

# **WARNER PACIFIC UNIVERSITY**



## **Employee Handbook**

**May 2018**

# WARNER PACIFIC UNIVERSITY

## RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received and read a copy of the Warner Pacific University Employee Handbook. I understand it contains important information about University policies and procedures and 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 Employee Handbook and another policy or procedure handbook, e.g., the Faculty Handbook, this Employee Handbook controls.

I understand that the University may rescind or modify any policy, benefit, guideline, or practice described in the handbook at any time, without notice. I also agree that as the University is an *at will employer*, this handbook is not a promise, contract, or guarantee of employment of any kind or 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 University, which may be in the form of a faculty contract, and that any such change must be in writing and signed by both parties.

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

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Employee Signature

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Date

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Employee's Name (typed or printed)

# WARNER PACIFIC UNIVERSITY

## EMPLOYEE HANDBOOK

### TABLE OF CONTENTS

<b><u>Section 1</u></b>	<b><u>Introduction to Warner Pacific University</u></b>	<b><u>Page</u></b>
1.1	Mission, Vision, Values, and Core Themes	5
1.2	History of the University	5
1.3	Administrative Organization of the University	5
<b><u>Section 2</u></b>	<b><u>Employment Policies</u></b>	
2.1	Equal Employment Opportunity	6
2.2	Employment at Will	6
2.3	Disability Accommodations and the ADA	6
2.4	Alcohol, Drug, and Smoke Free Workplace	6
2.5	Employment and Lifestyle Standards Agreement	7
2.6	Chapel Attendance and Staff Meetings	7
2.7	Classification of Employment	7
2.8	Meal and Rest Periods	7
2.9	Absence from Work	8
2.10	Confidentiality	9
<b><u>Section 3</u></b>	<b><u>Hiring Practices</u></b>	
3.1	Job Announcements	10
3.2	Application for Employment	10
3.3	Hiring Authority and Job Offers	10
3.4	Employee Background Checks and Verification	10
3.5	Employment of Relatives	10
3.6	Bridging Dates of Service	10
<b><u>Section 4</u></b>	<b><u>Staff Policies</u></b>	
4.1	Introductory Period for Newly Hired Employees	11
4.2	Work Week, Work Hours, Work Day	11
4.3	Overtime	11
4.4	Vacation	11
4.5	Sick Time	12
4.6	Emergency Sick Time Pool Policy and Procedure	13
4.7	Mission Leave	14
4.8	Holidays	14
4.9	Non-Teaching Employees Filling Adjunct Faculty Positions	14

<b><u>Section 5 Compensation Policies</u></b>	<b><u>Page</u></b>
5.1 Time Accounting Policy and Procedure	16
5.2 Payroll Deductions	16
5.3 Payroll Advances	16
5.4 Final Wages	17
<b><u>Section 6 Employee Benefits</u></b>	
6.1 Benefits Eligibility	18
6.2 Benefits Administration	18
6.3 Open Enrollment and Benefit Changes	18
6.4 COBRA	18
6.5 Tuition Remission and Exchange Programs	18
6.6 Workers' Compensation	20
<b><u>Section 7 Campus Closures</u></b>	
7.1 Inclement Weather	22
7.2 Other Emergencies	22
<b><u>Section 8 Employee Leaves</u></b>	
8.1 Personal Leaves of Absence	23
8.2 Bereavement Leave	23
8.3 Military Leave	23
8.4 Jury Duty and Court Appearances	24
8.5 Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)	24
8.6 Crime Victim's Leave	27
8.7 Return from Leave of Absence	28
<b><u>Section 9 Safety and Health</u></b>	
9.1 Safety Committee	29
9.2 Campus Safety	29
9.3 Reporting Accidents and Emergency Incidents	29
9.4 Pets on Campus	29
9.5 Visitors on Campus	29
<b><u>Section 10 Employee Standards and Problem Resolution</u></b>	
10.1 Employment and Lifestyle Standards	30
10.2 Disciplinary Policy	30
10.3 Investigations	32
10.4 Employee Relationships with Students	32
10.5 Affirmative Action	32
10.6 Workplace Violence	32
10.7 Sexual Harassment and Discrimination	33
10.8 Title IX	35
10.9 Grievance Procedure	36
10.10 Whistle Blower Policy	36
10.11 Performance Reviews	37

<b><u>Section 11</u></b>	<b><u>Employee and Employment Records</u></b>	<b><u>Page</u></b>
11.1	Personnel Files	38
11.2	Employee Information Changes	38
11.3	Employment Verifications and References	38
<b><u>Section 12</u></b>	<b><u>Termination Policies</u></b>	
12.1	Voluntary Resignation	39
12.2	Involuntary Termination	39
12.3	Retirement	39
12.4	Exit Process	39
<b><u>Section 13</u></b>	<b><u>Policies and Practices</u></b>	
13.1	Electronic Communication and Technology Policy	40
13.2	Social Media and Social Networking Policy	41
13.3	Parking	42
13.4	Keys and Employee Identification Cards	42
13.5	Solicitation	42
13.6	Recycling	42
13.7	Posting of Announcements	43

## 1. Introduction to Warner Pacific University

### 1.1 Mission, Vision, Values, and Core Themes

Our **Mission** is...

Warner Pacific University is a Christ-centered, urban, liberal arts University dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world.

Our **Vision** is...

Warner Pacific University will be a Christ-centered, innovative, diverse, formational learning community known for fostering collaboration, developing a sense of vocation among students, staff, and faculty, and operating within a position of fiscal responsibility.

The **Values** that guide all we do are...

- Learning within the context of community
- Academic and inclusive excellence
- Engaged relationships among students, faculty, and staff
- Service in and beyond our city, and
- The transformative power of the gospel

The **Core Themes** of Warner Pacific University are...

- Cultivating a Christ-centered Learning Community
- Collaborating with and for our urban environment
- Fostering a liberal arts education
- Investing in the formation and success of students from diverse backgrounds

### 1.2 History of the University

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

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

### 1.3 Administrative Organization of the University

A Board of Trustees oversees the administration of Warner Pacific University. The University President is appointed by and reports to the Board of Trustees. Vice Presidents are appointed by and report to the President of the University. The University regularly updates the institutional and organizational chart which is available on the G drive or 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, gender, national origin, citizenship status, disability, age, genetic information, status with regard to public assistance, veteran status and any other status protected by laws and regulations to which Warner Pacific is subject. All employment decisions, including hiring, promotions, compensation, benefits, transfers, and terminations are made in a manner that does not discriminate against individuals in the categories discussed above. Because Warner Pacific is a Christian liberal arts University, the University exercises its legal right to hire Christian employees to fulfill its mission and purpose.

### 2.2 Employment at Will

Warner Pacific University is an *at will* employer. Employment at Warner Pacific University is at the mutual consent and agreement of the employee and the University. 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 University 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 University operates in full compliance with 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 University desires to provide a safe and healthy environment for staff, faculty, students, visitors and guests. Therefore, purchase, possession, storage, distribution, or use of tobacco, electronic cigarettes or vapor devices, alcohol, marijuana, and illegal drugs is prohibited on any Warner Pacific campus and in campus housing. Smoking or vaping are not permitted on University property, in its vehicles, or at any University-sponsored event.

The use of illegal drugs or non-prescribed controlled substances is strictly prohibited. No Warner Pacific students or employees are permitted on campus or at University events while impaired by alcohol, marijuana, or illegal or prescription drugs. Students and employees must be able to perform work duties and participate in classes and activities safely. Prescription drug use is permitted on campus under the care and supervision of a physician. Warner Pacific does not accommodate employee or student use of medical marijuana.

Violation of this policy will lead to disciplinary action up to and including termination. An employee's use of prescription or over-the-counter medicines can pose a significant risk to the safety of the employee and others. Employees must report to their immediate manager or supervisor the use of medically authorized drugs or other substances that may impair job performance or safety. In some circumstances, employees may be required to provide a written medical authorization from a physician to work while using medication or other substances that may impair job performance or safety.

In most circumstances, an employee who voluntarily requests assistance in dealing with a drug and/or alcohol problem will be urged to seek professional counseling for an assessment and, if appropriate, to enter a treatment program. Generally, employees who seek such assistance and enter into such programs before work performance problems occur are not subject to disciplinary action.

When the University has a reasonable suspicion that an employee is in possession or under the influence of alcohol, illegal drugs or improperly used controlled substances, the University may inspect and search all University property, as well as any employee's personal property on the University's premises, for such substances. This reasonable suspicion may be based on objective symptoms, such as factors related to the employee's appearance, behavior, speech and/or other facts. An employee who refuses to permit such inspection may be subject to termination of employment.

## **2.5 Employment and Lifestyle Standards Agreement**

Employees sign this Agreement upon hire and are required to provide a written reaffirmation on an annual basis. Please refer to Section 10 for the detailed Employment and Lifestyle Standards Agreement.

## **2.6 Chapel Attendance and Staff Meetings**

Employees are strongly encouraged to attend Chapel services as well as staff meetings where institutional updates are communicated. Some campus offices are closed during Chapel hours.

## **2.7 Classification of Employment**

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

*\*Full-time regular employee:* Employees who are scheduled to work 40 hours a week on a regular basis. A full-time regular employee may be either "exempt" or "non-exempt" as defined below.

*\*Part-time regular employee:* Employees who are scheduled to work less than 40 hours a week on a regular basis. A part-time regular employee may be either "exempt" or "non-exempt" as defined below.

*\*Temporary employee:* A full-time or part-time employee who was hired to work for a specific length of time or for a specific project or assignment. A temporary employee may be either "exempt" or "non-exempt" as defined below.

*\*Seasonal employee:* Either a full-time or part-time employee who was hired to work for a specific length of time or on a specific program, such as a seasonal sports or athletic program. A seasonal employee may be either "exempt" or "non-exempt" as defined below.

*\*Nonexempt employee:* Employees who are required to be paid overtime 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 bereavement, 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, for work performed beyond 40 hours per work week.

The classification is provided on the employee's job description and may change if position or job duties change.

## **2.8 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 or major portion of a four-hour period (meaning two hour and one minute through four hours) 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.



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.

Employees are responsible for taking their breaks and meal periods. If for any reason an employee does not take the applicable rest and meal periods, or if the rest or meal period is interrupted, the employee must notify his or her supervisor immediately. The employee must also note the missed and/or interrupted period on his or her timesheet.

Please note that breaks and meal periods are required under state law, and employees must comply with these requirements. Employees who experience difficulty in taking their breaks should contact their supervisor or Human Resources to ensure that appropriate breaks are provided. Failure to comply with these policies may result in discipline up to and including discharge.

## **2.9 Absence from Work**

As part of the University's dedication to provide a quality education to our students and an atmosphere of responsibility and reliability amongst our employees, all employees are expected to assume responsibility for being present and on time for each scheduled shift, class, and all mandatory meetings, regardless of employment status.

This policy defines excessive and problem absenteeism, tardiness, no call/no show protocol, and appropriate call-in/notification requirements.

### **Excessive or Problem Absenteeism:**

- **Identified absentee pattern:** Examples may include weekend call-ins, call-ins which extend time off periods, call-ins during expected heavy workload periods and absences surrounding holidays, weekends (such as Fridays or Mondays) or the employee's work week.
- **Frequent absences:** Two or more non-consecutive absences in a thirty (30) day period.
- **Consecutive absences:** More than three (3) consecutive scheduled days absent.

### **Tardiness:**

Reporting to work ten (10) minutes after the scheduled shift begins. Excessive tardiness is defined as two (2) tardies in a thirty (30) day period.

### **No Call/No Show:**

No call/no show is defined as failing to show up for a scheduled work day and failing to notify the University of the absence. A no call/no show is considered job abandonment and could be grounds for immediate termination, as defined in the disciplinary policy. Emergency situations will be reviewed separately by the University.

### **Call-In/Notification Requirements:**

Employees are encouraged to speak directly to their manager when communicating an absence; voice messages, text messages, and email notifications may be used as alternate means of notification. It is the employee's responsibility to assure proper notification of absence. Notification of absence must be made by the employee. Notification by friends, family members, etc. will not be acceptable unless it is an event of extreme emergency.

Employees are expected to notify their supervisors before the scheduled work day if they will be late, or as soon as practicable for unexpected absences; as much notice as possible is requested. Proper notification to the University is required not only for scheduled shifts, but also for all mandatory meetings. Failure to comply with call-in/notification requirements will result in disciplinary counseling.

### **Potential Discipline**

Attendance and punctuality are important variables considered in job performance, evaluations, Performance Reviews, and raises. Instances of excessive or problem absenteeism, tardiness, no-call/no-show or non-compliance with the notification requirements will result in disciplinary action, up to and including verbal warnings, written warnings, and/or termination as outlined in the University's Disciplinary Policy.

### **2.10 Confidentiality**

Warner Pacific University employees support a variety of University 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 University employees are required to read and agree to the following:

- The employee acknowledges the confidentiality of all student, alumni, donor, and employee information of Warner Pacific University and understands that this information will not be revealed to, distributed to or discussed with anyone other than the appropriate, designated supervisor and other University officials as designated by the supervisor.
- The employee will not attempt to alter, change, modify, add, or delete record information or University documents unless specifically instructed to do so by the employee's supervisor or other University official.
- 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 University information.
- All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor and the Executive Cabinet. University policies and materials are considered property of Warner Pacific University and are not for public disclosure or use.
- All individually-identifiable information to be discarded will be shredded.
- All offices containing confidential information will be locked when unattended.

When an employee's employment with the University ends, the employee must return all Warner Pacific University-related information and property (including all student, faculty and staff information), including documents, files, records, manuals, information stored on a personal computer or on computer discs, supplies, computers, cellular telephones, and all other equipment or office supplies. The employee's duty to maintain strict confidentiality relating to confidential University business and information continues following termination of employment.

Notwithstanding the prohibition on disclosure of the University's trade secrets and other confidential information, pursuant to 18 USC § 1833(b), employees may not be held criminally or civilly liable for disclosing a trade secret if the disclosure is made (1) in confidence to a government official, directly or

indirectly, or to an attorney, and it is made solely for purpose of reporting a violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

### **3. Hiring Practices**

#### **3.1 Job Announcements**

Job openings will be posted to the Warner Pacific University employment website and other employment sites and publications as determined by the hiring manager and the Human Resources Department.

#### **3.2 Application for Employment**

As part of the application process, all applicants are required to submit an electronic application, cover letter, resume or CV, and a statement of faith.

#### **3.3 Hiring Authority and Job Offers**

The University President, or a Vice President directly delegated by the President, must approve all hiring decisions before a final offer is made. Staff employees will receive an offer letter stating the terms of the job offer during their onboarding with Human Resources; faculty will receive a contract directly from the Office of Academic Affairs.

#### **3.4 Employee Background Checks and Verifications**

The University is committed to hiring qualified employees who will support and further its mission and to providing a safe and secure environment for all University constituents. Therefore, background checks are conducted on candidates who have been extended a contingent offer of employment before a final offer of employment is made.

#### **3.5 Employment of Relatives**

Warner Pacific University wants to ensure institutional practices do not create situations such as conflict of interest or favoritism based on employment of relatives.

Close relatives, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility (or are in the chain of reporting) to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, and step relatives. Individuals may not be hired or promoted into a position that would create a conflict with this policy.

#### **3.6 Bridging Dates of Service**

Employees who return to the University after a break in service of less than one year may be reinstated to their previous benefit status including vacation, sick time, and years of service.

## 4. 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 following their date of hire. Supervisors are in communication with their employees regarding performance expectations throughout this timeframe. Benefits are in force during the introductory period.

### 4.2 Work Week, Work Hours, Work Day

The work hours of most University 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. A work week begins at 12:01 a.m. Sunday and ends at midnight Saturday. A work day 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 scheduled workday.

State and federal laws require employers to maintain a record of the hours their non-exempt 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, sick time, etc. See the Time Accounting Policy and Procedure section for details regarding the completion and submission of the monthly Time and Leave Report.

### 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 over 40 hours in one workweek. The use of compensatory time in lieu of overtime compensation is strictly prohibited.

Overtime is calculated on a 40 hour workweek. 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. For example, if ten hours are worked on Tuesday, the supervisor may instruct an employee to only work six hours on Friday.

All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor. Because unauthorized overtime is against University policy, employees who work unauthorized overtime are subject to discipline, up to and including termination.

Paid holiday, vacation, and sick time are not included in calculating non-exempt 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 University believes vacation time is a key element of employee health and well-being, and 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.
- Directors that report to area vice presidents will accrue vacation time at 13.34 hours. If an employee's position title changes from or to the Director title, the accrual level will be adjusted accordingly.

- Regular, active, part-time staff working 20 or more hours per week will accrue vacation at a prorated level based on 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.
- Vacation is 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 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 by giving two working weeks (excluding holidays and vacation) written notice or if an employee 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. Employees who resign without providing two working weeks' written notice will not be paid for accrued unused vacation upon end of employment.
- Employees will be required to repay any vacation taken in excess of accrual upon resignation or termination.

#### **4.5 Sick Time**

Warner Pacific University provides Sick Time in accordance with the State of Oregon's Sick Time law. An employee's accrued Sick Time can be used for any of the following purposes:

- Time off for the diagnosis, care or treatment of the employee or employee's family member's mental or physical illness, injury or health condition, including preventative care;
- Time off for domestic violence, harassment, sexual assault or stalking as described in the Crime Victims Leave section of this Handbook;
- Time off when either the University or the employee's child's school is closed by order of a public official due to a public health emergency, or to care for a family member whose presence in the community threatens the health of others as determined by a public health authority or health care provider, or if the University is legally required to exclude the employee from the workplace for health reasons; and
- Accommodation of personal needs such as school appointments, legal appointments, and other emergency needs as approved by the supervisor.

Family member, for this purpose, includes the employee's spouse, parent, child, grandparent, grandchild, parent-in-law, and a person with whom the employee was/is in an in loco parentis relationship. Under Oregon's Sick Time law, "family member" also includes registered same sex domestic partners. As a reminder, all Warner Pacific University employees are expected to comply with the University's Lifestyle Agreement.

Employees may not use Sick Time that is not yet accrued. If time off due to illness or any other qualified reason exceeds an employee's accrued balance, the employee's accrued vacation time will be used. Conversely, employees are required to use any accrued sick time for time off due to a qualifying reason before taking time off without pay.

Employees are required to give supervisors as much advance notice as possible prior to using sick time, and should comply with the procedures described in the Absence from Work section of this Handbook. Sick time should be used in increments of at least one hour. Pay is at the base rate at the time the sick time 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, employees may be required to provide a signed statement by a health care provider verifying the necessity of the absence (the University will pay for such verification if it is not otherwise covered by insurance) or the “certification” described in the Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) section of this Handbook. 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 sick time is used up.

At least once each quarter, the University will provide employees with written notification of their amount of accrued and unused sick time available for the employee’s use. Sick Time 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 University to support employees in personal, family, medical, illness, legal, and emergency situations. An employee’s use of a Sick Time day may qualify for concurrent leave under federal and state medical leave laws as described elsewhere in this Handbook.

Deliberate misuse of sick time may be cause for disciplinary action. Employees will not receive any form of payment for unused sick time when they terminate employment. If Warner Pacific University suspects an employee is engaging in improper use or abuse of sick time (such as repeated use of unscheduled time off adjacent to weekends, holidays, vacation or pay day), the University may require documentation from a health care provider of the need for the time off, regardless of whether the absence is more than three consecutive days. Disciplinary action taken for an employee’s abuse of sick time is not considered retaliation.

#### **Sick Time Accrual for Staff Working 20 or More Hours per Week**

Sick time is accrued by regular, full-time, active administrative and staff employees at a rate of 8 hours per month worked. Employees on a continuous leave of absence will not accrue vacation or sick time during their leave period. Part-time, regular, active administrative and staff employees working 20 or more hours per week accrue sick time prorated according to their full time equivalency and receive sick pay based on their regular schedule of working days and hours.

Unused sick time 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, sick time can become a type of short-term disability benefit. In the case of a long-term disability, the University-paid long-term disability insurance begins after the 90<sup>th</sup> day, with partial salary payments continuing in accordance with the long-term disability insurance policy.

#### **Sick Time Accrual for Faculty, Adjuncts, Temporary Employees, Seasonal Employees, and Employees Working Less Than 20 Hours per Week**

For faculty members, adjuncts, temporary employees, seasonal employees, and employees working less than 20 hours per week, sick time of 40 hours per calendar year is front loaded on January 1 of each year, or immediately upon hire for employees who begin employment after January 1. Unused sick time does not carry over into the next calendar year.

#### **4.6 Emergency Sick Time Pool Policy and Procedure**

Emergency Sick Time is a distinct benefit that Warner Pacific University has chosen to provide its regular staff employees who have completed two years of service. Temporary or seasonal employees are not eligible for this benefit. Hours are voluntarily and non-coercively donated by University staff employees to the

Emergency Sick Time Pool (ESTP). Current, regular, active staff employees of the University may request hours from this time pool if they have no hours left of their own leave time (sick and vacation) and if they are in an emergency situation (e.g., health-related leaves). The use of ESTP time is limited to a maximum of 160 hours per employee over the duration of their employment. An employee's accrued sick time may not be donated to the ESTP time upon resignation. The terms and conditions of this benefit may be changed with thirty days notice. The application to donate and receive sick time is available on the G: Drive.

#### **4.7 Mission Leave**

Staff employees may receive up to 5 days paid leave to participate in approved University 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. Mission leave hours must occur during the employee's regularly scheduled work week.

Staff employees should submit a Vacation, Sick, and Mission Leave Request form to their supervisor at least 30 days in advance. Requests should include project details including dates, sponsoring agency, and 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 to May 31, and the time does not accrue or roll over to the following fiscal year.

#### **4.8 Holidays**

Full-time, regular, active Warner Pacific University staff members are paid for up to 14.5 holidays per fiscal year. Part-time, active, benefit-eligible staff members receive holiday pay, based on their regular schedule of working hours and days. Employees are not eligible for holiday pay if the holiday falls on a day they are not regularly scheduled to work.

For example:

- A part-time employee regularly scheduled to work four hours per day Monday through Thursday would receive four hours of holiday pay if the holiday falls on a Monday, however, if the holiday falls on a Friday the employee would not receive holiday pay.
- A part-time employee regularly scheduled to work eight hours per day on Tuesdays and Thursdays would receive eight hours of holiday pay if the holiday falls on a Tuesday, however, if the holiday fell on a Wednesday the employee would not receive holiday pay.

Staff employees receive holiday pay for regularly scheduled workdays between Christmas Day and New Year's Day. Campus Safety staff that are required to work on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day will receive overtime pay at the rate of time and one half. The current year's holiday schedule is located on the Warner Pacific website.

**Veteran's Day:** Employees who served on active duty in the Armed Forces for more than 178 consecutive days and received a discharge under honorable conditions are eligible to take Veteran's Day off as an unpaid day. If taking Veteran's Day off causes undue hardship to the University, the employee will be allowed to take a different day off before the following Veteran's Day to honor the holiday. Employees seeking Veteran's Day off must make the request with at least 21 days' advance notice, and may be required to provide documentation proving their veteran status. Employees will be notified at least 14 days prior to Veteran's Day whether the request will be granted.

#### **4.9 Non-Teaching Employees Filling Adjunct Faculty Positions**

Non-teaching employees may be eligible to serve as adjunct faculty, based upon the employee's credentials and experience. To be eligible to serve as adjunct faculty, the employee's supervisor and Vice President must approve their eligibility. For adjunct roles in the traditional program, the number of courses taught as an adjunct by an employee would typically be limited to no more than one course per semester. If any course is



to be taught during normally scheduled work hours, there is an expectation that the work hours of the employee would be adjusted to cover the hours spent in a teaching role. For adjunct roles in the Adult Degree Program, the number of courses taught as an adjunct by an employee would typically be limited to no more than one course at any one time.

## 5. Compensation Policies

### 5.1 Time Accounting Policy and Procedure

Employees are paid monthly on the last working day of the month. If a pay day falls on a weekend or holiday, employees are paid on the preceding work day.

Employees should use the procedure below to report hours worked and exception hours such as vacation, holidays, overtime, bereavement, mission leave and other paid and unpaid leaves.

- All staff are required to complete and submit the Time and Leave Report on a monthly basis. Employees must pay close attention to time entries to ensure that time worked is recorded accurately. Falsifying a time card is a serious breach of trust and University policy will subject the offender to discipline up to and including termination.
- All non-exempt staff are required to daily report hours worked including overtime hours. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor.
- For non-exempt, part-time employees whose actual hours worked during a pay period differ from their standard hours, the hours adjustment will be reflected on the next month's payroll.
- All benefit-eligible staff must report their exception hours used on each Time and Leave Report.
- Adjunct Instructors report sick time hours used on the Faculty and Adjunct Time Card that may be obtained from the Academic Services Office Manager (ADP Adjuncts) or from the Executive Assistant to the Vice President for Academic Affairs (Traditional Campus Adjuncts). Faculty members may obtain this same form via the G drive. Staff must report their sick time on their regular Time and Leave Report.
- Time and Leave Report Submission:
  - Employees regularly scheduled to work 20 or more hours per week must sign the Time and Leave Report, obtain their supervisor's signature and submit it to the Payroll Department by the 5<sup>th</sup> day of the following month.
  - Employees regularly scheduled to work under 20 hours per week, as well as Assistant Coaches and temporary employees, must sign the Time and Leave Report, obtain the supervisor's signature, and submit it Payroll by the 19<sup>th</sup> of the month for their pay period covering the 19<sup>th</sup> of one month to the 18<sup>th</sup> of the next month.
- Failure to submit Time and Leave Reports by the due date may result in disciplinary action.

Paychecks are electronically deposited unless the employee requests a live check. Additional payroll information may be obtained from the Payroll Department.

### 5.2 Payroll Deductions

Employees will have standard payroll deductions including, but 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 the respective authorization forms may have payroll deductions such as medical insurance, dental insurance, retirement, cafeteria plan, and gift donations to the University. Employees subject to garnishment will have a payroll deduction as specified per the court order.

### 5.3 Payroll Advances

The purpose of a payroll or cash advance is to accommodate employee emergency needs. The maximum number of payroll advances is two per fiscal year. The advance request may not exceed an amount already earned but not yet paid. The employee must complete a payroll Cash Advance form and have it authorized by their supervisor.

#### **5.4 Final Wages**

An employee's final paycheck will include all wages due and will be in compliance with state and federal laws. If an employee resigns by giving two working weeks written notice (excluding holidays and vacation) or if an employee 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. Employees who resign without providing two working weeks' written notice will not be paid for accrued unused vacation upon end of employment. Unused accrued sick time will not be paid out when an employee leaves the University.

## **6. Employee Benefits**

### **6.1 Benefits Eligibility**

Regular, continuing (non-temporary), full-time, active employees are eligible for healthcare and retirement benefits depending on budget availability. Regular, continuing (non-temporary) part-time, active employees of the University who work 20 or more hours per week are eligible for the same benefits as full-time employees, but with certain benefits prorated. The prorated benefits include, but are not limited to, vacation, sick time, tuition remission, holiday pay, mission time, and University inclement weather closure pay. For current benefit packages and details please see the listing of available benefits on the Human Resources benefits webpage. Temporary employees, variable-hour employees, and work study students are excluded from benefit eligibility, except as specifically included in the Sick Time Policy of this Handbook. The University reserves the right to modify the terms of any benefit program, at any time, without notice.

### **6.2 Benefits Administration**

The official University benefits administrator is the Director of Human Resources. The University will comply with legal and contractual obligations for each benefit. Benefits will be administered fairly and equitably for all employees.

### **6.3 Open Enrollment and Benefit Changes**

The University's annual open enrollment period for changes to employee benefits is from April 1<sup>st</sup> to June 1<sup>st</sup>. All open enrollment benefit changes will be effective July 1<sup>st</sup>. Insurance carrier contracts are based on the plan year from July 1<sup>st</sup> through June 30<sup>th</sup>.

Benefit-eligible new employees may enroll in a benefit of their choice or decline in writing before the first day of the month following their date of hire. Detailed benefit information is provided to employees during their new hire orientation and is available on the University's benefits website at [www.hrconnection.com](http://www.hrconnection.com). An employee may not add coverage, add dependents, or change plans, except during the open enrollment period. An exception to this restriction is a change in status, called a "qualifying event." Qualifying events include, but are not limited to, birth or adoption of a child, marriage, divorce, a child's loss of dependent status, death of the employee or dependent, or a change in the employment status of the employee or spouse that affects benefit eligibility. An employee who wishes to make a change in coverage following a qualifying event must complete and submit the respective paperwork to the Human Resources Department within 30 days of the event date. Forms may be accessed via the benefits website.

### **6.4 COBRA**

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986) contains provisions giving former employees, retirees, spouses, and dependents the right to continuation of health coverage for up to 18 months (or longer under certain circumstances) at group rates plus a 2% processing fee after leaving employment. Under certain conditions COBRA coverage is available to regular, active employees who are benefit eligible and become ineligible for group coverage due to events such as termination of employment or reduction in hours. These individuals are notified of their eligibility for COBRA during their exit process with Human Resources or via certified mail. If coverage is elected, it will begin retroactively to the first day of eligibility. When an employee moves, has a legal separation or divorce, or a dependent child becomes independent, the employee will notify Human Resources and Payroll of the change within two weeks of the change so that all parties can be notified of COBRA benefit availability.

### **6.5 Tuition Remission and Exchange Programs**

Warner Pacific University provides employees with a reduced cost of University education. It is the intent of the University to offer this plan under terms and conditions that comply with the Internal Revenue Code and all Treasury Regulations. This benefit is available to continuing, regular, benefit-eligible employees and

excludes temporary, variable, and adjunct employees. Employees must receive supervisor approval prior to registering for classes.

### **Undergraduate Tuition Remission Plan for the Traditional Program**

**Eligibility:** Benefit-eligible employees, their spouses, and dependents are eligible to participate. A dependent is defined under this policy as a child (biological, adopted, or a step-child) of the employee or the employee's spouse who cannot be claimed as a dependent on the federal tax return of someone other than the employee or their spouse. To qualify, a dependent child must be accepted for admission before they reach the age of 24.

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

**Benefit Amount:** The total amount of benefits available is subject to the availability of University resources. The University reserves the right to modify the terms of the Tuition Remission Plan at any time, with or without notice. The following provisions apply:

- A. Benefits are available only when course enrollment is at or above the minimum number of paying students required.
- B. Benefits are limited to tuition and exclude the following:
  - Independent study fees, summer courses, and study abroad programs
  - Parking fees
  - Deposits
  - Housing and Board
  - Books and supplies
  - Any other expenses and standard or required fees.
- C. The tuition remission rates are as follows:
  - 100% for full-time employees
  - Pro-rated for part-time employees based on their full-time equivalency
  - The spouse or dependent will receive the following tuition remission rates:
    - 50% during the first year of employment
    - 75% during the second year of employment
    - 100% during the third and subsequent years of employment
- D. Employees utilizing the tuition remit benefit are expected to adhere to the policies set by financial aid for financial assistance and academic affairs for academics (refer to the WP University Catalog or ADP Bulletin for information on the Standards of Academic Progress).

### **Undergraduate and Graduate Tuition Remission Plan for the Adult Degree Program**

**Eligibility:** All benefit-eligible employees and their spouses are eligible to participate.

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

**Benefit Amount:** The total amount of benefits available is subject to the availability of University resources. The University reserves the right to modify the terms of the Tuition Remission Plan at any time, with or without notice. The following provisions apply:

- A. Benefits are available only when course enrollment is greater than fourteen paying students.

- B. Benefits are limited to tuition and exclude the following:
  - Independent study fees
  - Parking fees
  - Deposits
  - Books and supplies
  - Any other expenses and standard or required fees
- C. The tuition remission rates are as follows:
  - 100% for full-time employees
  - Pro-rated for part-time employees based on their full-time equivalency
  - 80% for spouses of employees
- D. Enrollment under this program is limited to one Warner Pacific University employee/spouse or one Synergis employee/spouse per cohort.
- E. Employees utilizing the tuition remit benefit are expected to adhere to the policies set by financial aid for financial assistance and academic affairs for academics (refer to the WP University Catalog of ADP Bulletin for information on the Standards of Academic Progress).

#### **Application Process:**

Complete the respective tuition remit form (“Traditional Tuition Remit Request” or “ADP Tuition Remit Request”) located on the G: Drive.

- Submit the completed tuition remit form to your supervisor for approval and signature; your supervisor will route to Human Resources.
- Human Resources will calculate the remit percentage before submitting for additional signatures. The final approver will forward the form to Student Financial Services or the Financial Aid office.
- One Traditional Tuition Remit Request form is required for each semester.

#### **Undergraduate Tuition Exchange Plan for Dependents**

**Eligibility:** Dependents of all benefit-eligible employees.

**Waiting Period:** Dependents of employees are eligible to participate in the plan as of the first day of the month 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 and The Tuition Exchange, Inc. The University 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 the Council of Independent Colleges. Contact the Registrar for further information regarding this benefit.

#### **6.6 Workers’ Compensation**

All employees of the University are covered by Workers’ Compensation which provides compensation for medical expenses and wage losses due to on-the-job injuries or illnesses. The University pays the cost of workers’ compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. The University abides by all applicable state workers’ compensation laws and regulations. Employees have the right to report work-related injuries and will not be discriminated or retaliated against for their reporting.

If an employee sustains a job-related injury or illness, it is important to utilize the procedure below; however, in cases of a true medical emergency, the employee should first seek immediate medical assistance:

- The employee notifies their supervisor, Campus Safety, and the Director of Human Resources via completion of the Accident Report Form (located on the G: Drive).
- Upon receipt of the Accident Report Form, and if the employee is seeking medical attention, Human Resources will provide the employee with the 801 Form (Report of Job Injury or Illness form, Workers' Compensation Claim).
- Employee completes the worker portion of the 801 Form and submits to the Human Resources Department.
- Human Resources will complete the Employer section and submit to the University's Workers' Compensation carrier.

## **7. Campus Closures**

### **7.1 Inclement Weather**

If weather conditions make travel to Warner Pacific unsafe, the University may cancel classes and close the campus. This decision is made by the Vice President for Academic Affairs and/or the Vice President for Finance, or the President. Local radio and television stations will announce the closures, and employees signed up for E2 Campus emergency notifications will be contacted via this system. When the University closes the campus due to inclement weather, employees who are scheduled to work (not on vacation, sick, or any other leave) will receive regular pay for the number of hours they were scheduled to work that day, though these hours are not considered time worked for the purpose of calculating overtime pay. If the University has not officially closed, employees who are unable to safely travel to the campus should notify their manager of their absence or late arrival and may use accrued vacation or sick time to compensate for time missed or make up the hours during the same work week.

### **7.2 Other Emergencies**

The University may cancel classes and/or close the campus for other emergency situations such as power outages, floods, or earthquakes. Local radio and television stations may announce such closures, and employees signed up for E2 Campus emergency notifications will be contacted via this system. Continuing pay and benefits for employees will be determined by the University on a case-by-case basis.



## 8. Employee Leaves

### 8.1 Personal Leaves of Absence

Staff employees 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 or extended travel. Faculty members should refer to the Faculty Handbook for sabbatical policies.

Even without three years of employment, an employee who is not eligible for or has exhausted allotted medical leave, may be granted a personal leave of absence as a reasonable accommodation in situations where the employee's disability necessitates the leave, provided that the leave does not create an undue hardship for Warner Pacific University.

### 8.2 Bereavement Leave

Benefit-eligible 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 sick time 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.

Any OFLA- eligible employee (as described in the Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) section of this Handbook) may take up to two weeks of bereavement leave to deal with the death of a family member by (a) attending the funeral (or alternative to a funeral) of a family member; (b) making arrangements necessitated by the death of the family member; or (c) receiving counseling or other medical treatment to cope with the death of the family member. Leave must be taken within 60 days of the death of the family member or the discovery of the death of the family member. Bereavement leave counts against an employee's OFLA but not the employee's FMLA 12 week leave bank.

### 8.3 Military Leave

#### Employee's Military Leave

An employee who enters the Armed Forces of the United States or is a member of the National Guard or a reserve component of the Armed Forces and is called to active duty will be placed on an extended leave without pay in accordance with applicable federal laws. Upon completion of military service, the employee will be reinstated with full seniority to his former position or to a comparable position if application for reemployment is made within the number of days listed below after release from the service or hospitalization following such service:

Length of Service	Number of Days to Report Back
30 days or less	Day after release (accounting for travel time and 8 hour rest period)
31 through 180 days	14 days after release
Over 180 days	90 days after release

An employee who is a member of the National Guard or of a reserve component of the Armed Forces shall, upon furnishing a copy of the official orders or instructions, be granted a military training leave.

#### Oregon Spousal Deployment Leave

During a period of military conflict, an employee who is the spouse of a member of the Armed Forces, National Guard or Reserves may take up to 14 days of unpaid leave per deployment if his/her spouse has been notified of an impending call to active duty or an order to active duty, has been deployed, or is on

leave from deployment. This leave counts against the employee's Oregon Family Leave Act allotment. An employee must work an average of 20 hours per week to be eligible for this leave for military spouses. An employee who seeks to take military spousal leave must provide the University with notice of his/her intent to take leave within five business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty. The employee must substitute any available accrued leave (i.e., vacation or sick time) prior to taking unpaid spousal deployment leave. Contact Human Resources for more information or questions about Spousal Deployment Leave. See the "Qualifying Exigency Leave" addressed in Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) section below for additional service-related leave. Where these exigency leave provisions overlap, the leave must be taken concurrently.

#### **8.4 Jury Duty and Court Appearances**

Employees may receive up to five days of pay for jury duty or certain mandated court appearances. If the jury duty or court appearance lasts longer than five days, vacation and/or sick time may be used by benefit-eligible 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 as a plaintiff, defendant, respondent (unless subpoenaed), or witness (unless subpoenaed) will not be reimbursed.

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

In accordance with the Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA), Warner Pacific University 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 OFLA. The University applies a "rolling forward" method to establish the 12-month period to be applied uniformly to all employees. Under OFLA there is no minimum number of hours worked required for parental leave. After twelve months in which the employee works at least 1,250 hours, the employee also is eligible for FMLA leave, which generally runs concurrently with OFLA leave. Such an employee also is eligible for military family leave. (For purposes of calculating eligibility for military family leave, absences from work due to or necessitated by USERRA-covered service will be counted as time worked.)

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 following reasons:

- a) **Parental Leave.** To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Generally, leaves for this purpose must conclude within 12 months after the birth, adoption, or placement of the child. This leave must be taken in one continuous period of time and cannot be taken intermittently. If both parents are employed by the University, they may be asked to take leave at different times, depending on the circumstances.
- b) **Serious Health Condition of Employee.** Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform his or her job at all or unable to perform any one or more of the essential functions of his or her job.
- c) **Serious Health Condition of Employee's Family Member.** To care for a spouse, child of any age (or a person for whom the employee serves as *in loco parentis*), parent, or parent-in-law, grandparent or grandchild with a serious health condition.
- d) **Pregnancy Disability Leave.** For a pregnancy disability (which is a form of serious health condition leave) or prenatal care.

- e) **Sick Child Leave.** To care for a minor child or an adult child substantially limited by a physical or mental impairment who suffers from an illness or injury that necessitates home care, even when the illness or injury is not a “serious health condition” as defined above.
- f) **Military Family Leave.** Military family leave for qualifying exigencies or to care for ill or injured covered servicemembers (i.e., members of the regular or reserve armed services or members of the National Guard). A spouse, parent, son or daughter of a servicemember may take Qualifying Exigency Leave when the servicemember is called to active duty in a foreign country in support of a contingency operation. Qualifying exigency leave may be taken for: short-notice deployment; military events and related activities; childcare and school activities; care for a service member’s parent who is incapable of self-care; financial and legal arrangements; counseling; rest and recuperation (up to a maximum of 15 calendar days); post-deployment activities; and additional circumstances if agreed to by the University and the employee.

A spouse, parent, son, daughter or “next of kin” of a servicemember may take up to twenty-six (26) weeks total in a single twelve-month period for Military Caregiver Leave to care for a servicemember or certain veterans with a serious illness or injury incurred or aggravated in the line of duty on active duty. For purposes of Military Caregiver Leave, a covered veteran is a veteran who has been discharged from military service or otherwise released for reasons other than dishonorable discharge within five years prior to the start of the leave who is undergoing medical treatment, recuperation or therapy. (In calculating the five year period to determine a veteran’s eligibility for Military Caregiver Leave, the period from 10.28.09 to 3.8.13 shall not be counted).

### **How Much Leave May Be Taken**

Except under specific circumstances or for Military Caregiver leave, and in special circumstances where OFLA permits additional leave in conjunction with parental leave, leave for any purpose may not exceed 12 workweeks in a 12-month period. The term “12 workweeks” means the equivalent of 12 of the employee’s normally scheduled workweeks.

### **Pay During Leave**

All leave under FMLA/OFLA is unpaid leave. An employee may choose to utilize accrued sick time or vacation while on FMLA/OFLA leave in order to receive compensation during the leave. Sick and vacation time should be utilized prior to usage of time off without pay. Note that employees do not continue to accrue vacation or sick time while on 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 sick time.

### **Health Benefits**

The University does not pay for benefits while an employee is on an unpaid leave of absence. However, during FMLA/OFLA leave, the University will pay for or maintain the employee insurance benefits as required by law. If accrued vacation or sick time is used while taking FMLA/OFLA leave, the University will pay insurance benefits during the duration of the vacation or sick time as it does during regular vacation or sick time. 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.

### **Seniority**

An employee on leave remains an employee and the leave does not constitute a break in service for purposes of any seniority determinations. An employee who returns from leave returns with the same seniority the employee had when the leave commenced.

## **Medical Certifications**

An employee requesting leave because of his or her own serious health condition or the serious health condition of a family member must provide medical certification from the appropriate health care provider on a form supplied by the University.

An employee who takes OFLA leave to care for a sick child requiring home care, other than for a serious health condition, may be required to provide medical certification when the employee takes OFLA leave for this purpose for more than three days in a 12-month period.

For purposes of Military Exigency Leave, the employee must provide the following certifications:

1. Certification that the family member is a covered military member who is on or called to active duty; and
2. A statement from the employee (including available written support documentation) about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member.

Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in denial of the leave request until such certification is provided, or where permitted by law, a reduction in the amount of leave to which the employee is entitled.

## **How Leave Is Requested and Scheduled**

Employees should contact the University's Human Resource Director to request a leave of absence. At that time further instruction will be given to the employee.

Employees should provide a minimum of 30 days' notice, for foreseeable childbirth, child placement, or planned medical treatment for the employee or his or her family members. If the need for leave is unforeseeable or an emergency arises, the employee must provide as much notice as is reasonably possible. In emergencies when advance notice is impossible, the employee or someone on the employee's behalf must notify the University within 24 hours of the start of the leave.

When possible, employees must make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt the University's operations.

If leave is taken because of the employee's own serious health condition or the serious health condition of the employee's covered family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a covered family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than does the employee's regular position.

## **Return to Work**

Upon timely return at the expiration of the leave period, an employee is generally entitled to the same or a comparable position with the same or similar duties and pay, benefits, and other terms and conditions of employment unless the same position and any comparable positions have ceased to exist because of

legitimate business reasons unrelated to the employee's leave. If there are any changes to the employee's need for leave or expected return to work date, the employee must notify Human Resources as soon as practicable.

Before an employee is permitted to return from leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he or she is able to resume work. Such certification is not required for employees returning from parental leave.

### **Employment during Leave**

An employee on leave may not accept employment with any other employer without the University's written permission. An employee who accepts such employment is deemed to have resigned from employment at the University.

### **8.6 Crime Victim's Leave**

Employees who are victims of person felony crimes or whose immediate family members are such victims may take a reasonable amount of unpaid leave to attend criminal proceedings, including juvenile proceedings. Employees who are victims of domestic violence, criminal harassment, sexual assault, or stalking or whose immediate family members are victims of domestic violence, sexual assault or stalking can take a reasonable amount of unpaid leave to obtain legal relief or law enforcement assistance, medical assistance, counseling, victim services, or to relocate from or secure an existing home, in order to help ensure their own or their children's/dependent's health and safety.

"Immediate family members" means spouse, domestic partner, father, mother, sibling, child, stepchild, or grandparent. Immediate family members also include any person who had the same primary residence as the victim at the time of the domestic violence, criminal harassment, sexual assault or stalking. Under the Oregon law regarding crime victims leave, "family member" also includes domestic partners. As a reminder, all Warner Pacific University employees are expected to comply with the University's Lifestyle Agreement.

The University can limit the amount of leave if that leave creates an undue hardship. In the case of leave to attend criminal proceedings, the employee should inform the prosecuting attorney of their work schedule if their leave creates an undue hardship for the University

Employees must give managers reasonable advance notice of their intention to take time off, unless advance notice is not feasible. Warner Pacific University may ask for certification of the need for leave, which the employee must provide within a reasonable time after receiving the request. Any of the following constitutes adequate "certification":

- A police report documenting domestic violence, sexual assault, criminal harassment, or stalking
- A protective order or other evidence from a court, administrative agency or attorney of appearance in or preparation for the legal proceeding
- Documentation from a law enforcement officer, clergy member, medical or mental health professional, victim services provider, or attorney of treatment or counseling, obtaining services or relocating because of domestic violence, sexual assault, criminal harassment or stalking
- Copies of any notices received from a law enforcement agency of scheduled criminal proceedings the employee will be attending.

Any such leave time will be unpaid, but employees may use applicable paid time off if otherwise allowable. Further, to the extent the leave is also covered by the Oregon Family Leave Act, the leaves shall run concurrently. The University will make reasonable safety accommodations when requested by a victim of domestic violence, criminal harassment, sexual assault, or stalking. Such accommodations may include a

transfer, reassignment, modified schedule, unpaid leave, new work telephone number, new work station, installation of a lock, implementation of safety measures, or other adjustments. The University may require “certification” (as described above) of the need for the accommodation. The University will not make the requested accommodation if it would impose an undue hardship on the operation of the business.

#### **8.7 Return from Leave of Absence**

During a leave of absence, employees are responsible for staying in contact with their supervisor and Human Resources in regards to their return date. Upon returning from a leave of absence, employees may meet with their supervisor and the Director of Human Resources to complete any other paperwork as necessary. If the absence has involved a medical situation, the employee may be asked to 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 Safety Committee**

Warner Pacific University is committed to the safety and welfare of all individuals who interact with the University and to operating its programs, activities, and events in accordance with the safety principles outlined in the University's Safety Manual. In light of this, the University has an established Safety Committee whose membership is comprised of representatives from diverse areas of the University. The Safety Committee and the University review and abide by federal and state safety and health laws and regulations.

### **9.2 Campus Safety**

Campus Safety is located in the maintenance building behind A.F. Gray Hall, and has a Campus Safety Officer on duty 24 hours a day, seven days a week.

**To reach Campus Safety, call 503-250-1730.**

### **9.3 Reporting Accidents and Emergency Incidents**

All accidents and other emergency incidents must be promptly reported to Campus Safety and the Director of Human Resources via completion of the Accident Report Form (located on the G: Drive). Refer to Section 6.6 – Workers Compensation for additional details.

### **9.4 Pets on Campus**

For the safety and health of the campus community, pets (with the exception of service animals) are not allowed on campus, in buildings, in residence halls, or in University vehicles.

### **9.5 Visitors on Campus**

Except for occasional, brief, supervised visits, employees should not have their children at work, in order to prevent disruptions to the work environment. Children who are ill should stay at home for the safety and health of the campus community. Visits from friends and relatives of an employee during working hours should be limited.

## 10. Employee Standards and Problem Resolution

### 10.1 Employment and Lifestyle Standards:

Warner Pacific is a Christ-centered urban liberal arts University dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world. The University was founded in 1937 by the Church of God (Anderson, Indiana) and maintains a covenant relationship with that body. Central to Warner Pacific's identity as a Christ-centered higher education institution is the policy of hiring persons whose personal and professional lives reflect:

1. A belief in the deity of and commitment to Jesus Christ and the Christian faith, as interpreted through the historic witness of Scripture and the continuing ministry of the Holy Spirit.
2. The practice of following Christ through day-to-day personal lifestyle choices.
3. A vitality of Christian experience maturing in insight and application and appreciative of differing viewpoints.
4. A commitment to life-long learning and service through personal and professional development.
5. For teaching faculty, the expression of artful teaching, based on mastery of relevant subject matter and in an environment of purposeful and rigorous inquiry amongst a community of scholars who support one another.
6. A capability, by temperament, preparation, and will, to support students as they confront the intellectual, social, physical, emotional, and spiritual challenges of their lives.
7. A sensitivity to and support for the mission, core themes, vision, values, ethos and traditions of the Warner Pacific University community.
8. A commitment to teaching and serving in harmony with the doctrines of the Bible as understood and generally held by the Church of God Reformation Movement.

Further, to ensure orderly operations and provide the best possible work environment, all Warner Pacific University employees are expected to maintain the highest levels of ethics, professionalism, integrity, and judgment. Employees must obey all laws governing the workplace and the business of the University, as well as treat others (students, suppliers, and co-workers) with honesty, respect, and personal dignity in all interactions. Conduct that is malicious, abusive, threatening, dishonest or unlawful is not acceptable. Employees who feel they are being subjected to conduct of this kind should bring the concern to Human Resources. The University environment is expected to be free from discrimination and harassment (including bullying). When an individual's behavior has direct implications for others and/or the well-being of the University community, there may be cause for institutional involvement, regardless of where the situation occurs.

Mission-based hiring is of critical importance to Warner Pacific University. From its inception, the Church of God has resisted condensing the Scriptures into a formal creed, instead emphasizing salvation as the entrance into the body of Christ; unity in diversity; and a call to holy living as God's people representing Christ in the world. Warner Pacific, rather than requiring subscription to an institutional doctrinal statement, asks each employee to affirm a personal faith in Jesus Christ by providing a statement articulating the ways in which faith informs the employee's understanding of his or her vocation at Warner Pacific. Employees are expected to demonstrate and articulate a vital Christian faith and to live in a manner consistent with a Christ-centered lifestyle as informed by the Scriptures of the New Testament.

### 10.2 Disciplinary Policy

Warner Pacific University is an at-will employer and reserves the right to terminate an employee at any time for any or no reason with or without cause or notice, just as the employee has the right to terminate employment at any time for any or no reason, with or without cause or notice.



It is Warner Pacific University's policy to provide fair and consistent discipline required to improve performance. The purpose of disciplinary action is to correct unacceptable employee behavior or performance and not to punish the employee. Normally, Warner Pacific University tries to give employees an opportunity to correct less serious performance problems before being terminated.

Discipline may be initiated for various reasons, including, but not limited to, violations of the employer's work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's record, and may range from verbal counseling to immediate dismissal, as defined below.

Employees may be counseled verbally regarding performance problems. At this time, suggestions of ways to improve the problem would be discussed with the employee. The verbal counseling may be documented, and the documentation may be placed in the employee's file.

Written Warning: For more severe problems, the employee may be issued a performance improvement recommendation, specifying the problem and the required improvement. This form is presented to the employee in a private meeting, with all aspects of the problem discussed. The warning should be signed and dated by the supervisor and the employee. If the employee refuses to sign the warning, another supervisor or the Director of Human Resources should be immediately brought in and asked to sign and witness that the employee has seen, but refused to sign, the warning. The written warning may be placed in the employee's file.

Termination: Some employee actions are so clearly unacceptable that, based on the nature of the problem and/or the employee's overall record, immediate termination is appropriate

Examples of behavior that could result in immediate termination include but are not limited to:

1. Absence for one scheduled work day without notification by employee or authorization from supervisor.
2. Insubordination--refusal to obey a legitimate directive of the supervisor (not to be confused with inability to perform).
3. Theft.
4. Violation of safety or work practices.
5. Violation of the Drug and Alcohol Policy.
6. Violation of the Lifestyle Agreement.
7. Violation of Electronic Communication and Technology Policy.
8. Violation of Social Media and Social Networking Policy.
9. Violation of Equal Opportunity Employer, Harassment or Disability Discrimination Policies.
10. Violation of Confidentiality Policy.
11. Falsification of any record, time sheet or documentation.

Further, disciplinary action up to and including termination may result for any legal reason which the University deems to be detrimental to its interests.

Discipline Involving Supervisory Personnel:

The disciplinary policy, guidelines, and procedure outlined above apply to supervisory as well as non-supervisory personnel.

### **10.3 Investigations**

Employees are expected to conduct themselves with professionalism, honesty, integrity and good judgment and in a manner consistent with the University's policies. From time to time, Warner Pacific University may learn of behavior that is inconsistent with the University's policies has occurred. Upon receiving a complaint or other information indicating a possible violation of law or institutional policy, Human Resources may conduct an investigation, as warranted.

Warner Pacific University is committed to ensuring that investigations are conducted in a fair, impartial, thorough, thoughtful manner and in compliance with all applicable laws. All employees are expected to cooperate fully with all inquiries and investigations. Employees may not engage in behavior that negatively affects the integrity of the investigation, such as attempting to influence witnesses or withholding or destroying information. While Warner Pacific University cannot guarantee complete confidentiality, investigations will be kept confidential to the fullest extent possible and information gathered during the course of an investigation will only be shared with others on a need-to-know basis.

Further, Warner Pacific University prohibits any form of retaliation, including but not limited to making threatening communication by verbal, written or electronic means against any individual who reports or provides any information regarding violations of policies, rules and standards of conduct. Any employee found to be engaging in retaliation will be subject to disciplinary action up to and including termination.

### **10.4 Employee Relationships with Students**

Employees are prohibited from engaging in an amorous relationship with any student where the faculty, adjunct, or staff member exercises, or can reasonably be expected to exercise, academic or employment authority or influence. Such authority or influence includes, but is not limited to, employment-related decisions such as hiring, evaluation or discipline, and academic-related decisions such as grading, transfers, valuations, formal mentoring or advising, supervision of research, employment of a student as a research or teaching assistant, exercising substantial responsibility for honors or degrees, or considering academic disciplinary action involving the student.

### **10.5 Affirmative Action**

Warner Pacific University is an equal opportunity employer. The University 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, gender, national origin, citizenship status, disability, age, genetic information or veteran status.

Warner Pacific University 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, gender, national origin, citizenship status, disability, age, genetic information or veteran status and any other status protected by laws and regulations to which the University is subject.

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 University. The Director of Human Resources is the Equal Employment Opportunity and Affirmative Action and Americans with Disabilities Act compliance officer for the University.

### **10.6 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 University 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 University 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, illegal drugs or marijuana into the workplace or to locations where University 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 student, employee or any other person 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.

The University takes complaints of workplace violence and threatening conduct very seriously and is committed to taking swift and substantial disciplinary action, which may include immediate termination of employment, against any employee who engages in such conduct. Retaliation against an individual for reporting workplace violence or for participating in an investigation of a complaint of workplace violence is also strictly prohibited and may result in termination of employment.

### **10.7 Sexual Harassment and Discrimination**

Warner Pacific University is committed to maintaining a workplace free of unlawful discrimination and harassment based on race, color, sex, gender, national origin, citizenship status, disability, age, genetic information, veteran status, status with regard to public assistance or any other status protected by laws and regulations to which Warner Pacific is subject. The University considers such behavior unacceptable and contrary to our core values because it undermines our goal of providing an inclusive environment. The University does not tolerate any violation of this policy.

This policy also specifically prohibits sexual harassment as defined by various laws and regulations. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

#### **Sexual harassment takes place when any of these occur:**

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

## Examples of sexual harassment and other prohibited behavior

The following examples of types of prohibited behavior that are not allowed:

- **Verbal harassment:** epithets, derogatory comments, negative stereotypes, offensive remarks or slurs, confessions of romantic interest. *Examples:* name-calling, belittling, jokes, sexually explicit or degrading words to describe an individual, comments about an employee's anatomy and/or dress, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse or graphic verbal commentaries about the body, or requiring or suggesting that an employee wear sexually suggestive clothing.
- **Physical harassment:** assault, impeding or blocking movement or any physical interference with normal work or movement, when directed at an individual. *Examples:* touching, pushing, pinching, patting, grabbing, brushing against or poking another employee's body.
- **Visual harassment:** offensive or sexually explicit material (whether electronic or paper). *Examples:* discriminatory or sexually oriented pictures, posters, cartoons, writings or objects; viewing, displaying or permitting the display of sexually explicit, discriminatory or hate-based materials on a computer, over the Internet or the company's computers; obscene letters, love letters or notes, invitations, e-mails or other forms of Web-based communications such as chat rooms. Visual harassment may also include staring at an employee's anatomy, leering or making sexually oriented gestures.
- **Sexual favors:** unwanted sexual advances that condition an employment benefit upon an exchange of sexual favors. *Examples:* continued requests for dates; promises of advancement or additional wages in exchange for sexual favors; any threat of demotion, termination or similar adverse job action if requested sexual favors are not given; making or threatening reprisals after a negative response to sexual advances or propositioning an individual.

It is impossible to define every action or all words that could be reasonably interpreted as harassment or discrimination. The examples listed above are not meant to be a complete list of prohibited behavior, nor do they always constitute unlawful harassment or discrimination. However, the University prohibits not only conduct which is severe enough to constitute a violation of the law, but also conduct, which although not unlawful, is still determined by the University to be inappropriate in the workplace.

Although it depends upon the circumstances, sexual harassment generally involves behavior that is uninvited, unwelcome and repeated. Sexual harassment may occur regardless of the intention of the person. Sexual harassment may involve an employee at any level or gender or individual conducting business with or for the University.

Sexual harassment also may occur outside the workplace, depending upon the circumstances. The same standards of acceptable behavior applicable to employees' regular work environment also apply to all University-sponsored business activities taking place outside the workplace. Outside business activities, including entertainment should not be conducted at establishments where sexually explicit or offensive entertainment is offered. Employees should take care not to engage in any work-related activity (inside or outside the workplace) that could reflect poorly upon the University or otherwise cause damage to the University's reputation.

## **Reporting sexual harassment or other prohibited behavior:**

Do not tolerate prohibited behavior, including sexual or other unlawful harassment or discrimination. You should report such conduct even if you are not the target. Supervisors should report the conduct to the Vice President of Operations or to the Director of Human Resources.

If you believe you are being sexually harassed, you may consider confronting the harasser and asking the person to stop, if it is appropriate and sensible to do so. The person may not realize the advances or behaviors are offensive. Sometimes a direct discussion ends the situation. You do not have to speak to the harasser before reporting the conduct.

Report prohibited behavior including sexual harassment, other unlawful harassment or discrimination by contacting your Supervisor or Human Resources.

Although you may feel reluctant or embarrassed to make such a report, we encourage you to do so. Employees may not be discriminated against or retaliated against for reporting what they reasonably believe to be prohibited behavior, including harassment or discrimination. Reporting may be done either in writing or verbally.

Warner Pacific University does not tolerate discrimination or unlawful harassment of any kind. It investigates reported incidents of prohibited behavior and retaliation. Investigations are conducted in as discreet a manner as possible considering the need for a thorough investigation of the complaint. If the University finds this policy was violated or other inappropriate conduct of a sexual, discriminatory or retaliatory nature has occurred, disciplinary action, up to and including immediate termination from employment, may result.

### **10.8 Title IX**

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sec. 1681, et seq., prohibits discrimination on the basis of sex in any federally funded education program or activity. In compliance with this federal policy, Warner Pacific University does not discriminate on the basis of sex in its education programs and activities.

A supportive, congenial and professional environment is essential to Warner Pacific University’s mission, vision and values. For this reason, the University strives to sustain an atmosphere in which individual dignity is respected. Warner Pacific University 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 University community.

Discrimination or harassment of any kind violates University policy, is unacceptable conduct, is unlawful and is not and will not be tolerated. It is demeaning to all persons involved. 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 University will take all necessary actions to prevent and stop sexual harassment in all areas of its business, education and other activities and has designated the following individuals as Title IX compliance officers:

1. Jon Sampson, Dean of Students (Senior Title IX Compliance Coordinator – handling complaints from students, staff and faculty), Office Location: Smith Hall 219, Office phone number: 503-517-1056, Email: [jsampson@warnerpacific.edu](mailto:jsampson@warnerpacific.edu)
2. Jared Valentine, Student Affairs Compliance Officer (Deputy Title IX Coordinator – handling complaints for traditional students), Office Location: Smith Hall 211, Office phone number: 503-517-1008, Email: [jvalentine@warnerpacific.edu](mailto:jvalentine@warnerpacific.edu)

3. Lori Jass, Associate Vice President for Academic Affairs/Dean of Adult Degree Program (Deputy Title IX Compliance Coordinator - handling complaints from ADP students), Office Location: Centre 205, 2600 SE 98th Ave., Suite 200, Portland, Oregon, Office phone number: 503-517-1320, Email: ljass@warnerpacific.edu

5. Bev Fitts, Director of Human Resources (Deputy Title IX Compliance Coordinator – handling complaints from staff and faculty), Office Location: AF Gray 216, Office phone number: 503-517-1031, Email: bfitts@warnerpacific.edu

6. Charity Tripp, Student Affairs and Residence Life Coordinator (Deputy Title IX Coordinator - handling complaints from students), Office Location: Smith Hall 216, Office phone number: 503-517-1098, Email: ctrippp@warnerpacific.edu

All inquiries concerning the application of Title IX including inquires about the University's sex discrimination, sexual harassment, or sexual assault policies may be referred to the appropriate Title IX officer.

### **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.

### **10.9 Grievance Procedure**

If a workplace issue arises, an employee may seek resolution by speaking with the individuals involved. If the issue remains unresolved, or the employee is uncomfortable speaking directly to the individual(s), he or she should speak to their supervisor or the Director of Human Resources. If necessary, the Director of Human Resources will lead the parties through the grievance process. Faculty members should refer to the Faculty Handbook for non-harassment grievance procedures

### **10.10 Whistle Blower Policy**

Warner Pacific University is committed to fostering a workplace conducive to open communication regarding the University'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 University. If the employee finds it difficult to report their concern to the President of the University, it may be reported directly to the Chair of the Board of Trustees Audit Committee. 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 other employees not involved with the investigation when such disclosure presents a risk of impeding 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 immediately report the matter to 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 Vice President for Enrollment and Marketing in order to avoid the dissemination of incorrect information and to ensure that the University's message to the media comes from a single informed source.

#### **10.11 Performance Reviews**

Staff supervisors conduct annual employee performance reviews with their direct reports; the review period is June 1 through May 31. A copy of the performance review will be provided to the employee, with additional copies retained in the supervisor's files and the employee's personnel file. Supervisors may conduct informal evaluations for the purpose of communication, recognizing accomplishments, improving performance, enhancing relationships, and providing training.

## **11. Employee and Employment Records**

### **11.1 Personnel Files**

All personnel files are securely maintained in the Human Resources Department or stored in the computer network. These files may contain copies of employee records, employee performance documents, and employee benefits and compensation paperwork. Records are maintained in accordance with applicable federal and state requirements. Employees may submit a request to Human Resources to review their personnel file, with reasonable notice.

### **11.2 Employee Information Changes**

Employees are required to notify Human Resources and Payroll 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 by the employee as soon as practicable.

### **11.3 Employment Verifications and References**

Warner Pacific University's Human Resources Department limits the information provided for job references to an employee's job title and dates of service. For employment verifications requested by a financial institution, an employee may request disclosure of additional information by providing a signed written release. Employment reference checks and verifications should be referred to the Human Resources Department.



## **12. Termination Policies**

### **12.1 Voluntary Resignation**

A resignation occurs when an employee voluntarily ends the employment relationship with the University. The University requests that the employee provide a resignation letter to their supervisor and Human Resources stating the final date worked at least two working weeks (excluding holidays and vacation) prior to their termination date. Employees who fail to provide such written notice will not be paid accrued unused vacation upon termination. The original resignation notice becomes part of the employee's personnel file.

Employees also may be considered to have voluntarily resigned when they are absent, without notification to their supervisor or the Human Resources Department, for more than three consecutive days, do not return from any leave of absence, or fail to notify the University of intent to return.

### **12.2 Involuntary Termination**

Warner Pacific University is an at-will employer and reserves the right to terminate an employee at any time for any or no reason, with or without cause or notice. The University reserves the right to be the sole judge of whether termination is appropriate, or necessary, or both. The University is committed to equal employment opportunity and non-discrimination, and will comply fully with all federal, state, and local laws and regulations to which it is subject 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 University's standards of employment, and violation of any of the policies specified in this Personnel Policies Handbook.

### **12.3 Retirement**

Employees planning to retire are encouraged to provide three months' notice. This advance notice supports departmental planning and the processing of exit paperwork by the Human Resources Department.

### **12.4 Exit Process**

The Human Resources Department will schedule an exit meeting with an employee upon receipt of their resignation letter. During this meeting, the employee has the opportunity via the exit interview to share comments regarding the University, as well as their position, department, and supervisor. At this time, the employee is provided information regarding continuation of employee benefits (COBRA) and final pay, and will return all University property such as employee identification cards, keys, parking permits, and credit cards to the Human Resources Department.

## **13. Policies and Practices**

### **13.1 Electronic Communication and Technology Policy**

All computers and electronic media, including email, fax, computers, modems, telephones, cellular telephones, removable data storage media, Internet access, and voice mail systems (“Electronic Communication and Technology”), are University property and should be used only for business purposes or for limited, appropriate, and personal use that does not interfere with the employee’s performance of his or her duties. The University’s Electronic Communication and Technology is provided to allow employees to perform their job functions efficiently and effectively. All employees should understand that their use of these systems—including any personal use—is not private or confidential. Employees should have no expectation of privacy when using these systems. The University may monitor, access, retrieve, or delete any communication or information that is transmitted or stored on the University’s Electronic Communication and Technology. The University may also record and disclose to others any use of the University’s Electronic Communication and Technology.

Extended or otherwise inappropriate personal use of the University’s Electronic Communication and Technology during business hours is not permitted. Downloading games or other personal entertainment content, non-business related software, or playing games on the University’s Electronic Communication and Technology is prohibited. The University also prohibits the viewing, transmittal, downloading, or storage of any materials on the University’s Electronic Communication and Technology that may constitute intimidating, hostile, offensive, or discriminatory materials or that may for any reason cause the University embarrassment or damage to its reputation, including, for example, any sexually explicit material. The University’s Electronic Communication and Technology may not be used by employees to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

The University’s Electronic Communication and Technology system may not be used to send, receive, store, or download copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Director of Information Technology. If an employee is uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, the employee should either not transfer the information or seek authorization from the Director of Information Technology to make the transfer.

Any questions about this policy should be addressed to the Human Resources Department. Violation of this policy subjects an employee to disciplinary action, including termination of employment. Employees should also be aware that certain violations may also lead to civil or criminal liability.

#### **Mobile Devices**

Warner Pacific University provides certain employees with mobile devices for job-related use. Employees should take all necessary steps to ensure that their operation of the mobile device does not interfere with their own safety or the safety of others. Depending on the circumstances, this may mean not using the mobile device while driving or operating other machinery.

#### **Use of Copyrighted Materials**

Warner Pacific University respects intellectual property laws, including copyright laws, and the individuals and companies whose work and livelihoods are protected by such laws. Therefore, no University personnel may make unauthorized use of copyright-protected materials – including but not limited to photographs, graphics, art works, videos, music recordings, and written materials. This restriction includes unauthorized use in brochures, pamphlets, PowerPoint or similar presentations, websites, and social media pages.

## 13.2 Social Media and Social Networking Policy

### Introduction

“Social networking” means communicating with others over the internet for social, professional, company business, or other purposes. Social networking typically occurs on sites such as Facebook, Twitter, LinkedIn, YouTube, and Google+, and can also occur on other sites such as media sites hosted by television networks, newspapers, and magazines that allow readers to post comments. Social networking also includes participation on listservs and authoring or posting to Web logs (blogs). If you participate in any social network for any reason, you are responsible for reading, understanding, and complying with each site’s terms of use.

If used improperly, social networking can result in several adverse consequences, including contrary positions advocated against the University, disclosure of sensitive or confidential information, copyright violations, violations of the FERPA rules, potential damage to the University’s reputation, and possible claims against the University.

### Scope

This policy applies to all types of social networking activity by anyone (a) using University computers, mobile devices, or other technology, or (b) using non-University computers, mobile devices, or other technology.

Use of social networking sites at work or while you are engaged in work-related activities is permitted, but should be limited, not interfere with or affect normal business operations of the University, comply with all University policies, not compromise the security of the University, not burden the University with unreasonable incremental costs, and comply with all other provisions of this policy. If you engage in social networking for personal reasons, we recommend you follow these guidelines.

### Guidelines

Never attribute postings to the University by using the University’s name or imply that they are endorsed or written on behalf of the University unless authorized by the University. If there could be confusion, use the following disclaimer: “The statements and views expressed in this posting are my own and do not reflect those of my employer and are intended for general informational purposes only.”

There are social media accounts, blogs, web pages, and related content carrying the Warner Pacific University brand identity that are owned and licensed by the University with content posted by authorized personnel. These guidelines apply to that content and the authorized posters.

- A. Because University communications influence the public's understanding and perceptions of the University, it is important that one person speaks for the University to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Therefore, it is essential that the following procedures be followed in news-media contact situations. Obtain approval from the University’s Vice President for Enrollment and Marketing before responding to (a) an inaccurate, accusatory, or negative comment about the University, its faculty, staff or students; (b) inquiries from the media on issues related to the University, its faculty, staff or students; or (c) an inquiry about any other University
- B. When referencing other works, you must cite sources and link to online references and original source materials directly. When posting images, articles, video, audio or other works online, the University must have rights to those works.

- C. Do not promote personal projects or businesses on University social media platforms.
- D. Do not engage in public online discussions about any confidential or proprietary University or student information.
- E. Use good judgment in writing your posts. Post only content that you would be comfortable having the University, your colleagues, and the general public read.
- F. Do not discuss University business unless the University has authorized you to do so. Do not post anything that could potentially disparage the University's services, including photographs or other images. Always use a personal email address for non-business participation on social media sites.
- G. Do not be dishonest or intentionally misleading with regard to your employment by, or position with, the University.
- H. Do not post any content that could be characterized as plagiarism, advertising, a copyright violation, or claims of special expertise or experience. Identify all copyrighted or borrowed material with appropriate citations and links and obtain permission when necessary.
- I. If a member of the media or other person contacts you about a University-related social media posting or requests information about the University, contact the University's Vice President for Enrollment and Marketing. Do not respond to media inquiries on behalf of the University unless you are authorized to do so.
- J. Remember, you are personally responsible for all content you post on social networking sites. Such content can be hard to delete, so be careful where and what you post.

### **13.3 Parking**

Warner Pacific University employees who park on the campus are required to display a current parking permit. Permits are available from the Director of Campus Safety. Unauthorized vehicles may be ticketed and may also be towed if they are blocking fire lanes, fire exits or are parked in undesignated areas.

### **13.4 Keys and Employee Identification Cards**

University employees are issued keys and employee identification cards that allow access to certain campus buildings and offices based on the employee's work assignments. Keys and identification cards are obtained from the Director of Campus Safety and must be returned to the Director of Human Resources during the exit interview upon leaving the University. Sharing an identification card or key with other employees or non-employees represents a security risk and may result in disciplinary action up to and including termination. In the case that keys or identification cards are lost or stolen, the employee should notify Campus Safety immediately.

### **13.5 Solicitation**

Solicitation of employees during work time may be disruptive to the internal workflow of the University. For this reason, Warner Pacific University prohibits any solicitation of employees by other employees or non-employees during work time. The only exception is University-sponsored charitable fundraisings or business-related events

### **13.6 Recycling**

Warner Pacific University supports environmental responsibility and encourages all employees and students to be sensitive to the environment and to recycle whenever possible. Each University office is supplied with

a recycle box to recycle 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.

### **13.7 Posting of Announcements**

Employee announcements generally occur via the Signpost, the University's electronic forum for communicating announcements and events for employees. Employees should refer to the Social Media guidelines posted on the University's website for further information. Announcements regarding University-sponsored events and activities posted via the University's bulletin boards must be approved through the Marketing Department prior to posting. Promotional items may not be displayed on windows, doors, walls, or building exteriors. Items posted in these locations may be removed without notice. For a full list of approved posting areas on campus, and to have posting cases unlocked, contact the Marketing Department.