

Staff Policies & Procedures – Section A

A.1 Hours of Work

For payroll purposes, the work week begins at 12.01 a.m. Sunday and ends at midnight on the following Saturday. The business hours of most University offices are between 8:00 a.m. to 5:00 p.m. Monday through Friday. Individual departments may operate on other alternative schedules based on the nature of the particular services they provide. Work schedules are determined by the supervisor taking into account department operational requirements. The supervisor may change daily and weekly work schedules at times to meet the needs of the University.

A.2 Lunch Periods

Staff members are allowed one unpaid hour for lunch, which is scheduled by the department supervisor.

Wage and hours laws require that the employer provide meal periods of not less than 30 minutes to employees who work periods of six or more hours. For work periods of seven hours or less but at least six, the meal period is taken between the second and fifth hour worked. If the work period is more than seven hours the meal period must be taken between the third and sixth hour worked. If the employee is required to remain on duty during the meal period or performs any tasks, the employee must be paid for the meal period.

A.3 Rest Periods

Staff members are allowed one twenty minute rest period in the morning and one in the afternoon. Rest periods will usually be taken approximately in the middle of the work periods and are scheduled by the department supervisor. Rest periods are intended to be taken, are not cumulative and may not be used to shorten work days or extend lunch hours. Neither overtime nor any other form of additional compensation will be paid for missed rest periods.

Wage and hour laws require that the employer provide a rest period of not less than 10 minutes, without deduction from the employee's pay, for every four hour segment worked without a break. The time must be taken in addition to and separately from the time allowed for meals.

A.4 Overtime Pay

In accordance with the requirements of Federal and State Wage and Hour Laws, non-exempt employees will be paid at the rate of time and one half for work performed in excess of 40 hours worked in a work week (straight time for over 35 but less than 40). The work week is Sunday starting at 12.01 a.m. through midnight the following Saturday. Pacific University does not permit the use of compensatory time in lieu of pay for non-exempt employees. Any hours worked must be shown on time cards and paid as either regular or overtime. Falsification of time cards is a serious offense and can result in disciplinary action. Prior approval from your supervisor is required before any overtime work is performed.

A.5 Alternative/Flexible Work Schedules

Alternative work scheduling is available to assist qualified employees in meeting their personal work performance goals and family/personal needs. Alternative Work Schedules are discretionary and subject to the approval of the supervisor considering such factors as productivity, accountability, customer service, departmental operational needs, task interdependence and

employment laws. Departments with individuals using flexible scheduling must maintain or increase their service levels to their customers.

Flexible scheduling can be an informal, short-time arrangement during inclement weather or emergency closures or a formal long term employment agreement. Possible flexible scheduling arrangements may include variations in beginning and ending times, staggered work schedules or a compressed workweek (working the same number of hours in fewer days).

Employees requesting a long term alternative work schedule should give a written proposal to their immediate supervisor detailing the adjusted schedule and how that schedule will meet the needs of the department.

The immediate supervisor should contact Human Resources before approving a request in order to determine compliance with state and federal wage and hour laws and any impact on benefits and pay. Once approved the supervisor should notify Human Resources of the scheduling change. It is recommended that an alternative schedule first be implemented on a trial basis to evaluate the impact on the department.

The agreement to flex a schedule may be withdrawn at any time or for any reason, if in the view of the supervisor it is no longer in the best interest of the University to continue the arrangement. All flexible scheduling arrangements must be budget neutral.

A.6 Work At Home

Working at home may be possible in some areas of the university. Working at home or telecommuting is an alternative work arrangement agreed upon between the staff member and the supervisor, subject to approval of the department head and the area vice-president. It is a business arrangement and not a benefit or entitlement.

In evaluating a work-at-home proposal the needs of the university must take first priority. Positions should be evaluated based on such factors as type of customer service provided, types of tasks performed, task interdependence and the operational needs of the department. Performance criteria to be considered in determining whether or not a telecommuting arrangement is appropriate include, but are not limited to, expertise in job; conscientiousness about work time and productivity; ability to work well alone for long stretches of time; technological skills; limited need for feedback; willingness to ask for feedback if necessary; self-motivation; ability to set priorities and deadlines; ability to adapt to changing routines. A home environment conducive to a work-at-home arrangement is also an important factor.

Telecommuting can be an informal, short-time arrangement such as working on a short-term project, during inclement weather or emergency closures. All informal work-at-home arrangements are made on a case by case basis, focusing on the needs of the university first. Formal telecommuting arrangements are initiated by the staff member giving a written proposal to their immediate supervisor detailing the proposed arrangement and how that schedule will meet the requirements of their job description, the impact on the department and the quality of customer service provided. The proposal should also describe how the staff member's home is conducive to a work-at-home arrangement.

The staff member's supervisor will evaluate the proposal based on the factors listed in this policy above. The department head approves the arrangement and arranges for sign-off by the area vice-president.

If approved, a written agreement will be prepared in conjunction with Human Resources. The work-at home arrangement may be withdrawn at any time, if in the supervisor's view; it is no longer in the best interest of the university to continue.

A.7 Reporting Absence From Work

Employees are expected to notify their supervisor as soon as it is possible if they are absent from work. Continued absence from work may become a factor in evaluating an employee's performance. Unscheduled, unexcused absences due to injury or illness, even when following appropriate guidelines, may still be deemed excessive. See B26 Sick Leave

Medical Certification from a treating physician is required when an absence exceeds 5 days or upon request of the university. Satisfactory verification confirming the employee's ability to resume work at the conclusion of an extended illness or injury is also required. An employee who fails to report to work for three consecutive days without notifying his/her supervisor may be considered to have voluntarily resigned his/her employment with the University.

A.8 Tardiness

Employees are expected to notify their supervisor as soon as it is possible if they are going to be tardy. Continued tardiness may become a factor in evaluating an employee's performance.

A.9 Personal Time

Employees are allowed to indicate Personal Time (unpaid time) on their timecards only when they have used all of their paid time and only with prior approval of their supervisor. Personal Time marked on timecards when an individual has available paid time will be charged to the available paid time in this order: vacation, floating holiday, sick.

A.10 Full-time Employees

Full-time employees have an FTE of no less than .75 and work 1560 hours or more per year, i.e. 30 hours per week for 12 months.

A.11 Part-Time Employees

Part-time employees have an FTE of .50 to .74 and work at least 1040 hours but less than 1560 hours per year, 20 to 29 hours per week for 12 months.

A.12 Occasional Employees

Occasional employees are those who work less than 20 hours per week. Occasional employees are not eligible for any benefits.

A.13 Temporary Employees

Temporary employees are hired on a temporary basis for a specific period of time (not to exceed 6 months) for special projects and emergency assignments. Temporary employees are not eligible for any benefits.

A.14 On-Call Employees

On-call employees work an uncertain schedule usually on an irregular or on-call basis. They are paid an hourly wage and are not eligible for any benefits.

A.15 Student Employees

Student employees are hired through Career Services in accordance with policies and procedures of that office.

A.16 Volunteers

Volunteers are welcome at Pacific and provide valuable services in support of regular paid staff. Volunteer forms are available on the web at <http://www.pacificu.edu/offices/hr/forms/>. Individual departments are responsible for maintaining forms on their volunteers.

A paid non-exempt employee of the University may not volunteer or otherwise perform services for the university on an unpaid basis unless the following conditions are met: 1) work must be performed for a public, religious or humanitarian service; 2) without the expectation of pay; 3) at the employee's own initiative; 4) on the employee's own time; and 5) the duties must not be the employees regular job duties.

A.17 Exempt Staff

Exempt staff are executive, administrative or professional employees of the University as defined by the Fair Labor Standards Act who are exempt from the Fair Labor Standard Act's overtime pay requirement and are paid on a salaried basis for work performed.

A.18 Non-exempt Staff

Non-exempt staff are employees of the University as defined by the Fair Labor Standards Act who are not exempt from the overtime requirements of the Fair Labor Standards Act and are paid on an hourly basis for work performed.

A.19 Administrative with Academic Rank

Administrators within schools or colleges may be given academic rank and may be promoted with written approval of the appropriate personnel committee. Administrators in other academic units may be given academic rank, and may be promoted with written approval of the Provost and the University Personnel Committee. Individuals with academic rank are governed by staff personnel policies.

A.20 Pay Period for Exempt Employees

Exempt employees are paid monthly, on the last working day of each month. Exempt, salaried time cards must be turned in to Payroll by the fifth working day of the month for the previous month.

A.21 Pay Period for Non-Exempt Employees

Pay periods for non-exempt employees are from the first through the fifteenth and the sixteenth through the end of the month. Staff members will maintain a time card for each pay period. Non-exempt, hourly staff members are paid twice a month on the 15th (or the 1st weekday prior to the 15th if the 15th falls on a weekend) and the last working day of the month. Non-exempt hourly

staff members turn in their timecard to their supervisor who verifies the hours, signs and forwards the cards to Payroll by the 1st and the 16th of the month.

Paychecks are available on payday in the Business Office until 2:00 p.m., after 2:00 p.m. checks are mailed to your address on record in payroll. Direct deposit forms are available in Human Resources and may be arranged by contacting the Payroll Manager.

A.22 Payroll Advances

Salary advances may be arranged only in case of emergency. No more than three salary advances in a calendar year are allowed without prior approval from the Vice-President for Finance and Administration. Requests for salary advances should be made to your supervisor who will forward the request to Payroll. Advance forms are available in Human Resources. Non-exempt staff must attach a copy of their current timecard to the salary advance request. Advance checks are usually issued after 3:00 p.m. two days after advance request form is received, with some exceptions when payroll is being processed. No salary advances can be issued for two working days after transmittal of payroll due to processing restrictions. Advances may not exceed 70% of gross salary earned to date and will be deducted in the same month or pay period received.

A.23 Employee Compensatory Time

It is the University's policy that work should be organized and scheduled in such ways that, normally, overtime work is not needed. Except in an emergency, an employee should not be scheduled to work in excess of forty (40) hours in a week without the authorization of the immediate supervisor.

Employees classified as "non-exempt" must be paid time and one half for all hours worked in excess of forty hours per week.

Exempt employees are not covered for overtime payment under the Federal Wage and Hour Law and will not be paid overtime for work in excess for forty (40) hours per week. Such employees are expected, by the nature of their job responsibilities, to spend whatever hours are necessary over and above the basic workweek in completion of their assignments. In cases of exceptional overtime, the appropriate Vice-President may grant compensatory time.

A.24 Job Classifications

Staff positions at the University are assigned to a pay group based on market information, responsibilities and other significant job factors. The University maintains written position descriptions which are periodically updated as duties and responsibilities change.

The pay group structure includes a minimum, midpoint and a maximum. The pay rate for a new employee is determined by considering the potential employee's actual work experience in relation to the position being filled and their demonstrated ability to perform the responsibilities of the new job. In-hire rates will fall between the minimum and the midpoint of the appropriate pay group. There should be no hiring above the midpoint of a pay group without prior approval from Human Resources.

A.25 Reclassification

An individual may be reclassified and moved to a different pay group if the work responsibilities of the individual are significantly increased or decreased. The immediate supervisor must submit a

written request and a revised position description to Human Resources. Reclassifications are generally made at the beginning of the fiscal year. The request will be evaluated by Human Resources and if approved, the appropriate reclassification will be made.

A.26 Orientation Period

New staff members or continuing staff members entering into a new position have an orientation period of 90 days at which time they receive an evaluation to determine whether their employment will continue. An employee may be terminated at any time during the orientation period. The orientation period can be extended for another 30 days if the supervisor feels there has not been sufficient time to make an evaluation.

A.27 Break in Service

Employees who terminate and are subsequently re-hired within six months of their termination date will not be considered to have a break in service, unless a specific benefit contract requires a break in service when an employee terminates.

Employees who terminate and are re-hired after six months of their termination will be considered new employees and will be required to serve the orientation period and any applicable waiting periods in order to receive benefits.

A.28 Guidelines for the Recruitment and Selection of Employees

A primary function of the Human Resource Office is to assist in securing needed staff. The Human Resources Office is responsible for coordinating the recruitment efforts and determining that applicants meet the minimum requirements for the vacancy.

A.29 Recruitment

An **Employment Requisition** must be filled out, signed with the appropriate signatures and checked for funding approval before the employment process can begin. All new and existing positions in the budget require the signature of the area Budget Manager, the area Vice-President and the Budget Office. No processing will occur until the required approvals are acquired and the Budget Office forwards it to Human Resources.

Human Resources must also have a current approved position description on file

If there is no job description available, the supervisor should prepare one. The position description should contain the job criteria needed to fulfill the responsibilities of the position. The hiring supervisor is responsible for updating the job description for the position and sending it electronically to Human Resources.

A.30 Position Announcement/Advertising

Once the position has been approved and the requisition has been received in Human Resources, an HR representative will contact the hiring supervisor to discuss the recruitment and advertising process. The HR representative prepares and places the advertisements.

A.31 Applications/Resumes

Applications and resumes will be received and processed in the Human Resource Office. All candidates will receive a postcard notification verifying receipt of their application. Current employees who meet the required qualifications making application to on-campus positions will

receive an interview. Employees who have not completed their orientation period may not apply or be recruited for another position within the university.

A.32 Selection

Job offers will be made by the supervisor in conjunction with the Human Resource Office. After a final candidate is chosen and the in-hire rate determined the candidate will be offered the position by telephone by the hiring department. The offer must be made contingent upon successful completion of a background check. Applicants who have been interviewed and not selected should be notified by the hiring department that they have not been chosen. After the individual has accepted the position all the resumes are to be returned to HR.

The Human Resources Office will notify the other applicants that they have not been chosen. Human Resources will send a letter to the successful candidate, outlining the job offer.

The supervisor must submit a **Personnel Action Form** to the Budget Office so the newly hired employee can be properly paid and charged to the correct account. The Budget Office will forward the PAF to Human Resources. The hiring supervisor is responsible for making an appointment for the newly hired employee to come to the HR office on the first day and fill out required paperwork and receive the appropriate orientation schedule. The PAF and all new hire paperwork must be completed and received in the HR Office before email accounts and ID Cards can be issued.

A.33 Pre-Employment Screening Policy

Pacific University seeks to hire well-qualified candidates for vacant positions. As one step towards achieving this goal, the university conducts a variety of pre-employment verifications.

This policy applies to all regular staff, tenure track, extended term and term faculty positions. The background verification process outlined here is a supplement to, not a replacement for, the standard employment references that should be completed by faculty and staff search committees.

Position offers (both verbal and written) to finalist faculty candidates are contingent upon satisfactory completion of the pre-employment screening process. Refusal to complete the process or the receipt of questionable or unsatisfactory information during the screening process may result in the position offer being rescinded. The verification process will generally include:

1. Employment verification and references (typically completed by the department chair, manager or search committee members), and
2. Criminal record search, Social Security verification, Education and/or professional license/certification verification if applicable (completed by a background checking firm upon request by Human Resources).
3. Where appropriate, records outside Oregon and Washington County will be reviewed. For example, this would apply in the case of a finalist from another state.

When finalist candidates make a campus visit, they must complete the Pacific University *Disclosure and Authorization to Obtain Information* form. These forms are available in Human Resources. Because these authorizations are needed to comply with legal obligations, the verification process will begin after the waiver and employment application have been signed.

When the top candidate is selected and a position offer is to be extended, the hiring official notifies Human Resources, which is responsible for coordinating items 2 and 3 of the screening process

outlined above. If the candidate did not complete the necessary paperwork when on campus, he/she should complete it and fax it to Human Resources within 24 hours after the verbal position offer is extended. The hiring department should allow one (1) week for the process to be completed. No offer of employment should be extended until the results of the background check are received and reviewed. Employment at the University is contingent upon successful completion of a background check. If any adverse action is taken based on the background check information, HR will work with the department to follow the proper procedure in notifying the applicant. The authorization form and results of the background checks are kept in Human Resources. The results of the pre-screening process will be shared with the appropriate hiring official(s).

A.34 Orientation Period Evaluation

New staff members or continuing staff members entering into a new position have an orientation period of 90 days during at which time they receive a performance evaluation. Completion of this review indicates successful completion of the orientation period.

A.35 Pacific Performance Management and Development Process

The purpose of the staff performance management and development process is to continuously improve the quality and capacity of the staff of Pacific University in support of our mission and core values.

Following are the forms needed for the appraisal process and their uses. These forms are available on the HR Web Page under forms: <http://www.pacificu.edu/offices/hr/forms/>.

Performance Management Review Form

Use: to evaluate and discuss an employee's annual performance. The same form can also be used for the employee self evaluation.

Individual Performance Management Plan Goals

Use: to record an employee's annual goals

Peer/Customer Input Form

Use: to gather additional information on an employee's performance

Position Description Format

Use: provides for a uniform, consistent university position description format

Supervisor's Process:

Self Assessment and goals: Start the process by asking your staff to fill out a self-evaluation. You can either use the ***Performance Management Review Form*** or use your own department format. They should also evaluate how they performed on their last year's goals and make suggestion for goals for the coming year. Arrange for a specific date for these to be turned into you.

Update job descriptions. The annual review period is the ideal time to review position descriptions. If you need to make changes I have attached the appropriate form for you to use. Please review the current position description with your employee, revise if necessary and email it to humanres@pacificu.edu so we can update our files.

Gather information: In addition to the self assessment assemble any other information you may need to complete your staff members review: file notes of meetings, mid year reviews, customer compliments. Additionally, you may wish to use the ***Peer/Customer Input Form*** provided to gather information from individuals who closely interact with your department. The staff member could provide you with the names of individuals they work closely with.

Fill out a *Performance Management Review Form* for each of your staff members. Use the comments section to record your observations and assign a rating for each competency. Taking into consideration all factors (review form, self-evaluation, peer input, goal performance) determine an over-all rating to the ***Performance Management Review Form***.

Schedule a time to go over the *Performance Management Review Form* and to mutually set the goals that the employee will be evaluated on during the next performance cycle. When you're finished, and both you and your employee have signed the review, give them a copy. Retain a copy for you to refer back to over the year and for the next year's performance cycle.

A.36 Employment at Will

Employment is at the mutual consent of the employee and the University. The employee or the University can terminate the employment relationship at will at any time, with or without advance notice. Any termination by the university must be consistent with applicable laws prohibiting discrimination. Any initial or renewal appointment letters or forms do not constitute a contract.

A.37 Corrective Action

Corrective action is taken for the purpose of assisting the employee to learn what performance standards are not being met and what the employee needs to do to meet them. The goal is to ensure that reasonable steps have been taken to correct the problem, so that the employee can be successful in his/her job.

The supervisor has the right to recommend that an employment relationship be discontinued, with or without cause or prior notice, just as an employee has the right to discontinue the relationship under the same terms. However, the University will follow progressive discipline procedures whenever appropriate. Progressive discipline may include oral and written warnings appropriate to the rule violation or performance concern or suspension. However, a pattern of increasingly serious disciplinary measures is not necessary prior to any disciplinary action, including termination. Appropriate types of discipline cannot always be anticipated. The facts and circumstances in each case should be considered in the supervisor's determination of an appropriate form of discipline. However, supervisors should be careful to apply policies and corrective action consistently among all employees. The University wants to treat employees fairly and consistently and respect the dignity of the employee in all cases. Supervisors must discuss performance concerns with the Director of Human Resources prior to taking any formal corrective action, so that the corrective action can be evaluated in the larger context.

A.38 Voluntary Termination of Employment

Employees are free to terminate their employment with the University at any time. Employees who decide to leave the University are expected to submit a letter of resignation, which includes the date of termination, reason for termination and the employee's signature. If an employee decides to leave a position at the University, the University expects a minimum of two (2) weeks' notice. Vacation pay may not be used to extend your employment. Your termination date is the last day worked. Any accrued vacation will be paid to you in your final check. Please inform your supervisor and the Human Resource Office of your decision to terminate your employment. Terminating employees must complete the Request for Final Payroll Check and a Notice of Voluntary Resignation Form prior to the issuance of a final paycheck. These forms are available in the Human Resource Office. All keys, calling cards, credit cards, book store accounts and all other outstanding university accounts must be settled before a final check can be issued. Employees

are responsible for checking with their supervisor regarding the return of University property. An employee's failure to give proper notice may be noted in the employee's personnel record and employment references and may be considered in any future decisions regarding re-employment with the University.

If an employee quits with notice of at least 48 hours, the final check is due on the final day worked, unless the last day falls on a weekend or holiday. In that case, the check is due on the next business day. When an employee quits without notice, wages are due on the next regular payday or within five working days, whichever comes first.

A.39 Involuntary Termination of Employment

When a supervisor decides to terminate an employee, the procedure followed in reaching the decision must be reviewed and approved by the Director of Human Resources before any action is taken.

In cases of unsatisfactory work performance of an employee who is past the initial orientation period, a written notice must be given in which the employee had 30(thirty) days to improve specific work issues and sustain the improvement. Such notice should be signed by the employee as acknowledgement of receipt of the warning. Refusal to sign the warning by the employee does not constitute non-receipt. If after the 30 day improvement period the employee has not made sustained, consistent improvement, the employee may be discharged from employment.

The requirement for a written warning and a 30 day improvement period may be waived where a termination is for: abandonment of position or excessive absenteeism; insubordination or a refusal to perform one's job; misconduct including theft, misuse or misappropriation of university property; unsafe conduct; misrepresentation of hours worked; sexual or racial harassment; or violation of university rules on substance abuse. The requirement, however, can also be waived for any non-discriminatory reason deemed to be sufficient after consultation with the Director of Human Resources.

The written warning requirement does not apply to employees in the initial orientation period. All employee terminations must be approved by the Director of Human Resources. If an employee is discharged, the final paycheck is due not later than the end of the next business day.

A.40 Reduction in Force

A reduction in force is a termination of employment of one or more staff employees as the result of economic conditions, reorganizations, or elimination of positions, which are no longer required in order for Pacific University to conduct its business.

The University will make reasonable efforts to plan for and distribute the workload in such a manner to minimize the need for reduction in personnel. In some instances, it may be necessary to eliminate or change a position due to reorganization, lack of available funds or any other circumstances. No regular service employee will be laid off in an office where there are trial service or temporary employees working in comparable positions in the office. If there is more than one (1) person in the office affected by the force reduction, performance, ability to perform the work and length of service will be taken into consideration. Affected employees will be given ten (10) working days notice prior to the layoff or ten days pay in lieu of notice.

If the position is re-established within one hundred and twenty (120) days from the date of layoff, the person who held the position will be notified by the Human Resources Office in writing and given the opportunity to return to work. The person will be given two (2) weeks from notification to do so. If more than one person in a similar position was affected by the layoff, recall will take into account performance, ability to do the job and length of service.

A.41 Retirement

Retirement from active employment is a major decision based on individuals unique needs and lifestyles and is often most successful if it is planned well in advance.

Employees who are planning to retire are requested to notify their supervisors and to contact the Human Resource Office as far in advance as possible to facilitate any necessary transition of benefits and to allow the department to plan and budget for their replacement. The employee is responsible for contacting Social Security prior to retirement regarding the initiation of social security benefits and the retirement plan carrier regarding the initiation of the retirement annuity.

An Official Retiree is defined as having been employed at Pacific in a full-time capacity for no less than 10 consecutive years and who has reached the age of 55 or the equivalent combination of age and years of service. Official Retirees will be formally recognized at the Annual Honors and Awards Celebration in.

Official Retirees may be considered for Honored Retiree status by the President's Cabinet if they have been employed at Pacific in a full-time capacity no less than 15 consecutive years, have reached the age of 58 and have declared their intention to retire from the University or any other employment.

A.42 Exit Interviews

Terminating employees are asked to fill out an exit interview form on or before their last day of employment.

Staff Benefits – Section B

B.1 Vacations

Vacations are provided for the rest and relaxation of regular and part-time staff employees. Staff members are encouraged and expected to take their vacation. Employees accrue vacation from the first day of employment but cannot use it until they have been employed for three months. Vacation time is calculated from the staff member's date of regular employment and is paid based on the employee's scheduled hours on record in payroll. An employee earns vacation credit during any month in which the employee is paid. Employees who work less than 12 months per year and part-time employees will have their vacation pro-rated. Vacation time for non-exempt staff members is earned according to the following schedule. The accrual rate changes the month following your anniversary date.

Years of Service	0-5 years
Accrual Rate	.833 of a regular scheduled day accrued per month
Days Per Year	10

Years of Service	5-10 years
Accrual Rate	1.25 of a regular scheduled day accrued per month
Days Per Year	15

Years of Service	10 years +
Accrual Rate	1.67 of a regular scheduled day accrued per month
Days Per Year	20

Exempt staff members earn vacation at the rate of 1.67 days/13.36 hours per month.

Vacation time earned during any fiscal year must be taken before the end of the following fiscal year. Any exceptions to this must be approved in advance by the Vice-President for Finance and Administration. Vacation exception forms are available in Human Resources.

If a holiday falls during a staff member's vacation, this time will not be charged against accrued vacation time. Department heads are responsible for establishing vacation schedules that take into consideration the efficient operation of the department and the wishes of the staff members.

A staff member may utilize accrued vacation time after they have been employed for three months. If an employee terminates prior to 3 months employment, no vacation time will be paid. After three months employment, a terminating employee will be paid for any vacation earned.

B.2 Holidays

The University regularly observes the following holidays:

Martin Luther King Day	One (1) day
Memorial Day	One (1) day
Independence Day	One (1) day
Labor Day	One (1) day, which may or may not fall on the designated national

holiday depending on the academic calendar.

Thanksgiving	Two and one-half (2.5) days
Winter Holiday	Seven consecutive work days (7) determined yearly

Regular and part-time staff employees are eligible for holiday pay if the holiday falls during their regular working schedule. Holiday pay is based on the employee's scheduled hours. An employee must be in paid status the scheduled day before and after the holiday in order to receive holiday pay. If a holiday occurs when a person is on vacation or approved paid family leave, that day will be counted as a holiday. Occasional and temporary employees are not eligible for holiday pay.

Some offices and departments require some minimal coverage during holiday periods. Managers are responsible for determining the staffing needs of their area. Individuals who work on a holiday will receive regular pay for time worked and will be allowed time off at regular pay at an agreed upon time. The Human Resource Office issues the official holiday schedule each year.

Holidays – Campus Public Safety

Due to their unique job responsibilities (providing campus protection 24/7), Campus Public Safety Officers are not covered under the general university holiday policy.

Campus Public Safety Officers are accorded 15 and 1/2 floating days per year which they must take before the end of the calendar year. Floating holidays cannot be accumulated and are not payable upon termination. Floating holidays are paid days to be taken at the employee's discretion with the prior approval of their supervisor.

Employed as of January 1st	15 ½ floating holidays per calendar year
Employed after April 30th	10 floating holidays for the remainder of the calendar year
Employed after August 31st	5 floating holidays for the remainder of the calendar year

Campus Public Safety Officers will receive time and ½ if they work on an official university holiday: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day.

B.3 Floating Holidays

Floating holidays are paid days taken at the employee's discretion with the prior approval of the supervisor. New hires employed prior to May 1 receive two (2) days for their first calendar year; those hired between May 1 to August 31 receive one (1) day for their first calendar year; those hired after September 1 will not receive a floating holiday for their calendar year. Floating holidays must be taken before the end of the calendar year and cannot be accumulated. Please mark FH on your timecard.

B.4 Casual Days

Fridays are designated as casual dress days for University employees. During the summer months casual dress is extended to the full work week. Employees in customer contact areas are

asked to use good judgment and wear appropriate clothing that is neat and informal on casual days.

Leaves

B.5 Sick Leave

Maintaining good attendance is a condition of employment and an essential function of every employee's job. To minimize hardships that may result from illness or injury, Pacific University provides paid sick leave benefits. However, periodic sick leave taken on a repeated basis may be viewed as abuse of the system and is subject to progressive discipline. The university uses a 1 day per month or 12 days in a rolling calendar year as a guideline of acceptable absenteeism. Absences that exceed sick leave will be charged to vacation before placing an employee in unpaid status.

Sick Leave benefits may be used for the illness of the employee, or to care for a member of the employee's immediate family or individual with whom the employee had a serious and sustained relationship is ill or injured (see Family Medical Leave). Medical certification is required if the absence exceeds five working days. Sick leave may also be used to supplement short-term disability, for health care appointments and inclement weather.

Non-exempt staff members accrue leave at the rate of one regular scheduled working day per month from date of hire. Leave is accrued up to a maximum of 180 days during any month in which a staff member is paid. Exempt staff members start the fiscal year with 30 days of sick leave which cannot be accrued. Sick Leave is not payable upon termination.

B.6 Staff Shared Vacation Leave Program

This is a voluntary plan which allows employees to donate a portion of their vacation to assist other employees who are experiencing a serious health condition or are the primary care-giver for a family member experiencing a serious health condition. Employee donations of vacation hours would provide income to the affected employee who would otherwise be on unpaid leave.

Full and part-time employees who have exhausted all sick and vacation leave and are not receiving short or long term disability are eligible to receive shared leave.

Requests for shared leave must be initiated by the employee in need or by their department. A written request should be submitted to Human Resources along with medical certification. Donors should submit a written notice of their vacation donation. Donated hours are transferred to the recipient as hours of paid leave, they are not converted to a dollar value based on the donor's salary.

B.7 Family Medical Leave - Staff

Purpose and Definitions

Pacific University provides family leave in compliance with federal (FMLA) and state (OFLA) laws. Employees who have been employed for six months and who work an average of 25 hours per week may take an extended leave up to 12 weeks in any twelve month period for the following reasons:

- 1) the employee's serious health condition that makes the employee unable to perform their job functions, including incapacitation due to pregnancy,
- 2) to care for a child, spouse, same-sex domestic partner, parent, parent-in-law, grandparent or grandchild who suffers from a serious health condition,
- 3) to care for a sick child with an illness or condition that requires home care, but is not a serious health condition,
- 4) taking physical custody of an adopted child or foster child under the age of 18 (parental leave),
- 5) to spend time with the employee's new born child within a year of the child's birth (parental leave),
- 6) any qualifying exigency arising out of the employees spouse, child, or parent in the Armed Forces serving on active duty or receiving notification of an impending call or order to active duty. Additionally, an employee who is the spouse, child, parent or next of kin of a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in the line of active duty is entitled up to 26 weeks (during a single 12 month period) of protected leave to care for the recovering service member.

Exception #1

A female staff member who takes leave for a pregnancy related disability may take up to an additional 12 weeks for any OFLA qualifying purpose. A written medical opinion from the employee's treating physician is required for any employee requesting pregnancy leave or accommodation.

Exception #2

Employees who use a full 12 weeks of parental leave may use up to 12 additional weeks in the same year for sick child leave.

With the exception noted above, the maximum amount of leave that can be taken is 12 workweeks in a 12 month period. The 12 month period begins on the first day of the leave. The 12 weeks do not have to be taken all at one time and may be taken intermittently or on a reduced work schedule when medically necessary.

Compensation and Benefits During Family Medical Leave

You are required to use any paid leave for Family Leave, which includes sick and vacation. The leave will be paid by utilizing any paid time in this order: 1) sick, 2) vacation, 3) floating holidays. Short term disability will be used if the leave is over 30 days and proper medical certification from a physician has been submitted to Human Resources. If none of the above options are available the leave is unpaid.

Your medical insurance will be paid by the University during the leave. If you pay for dependent care and a portion of your leave is unpaid you must make arrangements with the Human Resource Office for payment. Vacation and sick leave will continue to accrue as long as the employee is in paid status for at least 80 hours per month. Holiday pay will be paid as long as the employee is in paid status for at least 80 hours per month.

Application Procedure

Requests for family leave should be made at least 30 days prior to the start of the leave if possible. If the leave is for a serious health condition or to care for a child the employees will be required to furnish medical certification of the health condition within 15 days of the leave request. Forms are available in Human Resources. The employee must keep in contact with their department and Human Resources on a regular basis to let them know your status and your intent to return to work. In the case of the employee's own serious health condition, prior to returning to work, the employee must present a statement from the physician releasing the employee to return to work.

An employee granted Family Leave will be returned to the same position or, if that position has been eliminated, another available and suitable position. Failure to return to work at the end of the leave will result in termination for job abandonment. If an employee gives notice of the intent to terminate their employment during the leave, the leave entitlement will continue if the original need for the leave continues, but the employee gives up their reinstatement rights.

Leave of Absence applications for Family Medical Leave and additional information are available in Human Resources. A Leave of Absence must be approved by the employee's immediate supervisor and the Department Head. The form must be completed and returned to Human Resources.

B.8 Compassionate Leave

Regular and part-time staff employees will be granted three paid days in the event of the death of an immediate family member or an individual with whom the employee had a serious and sustained relationship. Immediate family member is defined as wife, husband, son, daughter, grandmother, grandfather, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, step-parents, or step-children.

B.9 Jury Duty/Court Appearances

Pacific University supports staff members in fulfilling their obligations as citizens to serve when called for jury duty. Staff members will be paid their regular compensation based on their regular work schedule. The staff member should notify their supervisor that they have been called to jury duty and provide verification of serving. The staff member called to jury duty is expected to be at work when not serving on a jury and is expected to report to work after being excused for the day, provided that at least 2 working hours remain in the day.

Staff members who are required to testify in court on behalf of the University will receive regular pay; staff members who appear in court on personal matters may use vacation pay or may request leave without pay.

B.10 Personal Leave

At times it is necessary to take time off from work for personal reasons. All employees who have passed their orientation period and have exhausted all their paid leave time are eligible to apply for a Personal Leave of Absence. Personal Leaves are unpaid. Forms are available in HR.

B.11 Professional Development Leave Policy

The *Professional Development Leave Policy* provides the opportunity for eligible university administrative staff members to pursue unique professional development, community outreach, and/or specialized school or training opportunities during a supported, extended leave. The leave policy firmly reflects Pacific University's commitment to enhanced employee personal and professional performance, the acquisition of new skills and abilities, and individual life-long learning through education, service, research, or related pursuits. Although professional development leaves are a privilege and not a guaranteed, accrued benefit, this policy does provide those staff members who may have extraordinary learning opportunities the support to pursue those activities on behalf of the institution. In return, the employee's enhanced knowledge and/or experience must benefit the University in some valued, tangible way in order for the leave to be supported and approved.

ELIGIBILITY REQUIREMENTS:

- 12-month appointment
- Full-time employment
- Support from both direct supervisor and responsible cabinet level administrator
- At least five years of consecutive service (after every five years of service, eligibility renews)
- One year of work post leave required

GENERAL PROVISIONS: (versus annual conferences, meetings, etc.)

- 1 – 4 month leave possible
- Full salary and benefits during leave
- Extraordinary professional growth opportunity required
- Generally no more than four administrative staff members receive leave within one fiscal year
- The employee may not accept other employment during a granted leave

APPLICATION PROCESS:

- Applications are due by September 1 of year prior to the fiscal year the leave will apply.

- Applications must be endorsed with signature by direct supervisor and responsible cabinet level administrator
- Applications must include:
 - Planned professional development activities
 - A detailed written outline of leave duration including beginning and ending dates
 - Benefits to the employee
 - Benefits to the University
 - *Decisions will be made based on the following factors:*
 - *The merits of the application*
 - *The extent to which the planned professional development will benefit the university*
 - *The degree to which the employee's absence will create hardship on the applicant's department*
 - *The applicant's length of service and level of performance*
 - *The available funding and impact on the budget*

MISCELLANEOUS INFORMATION:

- Limited funds will be set aside for temporary replacement support for the departments of staff members who are granted professional development leave.
- Final decisions will be made by members of the President's Cabinet.
- Notification of applicants will happen by October 1. The applicable Vice-President notifies the applicant if their leave has been accepted or denied.
- If an employee chooses to leave the institution before one year after the leave, the full salary received during the granted leave must be paid back to the institution in whole
- After returning to work, the employee must present what has been gained during the leave via presentation, report, or some other agreed upon means for Pacific community
- Applications are due to the Human Resources Office by September 1 prior to the fiscal year the leave will apply.