, 9 month or more, continuing (non-temporary) part-time, active employees of the College who work 20 or more hours per week are eligible for most of the same benefits as full-time employees, but with certain benefits prorated, which include, but are not limited to, Vacation, Personal Leave, Tuition Remission, Holiday Pay, and College inclement weather closure pay. We exclude work study and temporary employees from benefit eligibility. The College reserves the right to modify the terms of any benefit program, at any time, without notice.

6.2 Benefits Administration

The official College benefits administrator is the Director of Human Resources. The College will comply with all and fulfill all mandated, legal, and contractual obligations of each particular benefit. All benefits will be administered fairly and equitably for all employees.

6.3 Open Enrollment, and Benefits and Insurance Changes

The regular, annual open enrollment period for any changes or modifications to employee insurance is from April 1st to June 1st of each year. All health plan insurance contracts are based on the WPC plan year, which is July 1st to June 30th.

New employees are required to enroll in any benefit of their choice or decline in writing before the first day of the month following his or her date of hire. Details of benefits of all kinds are described during an employee's orientation. Changes to benefits and insurance can occur any time there are changes in an employee's status, an employee's family status, or an employee's family member's employment. If any changes occur in any of these areas, the employee must notify the Human Resources office within 30 days so the changes can be made that best meet the employee's needs and situation and fulfill the contractual terms.

6.4 COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986) contains provisions giving former employees, retirees, spouses, and dependents the right to temporary continuation of health coverage for 18 months (under some circumstances more) at group rates (plus a 2% processing fee) after leaving employment under certain conditions. This coverage is available in specific instances, such as retirement, certain types of terminations, and other special circumstances. The WPC health care coverage plans include COBRA coverage and protection for regular, active employees who work 20 hours per week or more for 6 months or more per year. When an employee leaves the College, the employee will receive a letter from the Human Resources office within 2 weeks describing in detail the COBRA coverage, options, and costs. When an employee moves, has a legal separation, divorce or a dependent child becomes independent, the employee will notify Human Resources within 2 weeks of the change so that all parties can be notified of COBRA benefit availability.

6.5 Tuition Remission

Warner Pacific College seeks to provide employees a reduced cost of college education. In so doing, it is the intent of the College to offer this plan under terms and conditions that comply with the Internal Revenue Code and all Treasury Regulations of Section 117 regarding Qualified Scholarships and Section 127 regarding Qualified Educational Assistance Programs.

Undergraduate Tuition Remission Plan for the Traditional Program.

Eligibility: All Employees, their spouses, and dependents (as defined in the Internal Revenue Code) are eligible to participate.

Waiting Period: Employees, spouses, and dependents may participate in the plan as of the first semester next following the employee's date of hire.

Benefit Amount: The total amount of benefits available is subject to the availability of College resources. The College reserves the right to modify the terms of the Tuition Remission Plan at any time, with or without notice. Limitations on the benefit amounts are as follows:

- A.** Benefits are available only when course enrollment is greater than six paying students.
- B.** Benefits limited to Tuition.
- C.** Benefits do not include the following;
 - 1. Independent study fees,
 - 2. Parking fees,
 - 3. Deposits,
 - 4. Housing and Board,
 - 5. Books and supplies, or
 - 6. Any other "standard" or "required" fees.

D. A full-time employee working not less than 40 hours per week who has passed his/her introductory period may enroll in up to 18 credit hours of undergraduate course work per semester at Warner Pacific College and receive 100% tuition remission.

E. An employee working less than 40 hours per week may enroll in up to 18 hours of undergraduate course work per semester and receive tuition remission in an amount equal to the full-time equivalent value of her/his position.

F. Benefits for summer course enrollments is available only with written consent of the instructor because (s)he is not eligible for compensation for students receiving tuition remission.

G. During the first year of employment, a spouse or dependent of a full-time employee may enroll in up to 18 hours of undergraduate course work per semester and receive tuition remission at one-half (50%) of the regular tuition rate. This benefit shall apply beginning with the academic term next following the employee's employment anniversary.

H. After the first year of employment, a spouse or dependent of a full-time employee may enroll in up to 18 hours of undergraduate course work per semester and receive tuition remission at the following percentages of the regular tuition rate. This benefit shall apply beginning with the academic term next following the employee's employment anniversary.

During the second year, 60%

During the third year, 70%

During the fourth year, 80%

During the fifth year, 90%

After the fifth year 100%

I. Tuition remission is not available for study abroad programs.

Application Process:

Application forms are available from the Director of Human Resources or on the "g" drive under "public," "wpc forms."

Completed applications are to be submitted the employee's immediate supervisor for approval before forwarding it to the Office of Human Resources. The Office of Human Resources determines the percent of remit available to spouses and dependents before forwarding the approved application to Financial Aid.

Undergraduate Tuition Remission Plan for the Adult Degree Program.

Eligibility: All Employees and their spouses are eligible to participate.

Waiting Period: Employees and spouses may participate in the plan as of the first class start next following the employee's date of hire.

Benefit Amount: The total amount of benefits available is subject to the availability of College resources. The College reserves the right to modify the terms of the Tuition Remission Plan at any time, with or without notice. Limitations on the benefit amounts are as follows:

- A.** Benefits are available only when course enrollment is greater than fourteen paying students.
- B.** Benefits for full time employees are limited to 100% times the tuition rate.
- C.** Benefits for part-time employees are pro-rated limited to their employment full-time equivalency percentage times the tuition rate.
- D.** Benefits do not include the following;
 - 1. Independent study fees,
 - 2. Parking fees,
 - 3. Deposits,
 - 4. Housing and Board,
 - 5. Books and supplies, or
 - 6. Any other "standard" or "required" fees.

E. A spouse of a full-time employee may enroll in an adult degree program and receive tuition remission at eighty percent (80%) of the regular tuition rate. This benefit shall apply beginning with the class start next following the employee's date of hire.

F. Enrollment under this program is limited to one Warner Pacific College employee/spouse or one IPD employee/spouse per cohort.

Application Process:

Application forms are available from the Director of Human Resources or on the "g" drive under "public," "wpc forms."

Completed applications are to be submitted the employee's immediate supervisor for approval before forwarding it to the Office of Human Resources. The Office of Human Resources determines the percent of remit available to spouses and dependents before forwarding the approved application to Financial Aid.

Undergraduate Tuition Exchange Plan.

Eligibility: Dependents of all employees.

Waiting Period: Dependents of employees are eligible to participate in the plan as of the first day of the month next following the employee's date of hire.

Benefit Amount: Benefit amounts vary depending upon the terms and conditions imposed by the cooperating college or university. The College reserves the right to modify the terms of Tuition Exchange at any time, with or without notice.

Exchange Opportunities: Exchange programs are maintained with participating higher education institutions through the Council for Christian Colleges and Universities, The Tuition Exchange, Inc and Multnomah College of the Bible.

Application Process: Dependents of employees wishing to participate in any of the tuition exchange plans may apply for consideration by contacting the Registrar. Applications and certification of eligibility are coordinated between the offices of Academic Affairs, Human Resources, and Registrar at the dependent's school of choice.

Graduate Tuition Assistance Loan.

The College encourages qualified members of the staff and faculty to aspire to administrative and faculty positions of leadership and influence. Specifically, individuals with the ability to succeed a sitting executive officer or a retiring senior faculty member are the focus of this initiative. To energize this initiative, the College provides forgivable loans for graduate education. The program is open by application for up to four administrative persons and two faculty persons in any one year, including continuing year commitments for multiple year programs.

Eligibility: Approval of application for the Program will be based on the following:

- The applicant must be a full-time regular employee of the College in either an administrative or faculty position, with a minimum of three years of continuous full-time service.
- The applicant must complete an application for admission to the Program.
- Courses must be taken at an accredited, post-secondary institution.
- The applicant must have on file with the College performance evaluations that consistently report the applicant's performance at the "Exceeds Expectations" level.
- The applicant must demonstrate a direct connection of the degree sought to the individual's current position and to a potential assignment with the College.
- The applicant must demonstrate interpersonal skills consistent with those expected of a person in a position of leadership and influence.
- The applicant must demonstrate excellence in written and oral communication.

- The applicant must exhibit professionalism at a level consistent with that expected of an executive or of a respected faculty leader.
- The applicant must demonstrate a desire to serve the College for at least five years after earning the degree.

Benefit Amount: Total amount of benefit amounts available is subject to the availability of College resources. The College reserves the right to modify any and all terms of the Graduate Tuition Remission Plan at any time, with or without notice. Tuition remission for graduate programs shall be fifty percent (50%) of the published tuition rate. Limitations on the benefit amount are as follows:

- Enrollment is limited to program cohorts that have achieved a minimum of fourteen (14) paying students,
- Enrollment under this Graduate Tuition Remission Plan in any cohort is limited to one person,
- Benefits provided to a recipient who is an instructor or researcher are tax free in accordance with Internal Revenue Code Section 117.
- Benefits provided to a recipient who is not an instructor or a researcher are limited to \$5,250 per calendar year in accordance with Internal Revenue Code Section 127. Any greater benefits granted under this policy are fully taxable to the recipient and will be recorded in the employee's payroll record and included in the employee's W-2 for the calendar year affected.

Application Process: Employees wishing to take advantage of the Graduate Tuition Remission Plan must submit a professional development plan specifically setting out the benefits of the graduate degree to Warner Pacific College and the ways in which such further study aligns with the College's strategic plan. Application approval is the province of the General Partnership.

Continuing Employment Commitment: Employees receiving the Graduate Tuition Remission benefit commit to remain with the College for a period of two years beyond achieving the graduate degree.

Sunset: This Graduate Tuition Remission Plan expires at June 30, 2010. Employees maintaining continuous enrollment in the plan at that time will be allowed to complete their course of work through obtaining the degree.

Graduate Tuition Exchange: Western Seminary currently provides 36 credit hours per school year to be divided among qualified Warner Pacific Employees and Spouses. To apply, contact Western Seminary who will verify current employment with the Office of Human Resources.

6.6 Workers' Compensation Insurance

All employees are covered by workers' compensation. This insurance requires only that the injury or illness is caused by the work site or takes place on-the-job. If the injury is proved to have occurred on-the-job, the Workers' Compensation insurance becomes the primary source for payment of medical expenses.

7. Holidays and Campus Closures

7.1 Holidays

Full-time, regular, active Warner Pacific College staff members are paid for up to 14.5 holidays per fiscal year. Regular, part-time, active staff employees working 20 hours per week or more have the same holiday schedule, with pay prorated based on their regular work schedule. The holiday schedule is as follows: Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday afternoon, and Memorial Day. Staff Employees also receive Holiday Pay for regularly scheduled workdays between Christmas Day and New Year's Day.

7.2 Inclement Weather

If weather conditions make travel to Warner Pacific dangerous, the College may decide to cancel classes and close the campus. This decision is made by the Vice President of Academic Affairs and/or the Vice

President, Treasurer and Chief Operating Officer or the President. Local radio and television stations will announce the closures. Employees who are scheduled to work (not on vacation, personal or any other leave) will receive regular pay for inclement weather days, but these hours are not considered time worked for the purpose of calculating overtime pay.

7.3 Other Emergencies

The College may also decide to cancel classes and close the campus for other emergency situations, such as power outages, floods, or earthquakes. Local radio and television stations will announce such closures. Continuing pay and benefits for employees will be determined by the President on a case by case basis depending on available resources. Please see our Emergency Response Plan for further details.

8. Employee Leave

8.1 Leaves of Absence

Staff are eligible for unpaid leaves of absence after three years of employment upon approval by the supervisor and area vice president. Employees may request leaves of absence for reasons that include, but are not limited to, educational or professional development, extended travel, or health reasons. Faculty members please refer to the Faculty Handbook for sabbatical policies.

8.2 Bereavement Leave

Employees are given three days of paid leave in the event of the death of an immediate family member. Upon approval of the employee's supervisor, employees may use accrued Vacation or Personal Leave in addition to their three days of paid bereavement leave. Immediate family is defined as a spouse, mother, father, sister, brother, child, mother-in-law, father-in-law, grandparent, grandchild, and in loco parentis individuals. Staff Employees may use Personal Leave for other funeral or bereavement needs.

8.3 Military Leave

Employees in any branch of the Armed Forces of the United States will receive unpaid leaves of absence in accordance with federal and state laws, when they are called to active service, including all the rights and privileges the laws allow, including return to equivalent positions.

8.4 Jury Duty and Court Appearances

Employees will receive full pay if they must miss work for Jury Duty or other mandated court appearances for up to five missed work days. After that, Vacation and/or Personal Leave may be used for staff members. Written documentation of jury duty and subpoenas, including times and dates, must be provided. An employee's involvement in a legal or court action such as plaintiff, defendant, respondent (unless subpoenaed), or witness (unless subpoenaed) will not be reimbursed.

8.5 Family and Medical Leave (FMLA) Act and Oregon Family Leave Act (OFLA)

In accordance with the Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act, Warner Pacific College will place employees on family medical leave when they are off work for reasons that qualify as family medical leave. Regular full-time and regular part-time employees employed for at least six months, working an average of 25 hours or more per week during that period are eligible for family and medical leave benefits. Under the Oregon Family Leave Act there is no minimum number of hours worked required for parental leave. All leave under FMLA/OFLA is unpaid leave. An employee may choose to utilize accrued Personal Leave or Vacation while on FMLA/OFLA leave in order to receive compensation during the leave. Employees will receive regular holiday pay on days missed using FMLA/OFLA leave if the days immediately preceding and following are paid with accrued vacation or personal leave.

The twelve weeks are not subject to a calendar or fiscal year, but begin the first day that FMLA/OFLA is taken. The maximum continuous period of unpaid leave is 12 weeks if FMLA/OFLA leave is taken for one of the following reasons: leave as a reasonable accommodation for a qualified individual with a disability, Workers' Compensation leave. This 12 week period may not be extended by the usage of Vacation or Personal Leave. The institution retains the right to place an employee on FMLA/OFLA leave if the employee's absence from the workplace is for any reason listed below. FMLA/OFLA leave may be taken by eligible employees for up to 12 weeks beginning with the first day that FMLA/OFLA is taken for any of the four following reasons:

- To care for a family member (spouse, parent, parent-in-law, sibling and/or child) with a serious health condition.
- To recover from or seek treatment for a serious health condition of the employee.
- For the birth of a child or for placement of a child under 18 years of age for adoption or foster care.
- To care for a child suffering from an illness or injury that does not qualify as a serious health condition, but does require home care.

If possible, employees should provide supervisors with a 30-day written notice that they will be using FMLA leave. When the need for leave is unanticipated, employees should notify the College Director of Human Resources within 24 hours, and should also provide written notice of their return to work schedule.

Employees must also provide, in advance, written certification from a doctor when FMLA/OFLA leave is anticipated. When employees used medical leave for their own health or medical reasons, they should submit a medical release form from their doctor, stating when the employee is able to return to work.

Upon returning to work, the employee may return to his or her former position, or to an equal position, as qualified. If the former position is eliminated, the employee may be entitled to reinstatement to an available equivalent position. However, if the position is eliminated under circumstances where the law does not require reinstatement, the employee is not guaranteed any particular job, but every attempt will be made to secure an equivalent job.

With the exception of employees who are off work as the result of industrial illness or injury, reinstatement rights are lost when the period exceeds the maximum FMLA/OFLA leave allowed.

The College does not pay for benefits while on an unpaid leave of absence. During FMLA/OFLA leave, the College will pay for or maintain the employee insurance benefits as required by law. If accrued Vacation or Personal Leave is used while taking FMLA/OFLA leave, the College will pay insurance benefits during the duration of the Vacation or Personal Leave as it does during regular Vacation or Personal Leave times. After FMLA/OFLA leave, the employee will be returned to the same level of benefits coverage that the employee had prior to the use of FMLA unless the benefits have changed for all employees.

8.6 Crime Victim's Leave

Employees who are the victim of a crime may be eligible for leave in order to assist in the prosecution and trial of the accused. This leave is unpaid leave. Employees taking qualifying Crime Victim's Leave may choose to use accrued personal or Vacation time during this leave so the leave will be paid.

In order to be eligible to take this leave, the employee must have worked for the company at least 25 hours per week for the 180 days immediately preceding the leave. The employee must also be the victim of the crime.

Employees must provide no less than three days notice of the intention to take leave to attend a court hearing. The employee must also provide a copy of any hearing notice to the employer prior to taking the leave.

8.7 Return from Leave of Absence

Upon returning from any leave of absence, employees must meet with their supervisor and the Director of Human Resources to define or redefine the work position, re-sign benefits forms, and complete any other paperwork as necessary. If the absence has involved a medical situation, the employee must bring a medical release authorizing the return to work signed by the doctors involved. All leave terms and conditions must be completed before work begins.

9. Safety and Health

9.1 Purpose

Warner Pacific College places the highest value on the lives, well being, and safety of WPC staff, faculty, students, guests, volunteers and visitors. Warner Pacific College is committed to the safety and welfare of all individuals who interact with the College. Warner Pacific College is committed to operating all programs, activities, and events in accordance with the safety principles outlined in the Safety Manual. The Safety Committee is the primary College instrument for implementing the College safety policies, programs, and procedures, and is supported by College management and employees.

9.2 Safety Committee

Warner Pacific College has an established Safety Committee that meets monthly to discuss campus safety issues. Representatives from several campus areas are on the committee, and all employees are encouraged to volunteer to represent their area. The Safety Committee and the College carefully consider and abide by all federal and state safety and health laws and regulations.

9.3 Campus Security

Campus Security is located in the maintenance building behind A.F. Gray hall, and has a trained security person on duty 24 hours a day, seven days a week.

To reach campus security, call 503-250-1730 anytime.

9.4 Reporting Accidents and Incidents

All accidents and other emergency incidents must be reported to the Director of Plant Services and the Director of Human Resources. The necessary and appropriate forms must be completed promptly.

9.5 Pets and Animals on Campus

For the safety and health of all employees, students, guests and visitors, animals and pets are not allowed on campus, in buildings, in residence halls or in College vehicles. The only exception is for “trained” dogs or other service animals that are in training and working as the “eyes and ears” for physically impaired persons or for other special situations.

9.6 Visitors on Campus

In order to keep from disrupting the work environment, children of employees are allowed to visit occasionally, but only with permission from the supervisor. Children who are ill need to stay at home for the safety and health of all employees, students, guests and visitors.

10. Employee Standards

10.1 Employee Standards of Conduct Fulfilling the College Mission

Warner Pacific College was founded by the Church of God (Anderson, Indiana), and maintains a close association with the sponsoring church; the College seeks to employ persons who subscribe to its educational mission and whose personal and professional lives reflect the following:

1. A belief in and commitment to Jesus Christ and the Christian faith as these are interpreted through the historic witness of the Bible and the contemporary ministry of the Holy Spirit.
2. A vitality of Christian experience which is maturing in insight and application and which is appreciative of differing viewpoints.
3. Evident competence and a commitment to the continuing development of one's abilities.
4. A commitment to liberal arts education and preparation to serve in an environment of purposeful and rigorous inquiry.
5. A capability, by temperament, preparation, and will to support students as they confront the intellectual, social, physical, emotional, and spiritual challenges of their lives.
6. A sensitivity to and support for the ethos and traditions of the campus community.

10.2 Employee Meetings

All Warner Pacific employees are strongly encouraged to attend monthly staff or faculty meetings to keep informed on staff, faculty and campus issues, events, and policies.

10.3 Employee Relationships with Students

All Warner Pacific College, employees will be guided in their relationships with students by:

- Developing relationships that reflect the commitment of Christ to others
- Following and fulfilling the mission, vision, and values of Warner Pacific College.
- Refraining from romantic relationships with students

10.4 Affirmative Action

Warner Pacific College is an equal opportunity employer. The College Equal Opportunity and Affirmative Action Statement and Policy, and all other policies and practices are designed to employ, develop, advance, and promote without regard to race, color, sex, national origin, disability, age, or veteran status.

Warner Pacific College does not discriminate in its student admission and employment practices and provides equal opportunity for all student applicants and employees regardless of race, color, sex, national origin, disability, age, veteran status and any other status protected by laws and regulations.

All personnel are charged with the responsibility of actively carrying out these equal opportunity and affirmative action policies and goals in every aspect of their work and activities with and for the College. The Director of Human Resources is the Equal Employment Opportunity and Affirmative Action and Americans with Disabilities Act compliance officer for the College.

10.5 Workplace Violence

Any language or action taken by one employee against another employee which can reasonably be interpreted as violent or threats of violence is absolutely prohibited, regardless of the intent. Any similar

actions taken against or by a former employee, customer, client, family member, member of the public or current employee is absolutely prohibited.

The College will take prompt disciplinary action against any employee engaging in workplace conduct which could be interpreted as violent, regardless of the intent of the actor. In addition, the College may contact the police or other law enforcement agency to intervene or to prosecute violators of this policy to the maximum extent allowable.

Employees, former employees, customers and visitors are prohibited from bringing firearms, weapons, or illegal drugs into the workplace or to locations where College business is being conducted.

Employees who engage in any of the above-described behavior will be subject to discipline up to and including termination.

If a customer or client comes into the workplace and begins to display offensive or threatening behavior, leave immediately and contact the police or law enforcement agency. If one is subjected to a robbery, **do not resist**. No amount of money is worth life or safety. Remain as calm as possible and do as directed. Try and remember as much about the robber's appearance as possible. After he or she leaves, contact the police or law enforcement agency as quickly as possible and report the crime.

Employees have a "duty to warn" if they are aware of any suspicious workplace activity. This includes threats or acts of violence, aggressive behavior, etc. If an employee is being threatened outside of work by an acquaintance or family, notify the supervisor so that appropriate workplace precautions can be taken in the best interest of the employee and co-workers.

10.6 Harassment and Non-Discrimination Policy

A supportive, congenial and professional environment is essential to Warner Pacific College's mission, vision and values. For this reason, the college strives to sustain an atmosphere in which individual dignity is respected. Warner Pacific College affirms the principle that its students, faculty and staff have a right to be free from discrimination or harassment of any kind by any member of the College community.

Discrimination and harassment of any kind violate College policy, is unacceptable conduct, is unlawful, and will not be tolerated. Sexual harassment is a form of sex discrimination, which is illegal under state and federal laws (ORS 659.030, Titles VI and VII of the Civil Rights Act of 1964 as amended, the Equal Opportunity Act of 1972, and Title IX of the Education Amendments of 1972) and other regulations. The College will take all necessary actions to prevent and stop sexual harassment in all areas of its business, education, and other activities.

Harassment Defined

Disparate and unfair treatment of any individual because of his or her race, color, sex, religion, national origin, age, disability or protected group status as defined by federal and state laws is prohibited. This includes harassment and intimidation. Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to, the use of verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, displays of objects and materials that create an offensive environment. Actions such as these are prohibited and if repeated they are also unlawful.

Sexual Harassment Defined

Sexual harassment is considered sex discrimination because of the sexual nature of the conduct to which the victim is subjected, or because the harasser treats a member or members of one sex differently from members of the opposite sex.

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work or educational environment.

This is by no means an exhaustive list of conduct which is considered inappropriate and which will not be tolerated by the College. If one is aware of such illegal conduct, tell the individual to stop the offensive conduct or report it immediately to the employee's supervisor and the Director of Human Resources.

Sexual Harassment Involvement

Sexual harassment can involve: persons of same or mixed gender; any age, occupation, rank, or relationship. Sexual harassment can occur at any time of day and in any location.

Examples of Types and Forms of Sexual Harassment

Verbal

- sexual innuendo
- sexual humor
- gender traits
- gender negative comments
- sexual threats
- wolf whistle and other sounds

Physical

- offensive sexual contact or assault
- offensive touching, patting, pinching
- deliberate brushing against the body
- blocking movement
- gestures
- kissing

If an employee feels he or she is the victim of discrimination or harassment in any form, first the matter is to be discussed with the employee's supervisor, Human Resources, or with other management employees with whom the employee feels comfortable discussing the matter.

Perhaps the problem is due to a simple misunderstanding and can be resolved within the department. However, an internal complaint may be filed with any member of management. The following steps have been established for filing and handling complaints of any employee or student based on alleged acts of discrimination:

1. Any individual may file a complaint by communicating directly with their supervisor or any member of management. The multiple options noted here for presenting a complaint are made available with the intent of giving the individual the opportunity to select a person with whom they feel comfortable. Any individual may file a complaint orally by meeting with management or by submitting a complaint in writing. All complaints will be acknowledged within three days of receipt.

2. The College will proceed with an investigation of the complaint. Confidentiality will be maintained as far as is practicable. If it is necessary to make the individual filing the complaint known to others, the individual shall be advised in advance and shall be told why it is necessary that they be identified.
3. Once the investigation is complete, a report will be submitted to the President. The President, or his designee, will determine the final resolution. Resolution may include, but is not limited to, placing an accused individual on leave (if an employee) or suspension (if a student).
4. On the basis of the facts developed, the College will render a decision in writing as soon as possible after completion of the investigation. If corrective or remedial action is warranted appropriate disciplinary action will be taken, up to and including termination (if an employee) or expulsion (if a student).
5. Individuals who file complaints or who testify, assist or participate in any manner in an investigation or hearing will be safeguarded against intimidation, coercion, retaliation or discrimination of any kind. All such acts against complainants or other participants should be reported immediately to the College.
6. All individuals in the College Community are required to fully cooperate in carrying out this policy and to avoid acts of discrimination or harassment or intimidation on the basis of race, color, gender, religion, national origin, disability, age, marital status or sexual preference.

Sexual Assault

If one has been assaulted, get help immediately. Contact Campus Security or call 911. The employee's supervisor and Human Resources are also trained to help get proper assistance, and counsel.

10.7 Grievance Procedure

If an issue arises, please discuss the matter quickly with all parties involved. If it is unresolved, please speak to the employee's supervisor or the Director of Human Resources. If necessary, the Director of Human Resources will lead the parties through the grievance process as listed above. Faculty members, for non-harassment grievance procedures, please refer to the Faculty Handbook.

10.8 Whistle Blower Policy

Warner Pacific College is committed to fostering a workplace conducive to open communication regarding the College's business practices and to protecting employees from unlawful retaliation and discrimination for their having properly disclosed or reported illegal or unethical conduct.

An employee who believes Fraudulent or Dishonest Acts have been committed such as an illegal act, financial fraud, health or environmental law violations, or any other act that is against public policy should report his or her concerns to a supervisor or manager. If for any reason an employee finds it difficult to report his or her concern to a manager or supervisor, the employee can report it directly to the President of the College. If the employee finds it difficult to report his other concern to the President of the College, (s)he may report it directly to the Chair of the Board of Trustees Audit Committee. In every case, it is expected that the employee will first have discussed the issue with his/her supervisor prior to escalating the concern to a higher level. The employee is encouraged to carefully consider the issue to avoid the following:

- baseless allegations.
- premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation.
- violations of a person's rights under law.

Accordingly, a manager or supervisor faced with a suspected misconduct:

- should not contact the person suspected to further investigate the matter or demand restitution.
- should not discuss the case with anyone other than Human Resources
- should direct all inquiries from any attorney retained by the suspected individual to Human Resources
- should direct all inquiries from the media to the President.

Legislative authority:

Section 806 of the Sarbanes-Oxley Act protects any employee who discloses information to a supervisor, federal regulatory official, corporate supervisor, state or local official, media or other member of the public if the employee reasonably believes the alleged misconduct constitutes a violation of any provision of federal law relating to fraud against shareholders, or of Securities and Exchange Commission rules. SEC rules protect the shareholders' right to know through requiring disclosure of any activities creating a material risk, or having a material impact, on the company's stock value.

The Sarbanes Oxley Act provides that no publicly traded corporation, or any officer, employee, contractor, subcontractor or agent of publicly traded corporation, may discharge, demote, suspend, threaten, harass or otherwise discriminate against an employee in the terms and conditions of employment.

Whistle blower: A whistle blower is an individual who reports the illegal actions of a company or corporation that is defrauding the government. The term whistle blower has been expanded through use to include anyone who reports crimes that are being committed without the knowledge of the victim. A whistle blower could report financial fraud, health or environmental violations, or anything else that is illegal and is against public policy. In this policy, a whistle blower is an employee who informs a manager, supervisor, or Chair of the Board of Trustees Audit Committee about an activity which that person believes to be fraudulent or dishonest.

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to institutional disciplinary action and /or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Acts: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents.
- unauthorized alteration or manipulation of computer files.

- fraudulent financial reporting.
- pursuit of a benefit or advantage in violation of the College's or Foundation's conflict of interest policy.
- misappropriation or misuse of College or Foundation resources, such as funds, supplies, or other assets.
- authorizing or receiving compensation for goods not received or services not performed.
- authorizing or receiving compensation for hours not worked.

10.9 Discipline Purpose and Procedures

Occasionally, it becomes necessary and important to provide corrective discipline for an employee. The purpose of discipline is to provide corrective instruction, specific directions, and actions that inform and support employees in an honest and positive way to increase professional skills, interpersonal skills, and career opportunities.

The corrective action is usually a discussion between the employee and the supervisor in which the inappropriate behavior or activity is discussed, and appropriate behavior and actions, with an implementation time frame, are agreed upon as performance objectives. The Director of Human Resources acts as a facilitator and consultant in this process. If necessary, an area Vice President will also become involved to help resolve the issues and problems. If an employee is dissatisfied with this process, the employee may use the grievance procedure described above in this section. Faculty members please refer to the Faculty Handbook for grievance policies.

Because the College is an *at will* employer, there is no mandatory "progressive" disciplinary process required. The College makes every attempt to ensure that all corrective measures are positive, timely, fair, equitable, reasonable, and mission focused. All discipline, up to and including termination, if and when it must be done, will be done fairly, consistently, equitably, and in accordance with applicable policies, procedures, regulations, and laws. The College retains the discretion to determine appropriate discipline based on the individual circumstances of any given situation.

11. Employment, Employee, Medical, and Student Records

11.1 Personnel Files

All personnel files are maintained under lock and key in the Human Resources office or stored in the computer network. These files contain copies of employee records, employee performance documents, and paperwork relating to employee benefits and compensation. All information in personnel files is confidential and is used only for employment-related purposes. Records are maintained in accordance with applicable federal and state requirements. Supervisors do have access to the files of their direct employees. Employees may review their personnel file by requesting to view the file, with reasonable notice, to the Director of Human Resources.

11.2 Employee Information Changes

Employees are required to notify the Human Resources office of any changes in name, address, telephone number, marital status, beneficiaries of insurance benefits, emergency contacts, and other relevant information. The information must be provided within 15 days of the change.

11.3 Reference Letters and Materials

Reference letters and reference checking materials that are part of an employee's hiring process will not be retained in an employee's personnel file. Reference check information received during the hiring process will be retained separately from personnel files as allowed by law and good hiring and records practices.

11.4 Employment Reference Checks

Warner Pacific College will provide only job titles, responsibilities, salary and dates of employment to outside employers calling for reference checks on employees and former employees. If an employee would like disclosure of further information, a written release must be signed by the employee, which will be retained in the employee's personnel file. Employment reference checks and verifications should be referred to the Director of Human Resources, who will respond within two working days of such a request.

11.5 Medical Files

The Human Resources office maintains medical and Workers' Compensation files for each employee, each separate from the employee's personnel file. Access to medical files and records are extremely restricted. There is no access to medical files without a bona fide need to know and the express permission of the Director of Human Resources or President.

12. Termination Issues

12.1 Voluntary Resignation

Warner Pacific College is an *at will* employer, so the non-faculty contracted staff employee or employer can terminate employment at any time, with or without advance notice, as long as no laws are violated. Though advance notice is not required, the College requests, as a professional courtesy, that employees notify supervisors or Human Resources in writing at least two weeks before the intended termination date. The original resignation notice becomes part of the employee's personnel file.

In addition to resigning through a letter of written intent, employees may be considered to have voluntarily resigned when they are absent, without notification to their supervisor or the Human Resources office, for more than three consecutive days, do not return from any leave of absence, or fail to notify the College of intent to return.

12.2 Exit Interviews

Whenever an employee gives notice of resignation, the employee and the supervisor should schedule an exit interview with the Director of Human Resources for the exiting employee. During this meeting, the employee has the opportunity to share comments regarding his or her position, the department, College management, or Warner Pacific College itself. The employee is also provided with information regarding continuation of employee benefits (COBRA). At this meeting, the employee returns all college property, such as keys and credit cards, to the Human Resources Office.

12.3 Retirement

Employees planning to retire are encouraged to provide notice at least three month's in advance. This will allow time for processing retirement benefits paperwork and health benefits continuation paperwork to implement the timely benefits to which an employee and the employee's dependents may be entitled.

12.4 Involuntary Termination

The College, as a State of Oregon *at will* employer, may terminate employment at any time, with or without cause or notice, with full consideration of legal protections for the employee and the College. The College reserves the right to be the sole judge of whether termination is appropriate, or necessary, or both. The College is committed to equal employment opportunity and non-discrimination, and will comply fully with all federal, state, and local laws and regulations in any termination process.

Some reasons for termination include, but are not limited to: neglecting job duties, grossly unprofessional conduct, incompetence, theft, assault, weapons possession, putting any employee or student in grave danger, falsification of any records, failure to come to work and failure to uphold the college's standards of employment.

Supervisors should discuss problematic behavior and offer guidance toward improved performance before termination occurs. Documentation of all performance-related discussions is kept in the employee's personnel file. Under some circumstances, prior notification and discussion is not necessary prior to termination or suspension (with or without pay), for example, but not limited to, for theft, assault, lying, weapons possession, and falsification of records.

12.5 Severance Pay

Employees who terminate for reasons involving mutual agreement, not a layoff, may receive severance pay and other benefits upon request of the supervisor and with approval of the area vice president or president.

13. Miscellaneous Policies

13.1 Parking

All Warner Pacific College staff, faculty, and students who park on campus are required to display a current parking pass. Passes are available from the Director of Plant Services. Unauthorized vehicles may be ticketed and may also be towed if they are blocking fire lanes, fire exits or are parked in undesignated areas.

13.2 Keys

College employees are issued keys to the buildings and rooms in which they work and to which they need access. Each employee is responsible for his or her assigned College keys and should not lend them to another person. A request for keys must be approved in writing by the employee's supervisor. Keys are obtained from the Director of Facilities during regular office hours. All keys must be returned to the Director of Human Resources during the exit interview upon leaving the College. College keys must not be passed on to a successor or another employee.

13.3 Solicitation

Solicitation on campus is generally prohibited, especially during work hours. Occasionally, employees are involved in fundraising projects that are church, family, or school related. In such cases, employees may display, distribute, or discuss this information, service, or product with other employees or with students only when it does not interfere with work or offend employees or students.

13.4 Recycling

Warner Pacific College supports and encourages environmental responsibility and encourages all employees and students to be sensitive to the environment and to recycle whenever possible. Each College office is supplied with a recycle box to recycle all paper products in their work areas. In addition, recycle stations are located in many areas on campus for recycling of aluminum cans, plastics, and glass.

13.5 Posting of Announcements

Personal, College, class, College community, and College work-related announcements may be posted on bulletin boards around the campus. Employees and students who use bulletin boards as a means of sharing information and posting announcements are reminded to keep in mind when posting information that the College mission and values and life style agreements should be adhered to in order to support the College's mission and purpose.

APPENDIX

Staff Personnel Committee (SPC)

Purpose and Mission

The Staff Personnel Committee is to be a partner with the General Partnership to further the development of Warner Pacific College within its strategic plan and its stated Mission, Vision and Values.

In this role, the SPC provides opportunities to the staff for leadership, advocacy, communication and facilitation of a variety of discussions related to issues and matters of concern to the staff.

Leadership

Working in partnership with the Executive Administration of the College, the SPC models and encourages leadership practices that support the fulfillment of institutional strategic goals and priorities, thereby promoting innovation and creativity and advancing program quality.

Advocacy

The SPC serves as a unified voice for the staff to the General Partnership and from the General Partnership to the staff. The SPC represents the staff's viewpoints on employment matters (e.g. compensation, benefits and policies). The SPC represents both staff members and WPC through the College's grievance procedure.

Communication

The SPC serves as a communication liaison for the staff, providing informational resources to the staff. The SPC exhibits and promotes effective communication between individuals, groups, and the General Partnership in their leadership. The SPC also plays an important role in communicating and collaborating with the staff in pursuing the college's strategic goals and priorities. Communication between staff and the SPC may be in the form of regular meetings, surveys, email correspondence and other strategic (individual or departmental) interactions.

Facilitation

The SPC serves as facilitator of staff professional, personal and spiritual development by providing training and workshops on personal and professional growth, activities and events promoting community and connectivity; and meetings in which open and direct communication between employees can take place. The SPC facilitates opportunities for celebration and recognition of achievements that are personal, professional and institutional.

Membership

The membership of the committee includes:

- Chairperson (also chair of the staff) (elected, non-voting member, 2-year term)
- Secretary (also secretary of the staff) (elected, 1-year term)
- Three Members-at-large (elected, 2-year term)
- Staff Representative to the Senior Leadership Team (elected, ex-officio, non-voting member, 2-year term)
- Human Resources Director (ex-officio, non-voting member)
- The staff will make nominations to fill expired positions of SPC at the April staff meeting. Elections will be held at the May staff meeting.
- Positions vacated early will be filled by elections at the first staff meeting after the position becomes vacated.

- Other members of the Warner Pacific College community may participate in SPC meetings at the invitation of the committee.

Chairperson

The term length of the position of Chairperson is two-years and may be held no more than two consecutive terms. The chairperson shall convene and moderate the meetings of the staff, the SPC, and any special meetings that are called. The chairperson coordinates the agendas for these meetings and distributes them to all parties involved in a timely manner. The chairperson serves as the point of contact for communication to and from the SPC and promotes the work of the SPC. The chairperson may also be called upon to participate in an employee grievance process (see Employee Handbook).

Secretary

The term length of the position of Secretary is one year and may be held no more than four consecutive terms. The secretary attends all staff and SPC meetings, taking attendance and keeping minutes of both meetings. The secretary publishes and distributes the minutes of both meetings to all staff in a timely manner and keeps track of minutes and other communication to and from SPC.

Member-at-Large

There are three Member-at-large positions on the Staff Personnel Committee. The term length of the member-at-large position is two years and one individual may serve no more than two consecutive terms in any of the three positions. The members-at-large attend all SPC and staff meetings.

Staff Representative to the Senior Leadership Team

The term length of the Staff Representative to the Senior Leadership Team is two years and may be held no more than two consecutive terms. The staff representative to the SLT attends all SLT, Budget Committee and SPC meetings and, at the request of the president, shall attend the meetings of the Board of Trustees and Regents as an observer. The SLT representative provides reports to SPC and updates to the staff at the staff meetings. The SLT representative serves as the voice of the staff and SPC on the SLT, as well as sharing the broader institutional issues and perspectives with the staff. The SLT representative is the liaison for communication to and from the SLT. For more information, consult the position description of the staff representative to the SLT available in the SPC records.

Staff members may communicate with any of the above elected representatives at any time regarding staff and / or institutional issues with full confidence that their concerns or comments will be professionally, adequately, and appropriately expressed.

Regular Meetings

- The time and place of regular monthly staff meetings shall be determined in consultation with the staff.
- The agenda for the meetings is prepared by the SPC.
- Items to be included on the agenda may be submitted by any member of the staff to the SPC.
- Standard parliamentary procedure will guide the conduct of the meetings.

Special Meetings

Special staff meetings may be called at the discretion of the Staff Personnel Committee by the written request of three members of the staff stating the purpose for which the meeting is called. The call for any special meeting, stating its purpose, shall be distributed no less than 24 hours in advance of the meeting. The meeting shall be limited to the discussion of items for which the meeting was called.

Quorum

Twenty-five percent of the voting membership will constitute a quorum.

Majority

All decisions shall be by a simple majority of those voting unless otherwise specified. Items which require a two-thirds majority for passage include:

- Removal of the Staff Chairperson
- Removal of Senior Leadership Team Representative

Emergency Personal Leave Time Pool Policy and Procedure

Scope: Staff Employees

Purpose

Emergency Personal Leave time coming from an Emergency Personal Leave Time Pool is a special benefit that Warner Pacific College has chosen to provide its staff employees. The Emergency Personal Leave Time Pool (EPLTP) consists of Personal or Vacation Leave hours voluntarily and non-coercively donated by College staff employees to the EPLTP. Current, regular, active staff employees of the College may request hours from this time pool if they have no hours left of their own leave time (Personal or Vacation) and if they are in an emergency situation. The terms and conditions of these benefits are set forth below and may be changed with thirty days notice.

This benefit is intended for use only by current, regular, active staff employees in good standing. This benefit will be applied equitably and fairly in support of both employee and College needs, following the guidelines in this policy. The College believes that Emergency Personal Leave Time properly used can be a key element of employee health, well being, and retention.

Donation of Time to the Emergency Personal Leave Time Pool

Regular, active, staff members may donate some of their EPLTP Pool subject to the following conditions and restrictions:

- Donations must be completely voluntary, non-coercive, and not individually solicited
- Donors may donate up to a maximum of 40 hours (5 days) per fiscal year
- Donations must be in increments of hours, with a 4-hour minimum donation
- Donors must have at least 40 hours remaining of their own Personal or Vacation Leave after the donation
- Donation must be to the Emergency Personal Leave Time Pool, rather than to an individual
- Donors must complete an Emergency Personal Leave Time Donation form, send the form to the Human Resources Department and a copy of the form to the donor's supervisor

Emergency Personal Leave Time Allocation Procedure

Employees who desire to donate some of their Personal Leave time, and who meet all the conditions listed above, must complete an Emergency Personal Leave Time Donation/Request form and submit the form to the Human Resources department with a copy to their supervisor. The Human Resources Director will place a copy of the form in the employee's file and forward the original copy of the form to the Payroll Office for verification of time availability and to move hours to the EPLTP, if it is approved by the Emergency Personal Leave Committee. Quarterly, the Payroll Office will provide a record of the balance and usage of the EPLTP to the Human Resources Department.

Regular, active staff employees may request an allocation of Personal Leave hours from the EPLTP under the following conditions and circumstances:

- All of the employee's Personal Leave and Vacation Leave time have been used

- The employee's absence is for reasons consistent with the Personal Leave Policy
- The absence is related only to the employee, spouse, children, or parents
- The employee has notified the supervisor and Human Resources of the reason for the absence and the need for Personal Leave

Employees who wish to request Emergency Personal Leave and who meet the conditions listed above, may complete an Emergency Personal Leave Time Donation/Request form. This form should be completed as soon as the need is known or the situation arises, then given to the Human Resources office with a copy also given to the requestor's supervisor.

The Human Resources Director will notify the manager of the Payroll Office and the Chairperson of the Staff Emergency Personnel Leave Committee of the emergency leave request. The manager of the Payroll Office will verify the accuracy of all leave data. Then, if the employee is eligible and the application is complete, the Human Resources Director will arrange a meeting of the Emergency Personal Leave Committee to evaluate and act on the request within a week of receiving the request. This committee will consist of the following staff employees (or their designee):

- The Human Resources Director
- The Chairperson of the Staff Personnel Committee
- The Manager of the Payroll Office

The Human Resources Director will notify the requesting employee's supervisor of the results of the meeting of the Emergency Personal Leave Committee. The supervisor will notify the requesting employee of the results of the Committee meeting. The manager of the Payroll Office will ensure that the employee's payroll and leave time records accurately reflect the action of the committee. The Human Resources Director will ensure that the appropriate records are in the personnel files, in the Payroll Office, and in the Emergency Personnel Leave File.

The requesting employee's supervisor will assist the employee in the timely preparation and submitting of the employee's monthly time record, and, if necessary, assist in getting any appropriate paycheck to the employee.

EXAMPLE WARNER PACIFIC COLLEGE
Emergency Personal Leave Time *Donation/Request* Form

Name: _____ SSN _____

Department: _____

Your Personal Leave Time Donation Agreement

I hereby voluntarily donate _____ hours of my Personal or Vacation Leave time to the Warner Pacific College Emergency Personal Leave Time pool for the appropriate use of a WPC staff member as described and stipulated in the *Emergency Personal Leave Time Policy*. I believe that I have at least 40 hours in my own Personal or Vacation Leave account. I agree to accept the decisions of the Staff Emergency Personal Leave Committee in regards to the disposition and use of my voluntarily donated Personal Leave hours, which I understand I cannot reclaim.

Signed: _____ Date: _____

Received: _____ Date: _____

Your Request for Emergency Personal Leave Time

I hereby request from Warner Pacific College, through its Staff Emergency Personal Leave Committee, up to _____ hours of Emergency Personal Leave Time for the purpose(s) of:

during the time period of _____ to _____. I understand that the source of these Personal Leave hours is the generous sharing of College staff employees. I agree to use only those hours necessary for the purposes stated above. I agree to return to the EPLTP those hours granted to me that I do not use, so others may use them. I agree to make every attempt to communicate frequently with my supervisor in regards to my Personal Leave status and to return to work at the earliest practicable time.

Signed: _____ Date: _____

Received: _____ Date: _____

Action: _____ By: _____ Date: _____

INSERT EMERGENCY DISASTER PREPAREDNESS PLAN