

INSTITUTIONAL POLICIES AND PROCEDURES

I.27 Equal Opportunity Policy

It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance.

I.28 Disability Policy

The University is committed to non-discrimination on the basis of a disability as required by the Americans with Disabilities Act (ADA). The purpose of ADA is to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities available to persons without disabilities. Anyone having a disability or needing assistance or desiring additional information regarding ADA are asked to contact Human Resources. Pacific University will evaluate all employee requests to make a reasonable accommodation to ensure equal opportunity for qualified individuals with disabilities. Each request for accommodation will be assessed individually, based on relevant circumstances and factors. The employee is responsible to provide adequate notice, identify the disability and provide any necessary medical verification of a need for an accommodation. A Disability Accommodation Request form must be completed and the employee's doctor may be required to complete a Physician's Medical Review. The completed forms should be returned to Human Resources. Once the paperwork is returned, Human Resources will work with the employee and to determine if a reasonable accommodation is available that will enable the employee to perform the essential functions of the job. The University may offer a reasonable accommodation other than the one requested by the employee if it is determined that the alternate reasonable accommodation allows the employee to perform the essential job functions. The accommodation request and any personal health information will be kept as confidential as practicable.

Any employee who believes that they were discriminated against by a faculty or staff member should follow the complaint procedures outlined in the Harassment Policy. Retaliation against any individual for making a complaint is prohibited.

I.29 Alcohol and Drug Policy

Pacific University prohibits the irresponsible use or unlawful possession, use or distribution of alcohol and drugs by students, faculty and staff on University premises or as part of any of its activities. This Alcohol and Drug Policy is intended to meet the requirements of the Drug Free Schools and Communities Act of 1986 and the Drug-Free Workplace Act of 1988.

The use of alcohol while on Pacific University owned and controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the University for

approved University functions. Reporting for work under the influence of alcohol is not permitted. In accordance with Oregon law, the service of alcohol to or consumption by any person who is under the age of 21 or is intoxicated is prohibited.

Pacific is committed to providing a drug-free environment for its faculty, staff and students, and in supporting that commitment the University has developed the following policy prohibiting certain behaviors. It is the University's position that the abuse of controlled substances prevents members of the University from achieving optimal academic success.

The freedom and well-being of the community rests in the self control exercised by each of its members. Pacific University promotes healthy, responsible, personal choices and lifestyles, and a community environment conducive to learning and safety in which abuse of controlled substances does not occur. Therefore, in accordance with Pacific Community Standards, manufacturing, distributing, selling, using or possessing, for illicit purposes, illegal drugs, narcotics, or controlled substances is prohibited. This prohibition applies to campus behavior and extends to those off-campus behaviors, which negatively impact the University's ability to pursue its mission.

The Drug-Free Workplace Act of 1988 requires that any employee of the University community who has been convicted of a violation of the statute involving illegal drugs shall notify the Director of Human Resources within five days of the criminal conviction if the conduct giving rise to the conviction occurred on campus or while the member was engaged in activities sponsored by or connected to the University. The University will then make any reports to government agencies that may be required by law

The University also reserves the right to remove any and all persons from University facilities or otherwise separate those persons from the institution whenever there may be a threat to the safety, health, or well-being of the University or a member of the university community, whether alcohol- or drug-related or otherwise.

Non-compliance with this policy will subject an employee to disciplinary action up to and including termination and/or satisfactory participation in a recovery program.

The University encourages students and employees who use illegal drugs or who abuse alcohol to seek appropriate assistance. Pacific University provides an Employee Assistance Plan, offering up to three sessions of confidential assessment and referral counseling. In addition, the treatment of alcohol and chemical dependency is covered under the University's medical plans.

I.30 Harassment Including Sexual Harassment

General Statement: Pacific University reaffirms the principle that its students, faculty, and staff have a right to be free from harassment in workplace and academic settings and activities.

Harassment is inconsistent with the nature of an academic community and in some circumstances can be a violation of federal and state law.

Pacific University does not tolerate any kind of harassment. This includes harassing actions between and among supervisors and employees, between and among fellow employees, between and among employees and students and between and among third parties such as vendors or visitors and any member of the University community.

Harassment

Harassment is unwelcome verbal or physical conduct that demeans or shows hostility toward an individual because of the individual's race, color, gender, sexual orientation, religion, age, marital status, national origin, physical or mental disability, veteran status or any other basis protected by applicable local, state or federal law. Harassment occurs when it (1) has the purpose or effect of creating an intimidating, hostile, offensive working or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or learning opportunities.

Sexual Harassment

Sexual Harassment is a form of gender (sex) discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and or other verbal or written or physical conduct of a sexual nature. Sexual harassment occurs when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progress, (2) submission to or rejection of sexual conduct influences employment or academic decisions (3) sexual conduct or communication interferes with an individual's work performance or academic performance, or (4) sexual conduct creates an intimidating, hostile, or offensive work or academic environment.

If an individual is in a position to influence academic decisions or employment benefits of another, even a completely welcome, consensual, romantic or sexual relationship can raise the appearance of impropriety and can create an unwelcome appearance of favoritism and bias. (See *also University policy statement on Conflict of Interest*) Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome or if others believe they are being subjected to unequal treatment because of the relationship. Sexual harassment is not, however, limited to situations where there is an unequal power relationship between individuals and may occur between or among coworkers or students.

Reporting Alleged Harassment

Any student, faculty member or staff member who believes that he or she has been subjected to harassment should report the circumstances immediately to his or her supervisor or one of the following three individuals: the Vice-President for Academic Affairs, the Vice-President of Student Life or the Director of Human Resources. If a supervisor or administrator is made aware of a complaint, he or she must inform one of the above listed individuals.

The University strictly prohibits retaliation against any individual making a good faith report of harassment or for participating or cooperating in an investigation of harassment. Pacific University will not tolerate any form of reprisal, whether actual or implied, and whether related to employment or academic work, and such retaliatory behavior will result in discipline.

Complaints of harassment or retaliation will be examined promptly, thoroughly and will be impartially investigated. The University must investigate complaints of harassment of which it has knowledge. The interest in confidentiality of all members of the University will be respected, insofar as it is practical and possible, given the need for a thorough and complete investigation.

Violations of Policy

Violation of this policy will result in disciplinary action up to and including termination of employment or expulsion from school.

I.31 Complaint Resolution Procedure/Staff

This policy does not apply to complaints related to harassment based on race, color, sex, religion, age, marital status, national origin, physical or mental disability, veteran status, sexual orientation or any other basis protected by applicable local, state or federal law. These concerns should be reported immediately following the procedures outlined in the Harassment Including Sexual Harassment policy.

In any organization, misunderstandings and problems can develop which require clarification and attention. These disagreements may involve peers or an employee and a supervisor. Each person involved in a disagreement should be treated with respect and a grievance should not be discussed with anyone other than the person(s) involved in its resolution. Pacific University provides each employee with this process for resolving a work-related complaint.

Step 1. The best way to solve disagreements involving general working conditions, relationships, etc. is to discuss them openly with your supervisor. If informal discussion with your supervisor fails to solve the problem, a description of the problem should be submitted in writing to the immediate supervisor within thirty (30) calendar days of the occurrence of the incident. The written complaint should include an explanation of the complaint and may include what the complainant believes to be an appropriate resolution. The supervisor has ten (10) working days in which to respond to the employee in writing.

Step 2. If the employee is not satisfied with the written response from the immediate supervisor, the complaint, the employee should present the grievance in writing to the Director of Human Resources within ten (10) working days after the receipt of the response to Step 1. The Director of Human Resources will arrange for a facilitator to meet with the complainant and the respondent. The Human Resource Director will try and schedule such a meeting within ten (10) working days it was presented to the HR Office. The role of the facilitator is to facilitate process, communication and discernment of the facts, not to make decisions.

Step 3. If the facilitated response does not resolve the complaint, the grievance should be presented in writing to one of the identified Appropriate Administrators, the Vice-President for Academic Affairs, the Vice-President for Student Life or the Director of Human Resources.

The Appropriate Administrator shall have thirty (30) calendar days in which to conduct an investigation of the complaint. The Appropriate Administrator may act as Investigator or may arrange for another individual to act as Investigator in the matter. The Investigator will complete an investigation, report findings and make a recommendation about action to be taken to a Senior University Official.

Appeals

If either party disputes the findings or is dissatisfied with the recommendations of the Investigator's report, they may appeal such findings by filing a written appeal with the President of the University within ten (10) calendar days of receipt of the written report. The President of the University will review the record of the matter and will reach a final determination as to any action to be taken within ten (10) calendar days of the receipt of the appeal.

Other Considerations

Although the time periods provided in the Complaint Resolution Procedure are to be followed whenever possible, the Director of Human Resources can adjust (either extend or shorten) time limits as extenuating circumstances may require.

The complainant and the respondent have the opportunity to have a support person (from among Pacific University staff and faculty) present throughout the process. The support person however, may not speak for the complainant or the respondent. Legal counsel is not permitted to participate in the Complaint Resolution Procedure.

I.32 Smoke Free Workplace Policy

Policy Statement:

The purpose and intent of this policy is to create an environment that is consistent with Pacific University's commitment to improve the health and wellness of its community and to comply with Oregon's Smoke Free Workplace Law.

Application:

Pacific University's Health Professions Campus (HPC) prohibits smoking and the use of tobacco products in or on its Hillsboro premises. This includes all Pacific owned or controlled buildings on its Hillsboro campus, grounds, vehicles, parking lots, and ramps, including personal vehicles parked on HPC property.

On the Forest Grove Campus, smoking within any facility of Pacific University and within 25 feet of the residence halls and 10 feet of all building entrances, exits, windows and air intake vents is strictly prohibited. The 10 foot prohibition of smoking also applies to the Eugene Campus, The Portland Psychology Clinic and all Optometry Clinics.

In addition, the sale and distribution of tobacco products of any kind are not permitted on Pacific University owned and controlled property.

Pacific University is committed to assist employees, students, visitors, patients and others in the university community who have a tobacco dependency. Pacific University may make available to such persons resources intended to assist with tobacco dependence treatment.

Efforts will be made to minimize the need for sanctions by first informing employees, students, patients, visitors, and contractors of the policy before they arrive and by providing appropriate information and care while they are on Pacific University premises. Any person who repeatedly violates this policy may be asked to leave university premises and/or may be removed from university premises, and may be subject to disciplinary action and other sanctions available to Pacific University to enforce this policy.

Signs declaring Pacific University HPC as "tobacco-free" shall be posted at the HPC campus entries, exits, and other conspicuous places. On the Forest Grove Campus, Eugene Campus, Portland Psychology Clinic and Optometry Clinics "smoke-free" signs are posted at building entrances and exits.

All Pacific University faculty and staff share in a responsibility to administer this policy and shall assist in the implementation by reminding tobacco product users of the requirements of this

policy. To assist with reminding persons about the policy, Tobacco Free Workplace reminder cards are available from the HPC Administration Office and Smoke Free Workplace reminder cards are available from Human Resources in Forest Grove.

This policy shall be included in all appropriate university publications including employment handbooks, student handbooks and related policy and procedure manuals.

Campus Public Safety and Human Resources are available to respond to specific incidents of non-compliance if you should require support or assistance.

I.33 Conflict of Interest

Policy Statement: A conflict of interest is considered to exist if an employee's actions, activities or practices on behalf of the University result in preferential treatment or an improper gain or advantage to the employee, the individual's family or business associates, or conversely, has a detrimental effect on the University's interests. It can include an instance in which an employee fails to exercise due care, skills and judgment on behalf of the University on the performance of the individual's duties because of a conflict of interest.

Guidelines:

- Employees have a responsibility to act in the best interests of the University, to avoid conflicts of interest and to conduct themselves in a manner which will maintain the integrity and accountability of Pacific University.
- Employees who have a financial or family interest in a business which provides services or goods to the University, cannot act or enter into negotiations or contracts with that business, directly or indirectly on behalf of the University.
- Employees must avoid outside employment or business activity which conflicts with the University's interests. Outside employment, business or consulting activities should be scheduled outside of the employee's normal work schedule.
- The University's name, logo, seal or any other trademarks of the University may not be used in outside activities without the written approval of the Vice-President of University Relations. Employees should be careful not to represent themselves as speaking on behalf of Pacific University unless authorized to do so
- Employees cannot be involved in University business pertaining to a member of their immediate family, if that business affects the family member's employment, evaluation or

advancement at the University. (See also *University policy statement on Employment of Relatives*)

Procedures:

Self-reporting: This policy requires that employees provide full disclosure of all facts and circumstances related to any transaction, contract or activity in which they are involved, or may become involved, that might directly or indirectly create a conflict of interest. Disclosure should be made to the employee's immediate supervisor who must report the matter to the Vice-President for Finance & Administration.

I.34 Employment of Relatives

Policy Statement: The University will not prohibit the employment of relatives provided that the employment does not create a conflict of interest and has been based on merit principles and that a member of the employee's family does not influence the selection process.

Guidelines:

- In order to avoid the reality or appearance of improper influence or favor, the University prohibits the employment of relatives in the same academic or administrative unit when an appointing authority, manager or supervisor participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, or salary of the employee. No preferential policy towards a relative can be used to deny equal opportunity.
- "Relative" means spouse, domestic partner, mother or father, mother-in-law or father-in-law, son or daughter, brother or sister, son-in-law or daughter-in-law, aunt or uncle, grandparent, or grandchild.
- "Employees" includes faculty, staff, student workers, temporary and occasional workers.
- In some cases a conflict of interest may arise involving other close relatives, relatives by marriage or unrelated persons who share housing with employees.
- Faculty and staff are required to disclose to their supervisor any relationships that potentially could be construed to affect their judgment in light of their decision-making authority. (See also *University policy statement on Conflict of Interest, Self-reporting*)

I.35 Financial Irregularity

Purpose

Committed to the highest standards of moral and ethical behavior, employees are expected to report known or suspected financial irregularities. Employees reporting known or suspected financial irregularities in good faith must feel safe and protected from retaliation. Employees found to have been making frivolous claims under the policy will be subject to disciplinary action. The purpose of this policy statement is to provide a formal protocol for communication among relevant parties.

Policy Statement

Pacific University will investigate any possible fraudulent or dishonest use or misuse of University resources or property by faculty, staff or students. Anyone found to have engaged in a fraudulent or dishonest conduct is subject to disciplinary action by the University up to and including dismissal or expulsion, and civil or criminal prosecution when warranted.

All members of the University community are encouraged to report possible fraudulent or dishonest conduct. An employee should report his or her concerns to their manager. Managers are required to report suspected fraudulent or dishonest conduct to the Vice President of Finance and Administration. If for any reason an employee finds it difficult to report his or her concern to a manager, the employee can report it directly to the Vice President of Finance and Administration, the Director of Human Resources or the University Controller.

Financial irregularities may be criminal acts and subject to prosecution under the law. The university must safeguard its assets and protect its funds from theft and misappropriation. This policy provides information on the proper procedures that should be followed to report known or suspected irregularities. These procedures have been developed to achieve confidentiality and consistency. In addition, this policy establishes a central collection point for reporting all known or suspected financial irregularities so that financial and system controls can be thoroughly and consistently reviewed, evaluated and modified in order to prevent similar irregularities in the future.

Definitions

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

Financial Irregularities: are intentional misstatements or omissions of information related to financial transactions that are detrimental to the interests of the university. These acts include, but are not limited to embezzlement, fraud, and forgery or falsification of reports, documents, or computer files to misappropriate assets.

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

- Forgery or alteration of reports or documents (acts of academic dishonesty and misconduct shall be reported to the Vice President of Student Life)
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of the University's conflict of interest policy
- Misappropriation or misuse of University resources, such as funds, supplies, equipment or other asset
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Any irregularity in the handling or reporting of money transactions
- Use of University facilities and equipment for private financial gain
- Acceptance of kickbacks or bribes
- Other related illegal acts or misuses

Illegal Order: an illegal order is any directive to violate or assist in violating an applicable federal, state, or local law, rule or regulation or any order to work or cause others to work in conditions outside of their line of duty that would unreasonably threaten the health and safety of employees or the public.

Institutional Designated Administrator: individual(s) designated by the institution to serve as a point of contact for known or suspected financial irregularities.

Investigation Subjects: a subject is a person who is the focus of investigative fact finding either by virtue of an allegation made or evidence gathered during the course of an investigation. The decision to conduct an investigation is not an accusation; it is to be treated as a neutral fact finding process. The outcome of the investigation may or may not support a conclusion that an improper act was committed and, if so, by whom.

Investigators: investigators are those persons authorized by the University to conduct fact finding and analysis to cases of alleged improper activities.

Suspected Financial Irregularity: is a reasonable belief or actual knowledge that a financial irregularity is occurring or has occurred.

Timely: generally means the time someone becomes aware of a known or suspected financial irregularity.

University Resources:

- Cash and other assets, whether tangible or intangible; real or personal property;
- University corporate credit cards;
- Receivables and other rights or claims against third parties;
- Intellectual property rights;
- Effort of University personnel and of any non-University entity billing the University for its effort;
- Facilities and the rights to use of University facilities;
- The University's name; and
- University records, including student and patient records.

Whistleblower: an employee who informs a manager or other administrator about an activity which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Managers: Managers are required to report suspected fraudulent or dishonest conduct to the Vice President for Finance and Administration. In addition, managers are responsible for maintaining a system of management controls which detect and deter fraudulent or dishonest conduct. Failure by a manager to establish management controls or report misconduct within the scope of this policy may result in adverse personnel action against the manager, up to and including dismissal.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Accordingly, a manager faced with a suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with anyone other than the Vice President for Finance and Administration, Director of Human Resources or the Controller
- Should direct all inquiries from any attorney retained by the suspected individual to the office of the Vice President for Finance and Administration

Whistleblower Protection: The University will use best efforts to protect whistleblowers against retaliation. It cannot guarantee confidentiality, however, and there is no such thing as an "unofficial" or "off the record" report. The Vice President of Finance and Administration will keep the whistleblower's identity confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow University or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of Fraud policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.

University employees may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment or enrollment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). Whistleblowers who believe that they have been retaliated against may file a written complaint with the Director of Human Resources. A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including

dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit managers from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Procedures

The Vice President for Finance and Administration shall conduct or direct the investigations of all suspected fraudulent or dishonest conduct in consultation with such University officials as may be necessary or appropriate. Cases involving possible violations of criminal law will be investigated in cooperation with the appropriate law enforcement agency. This Policy is intended to complement and supplement existing policies and legal requirements.

Employee believes a financial irregularity has occurred: When an employee believes a financial irregularity has occurred the employee is expected to report such instance with all relevant information at the time they become aware of the incident. The normal reporting protocol is as follows:

- Employee reports to his/her manager
- Manager reports known or suspected financial irregularities to the Vice President for Finance and Administration, or the Director of Human Resources or the Controller.

Reporting Allegations of Suspected Improper Activities: Reports of allegations of suspected improper activities are encouraged to be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual rather than speculative or conclusory, and contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigation procedures.

Reporting to the Office of the President: In the event the Vice President for Finance and Administration, Director of Human Resources or University Controller are suspected to be involved or have not taken appropriate action, employees are expected to contact the President of the University.

Reporting to the Audit Committee: The Audit Committee Chair or the Chair of the Board of Trustees can be contacted in the event when the suspected allegation is of a significant nature or in the event that all other university contacts are inappropriate.

Investigation Procedures

Investigation Subjects:

1. The identity of a subject should be maintained in confidence to the extent possible given the legitimate needs of law and the investigation.

2. Subjects should normally be informed of the allegations at the outset of a formal investigation and have opportunities for input during the investigation.
3. Subjects have a duty to cooperate with investigators to the extent that their cooperation will not compromise self-incrimination protections under state or federal law.
4. Subjects have a right to consult with a person or persons of their choice. This may involve representation, including legal representation.
5. Subjects have a responsibility not to interfere with the investigation and to adhere to admonitions from investigators in this regard. Evidence shall not be withheld, destroyed or tampered with, and witnesses shall not be influenced, coached or intimidated.
6. Unless there are compelling reasons to the contrary, subjects should be given the opportunity to respond to material points of evidence contained in an investigation report.
7. No allegation of wrongdoing against a subject shall be considered sustained unless at a minimum, a preponderance of the evidence supports the allegation.
8. Subjects have a right to be informed of the outcome of the investigation. If allegations are not sustained, the subject should be consulted as to whether public disclosure of the investigation results would be in the best interest of the University and the subject.
9. Any disciplinary or corrective action initiated against the subject as a result of an investigation pursuant to this policy shall adhere to the applicable academic personnel or staff conduct and disciplinary procedures.

Investigators:

1. The University investigation participants and subjects should be assured that investigators have competency in the area under investigation. Technical and other resources may be drawn upon as necessary to augment the investigation.
2. All investigators shall be independent and unbiased both in fact and appearance.
3. Investigators have a duty of fairness, objectivity, thoroughness, ethical behavior, and observance of legal and professional standards.
4. Investigations should be launched only after preliminary consideration which establishes that:
 1. the allegation, if true, constitutes an improper activity, and either:
 2. the allegation is accompanied by information specific enough to be investigated, or
 3. the allegation has or directly points to corroborating evidence that can be pursued. Such evidence may be testamentary or documentary.

Internal Disciplinary Action

Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action up to and including dismissal or expulsion. When termination or suspension is proposed, the appropriate Vice President, Dean or Director will be consulted. In cases regarding students, the Vice President of Student Life will be contacted. When agreement cannot be reached on internal discipline, the matter will be referred to the President who will consult legal counsel for final disposition.

External Referral

For external referral issues, The Vice President for Finance and Administration is the appropriate official to be notified. Based on the information provided, the Vice President will determine

whether or not an investigation is warranted. In cases regarding students, the Vice President of Student Life will be contacted.

Related Documents/Policies

- Financial Information Security Program, Gramm-Leach-Bliley Act
- Conflict of Interest Policy
 - Board of Trustees
 - Employees
- Employee handbook

Contact Information

- Richard Hanson, Audit Committee Chair, 253-884-9631
- Mindy Cameron, Chair of the Board of Trustees, 208-263-1157
- Lesley Hallick, President, 503-352-2123
- Darlene Morgan, Vice President for Finance & Administration, 503-352-2235
- Mona Ward, Director of Human Resources, 503-352-2882
- Allie Losli, University Controller, 503-352-2819

I.36 Immigration Certification I-9

All employees hired by the University must present documentation establishing their identity and employment authorization in accordance with the immigration laws of the United States prior to hire and upon request of the University at any time after hire.

Applicable law requires that the University maintain documentation of compliance through the use of an I-9 form. Verification and completion of the I-9 form should take place after the individual is hired. The University can be audited to assure compliance

and penalties levied for infractions due to negligence or failure to comply. Documents that establish identity and employment eligibility need to be verified by the employer.

On the reverse side of the I-9 form are listed the acceptable documents. The documents relied upon must be the original. Photocopies are not acceptable. They will be stored up for the later of 1) three years from date of hire Or 2) one year after the date employment is terminated.

If, after the third day of employment, an employee is, upon request, unable to produce verifying documents or the receipt of application for them, the law requires that they cease working until being able to do so.

Any employee failing to provide proper documentation as specified above, upon request, shall be ineligible for hire or continued employment with the University. Such failure shall be just cause for discharge of any employee, regardless of contract rights. Faculty members must present a completed I-9 Form together with appropriate documentation prior to the first day of class.

I.37 Solicitation and Distribution Rule

The University prohibits solicitation of its personnel or distribution of literature by outsiders at any time.

Faculty and staff members are not permitted to solicit University Personnel or distribute unauthorized literature during working time or within the working areas of the University.

No employee may directly or indirectly sell any item or post any literature within the University or on University property without proper authorization.

Questions about this policy should be addressed to the Vice President for Finance and Administration.

I.38 Emergency Closures

Pacific University will make every attempt to keep offices and services operating inclement weather. However, there are occasions when severe inclement weather may necessitate closure of the university. In that event, the following procedures will be observed:

The President or designee shall make the final decision based on information provided by University Relations and Campus Public Safety. The Vice President of University Relations and/or the Associate Vice President for Marketing and Communications, in consultation with the

Director of Facilities Management or others, will notify the President as soon as possible of hazardous weather conditions, utilizing campus reports as well as local road and state highway conditions from the Oregon State Police and the Washington County Sheriff's Office. With this information the President will decide whether the University, with its associated colleges, schools and programs, shall be closed or open late.

The Director of Media Relations (or the Public Information Officer) will update the telephone switchboard auto-attendant greeting and notify the news media (all designated metro area TV stations and radio stations) of the closure or late opening.

The Vice-President of Academic Affairs, Vice-President of Finance and Administration, Vice-President of Student Affairs, Executive Dean of the College of Health Professions, Dean of the College of Arts and Sciences, Deans and Directors of graduate programs and the Food Service Director will be notified; each will use a phone tree to notify those individuals in their areas.

If the inclement weather develops overnight, a decision will be made no later than 6:00 a.m. Other procedures will be followed as stated above. On inclement weather days, employees are responsible for listening to media announcements regarding university closures and late openings.

In the event of emergency closure, the University's web site (www.pacificu.edu) will be updated with information about closures and /or late openings at the Forest Grove, Portland, and Eugene campuses. In addition, the University's main switchboard at 503-357-6151 will have a recorded message if the University is closed. It is the responsibility of each employee to monitor this information. Additionally, information will be placed on local media regarding the University's closures or late openings, but keep in mind that television and radio stations need extra time to update these messages.

If the university is officially closed, staff members who are scheduled to work that day will be compensated for lost time at their regular rate from the time of closure.

In some cases it may be impossible for employees to report to work even though the University is officially open. In no case should employees put themselves in danger to get to campus. Employees missing time under these circumstances should record the time as vacation, sick or unpaid leave.

Essential services: Regardless of the closure decision, employees who perform essential duties will be expected to come to work. Examples include campus public safety and facilities maintenance employees. Supervisors of employees who perform essential service work are responsible for communicating attendance expectations in advance and discussing anticipated transportation difficulties. Non-exempt employees who may be required to work when the university is officially closed will receive time and one half for hours worked.

Managers' and Supervisors' Communication: University managers and supervisors need to prepare for inclement weather in two ways. First, they must notify those employees (if any) who perform essential work of the expectation that they will need to report to work during inclement weather regardless of a university closure and discuss transportation options if that poses difficulties for the employees. Second, they need to prepare for notification by assembling up-to-date home phone lists, assigning calling responsibilities, providing employees with their home phone numbers, and reviewing the process with their staff.

"Boxer Alerts": This is University provided communication service that sends critical notifications via cell phone text messaging, email and other electronic communication channels. Employees who sign up for this service receive immediate notification of closings due to weather and other campus emergencies.

I.39 Emergency Response System

In the event of an emergency the Pacific University Emergency Plan provides the guidelines to minimize the threat to life, health, and property due to natural disasters, medical emergencies, fires, and utility failures. The Pacific University General Emergency Plan is known to the campus community and is distributed to managers, supervisors, and student representatives. Training sessions are provided for all employees and students.

If, in the view of the University President or his/her designee, a condition occurs that might endanger the health and welfare of students, faculty, staff, or property of Pacific University, the Emergency Administrative System (EAS) will be activated by the University President or designee. The following personnel will proceed immediately to open the Emergency Operations Center and follow established priority objectives and oversee response and recovery activities.

- President
- Vice President for Academic Affairs and Provost
- Vice President for Student Affairs
- Vice President for University Relations
- Vice President for Finance & Administration
- Vice President for Information Services
- Director of Facilities Management
- Campus Public Safety Senior Officer
- General Counsel

I.40 Responsibility for Personal Property

Pacific University is not responsible for damage or loss of personal property on or off campus whether or not it is used on behalf of the University.

I.41 University Equipment.

Employees who use University equipment are responsible for its care and security, while under their control. Employees are not permitted to use University equipment for personal reasons or take University equipment home unless authorized by their supervisor. Unauthorized use or removal of University property is cause for immediate dismissal.

I.42 Change of Information

It is the responsibility of staff members to notify the Human Resource Office of changes in address, telephone number or tax status.

I.43 Keys

The appropriate administrative head may authorize a key or keys to an employee for her/his office, classroom and building. The administrative head authorizing the keys is also responsible to make sure the keys are returned upon termination of the employee. Key authorization forms are available from Facilities Management and on their website. The employee assumes responsibility for the security of the various keys he/she will need. Each key is for personal use in discharge of assigned duties. Under no circumstances will an individual have keys duplicated or permit them to be duplicated unless written permission has been granted by the Facilities Department.

I.44 Thefts and Damage

All thefts or damage to University property and all other thefts, which come to the attention of the University employees, are to be reported promptly to Campus Public Safety. A form for such reports is available in the Office of Campus Public Safety.

I.45 Animal Control

Pacific University campus animal policies shall be in conformity with state, county, and city ordinances and regulations. In conformity with Oregon Health regulations relative to food services, no animals are allowed in the University Center.

Dogs are allowed on campus only when on a leash and accompanied by the owner. No dogs, cats, or similar pets are allowed in the residence halls.

The President, or her/his designee, shall duly assign administrative responsibility to implement these policies. Violations of this animal policy may result in calling the appropriate authority requesting removal of the animal.

I.46 Identification Cards

Identification (ID) cards (Boxer Cards) are issued to Pacific University employees. An ID card may be required for admission to or participation in University programs. Your ID card is also your library card. ID cards are issued by Campus Public Safety.

I.47 Use of University Vehicles

The University maintains a fleet of vehicles for use by employees for official school functions. A mileage rate is charged back to the appropriate budget unit using the vehicles.

A copy of the complete Motor Pool Policy and Procedures can be obtained through the Facilities Office. All requests for vehicle use should be scheduled through the Facilities Office.

I.48 Parking

Parking permits and a copy of current parking regulations may be obtained from the Office of Campus Public Safety.

I.49 Office Space and Furnishings

The assigning of office space and furnishings for academic personnel is a function of the dean of the appropriate college or school in consultation with the Vice-President for Finance and Administration.

Office space and furnishings for non-academic administrators and staff are assigned by the appropriate department head in consultation with the Vice-President for Finance and Administration.

I.50 Policy for Nursing Mothers

The conference room in the Human Resources Office is designated as the campus space that nursing mothers can use to express milk for a child 18 months or younger. The standard rest periods of 20 minutes during each 4 hour work period will be extended by 10 minutes to allow for this. There is a refrigerator provided. Employees needing to use the nursing mother's space should contact Human Resources.

I.51 Personnel Records

Human Resources maintains the official personnel files for all current staff members and past employees to document benefits and employment related decisions and comply with federal and state record keeping requirements. Supervisors are discouraged from keeping informal files on employees, however it may be necessary for a supervisor to keep records concerning ongoing employee performance.

Staff members may have access to their personnel files. A staff member who wishes to review their personnel file should contact Human Resources to schedule a mutually convenient time when the file can be reviewed. The personnel file cannot be removed from the Human Resources Department. However, staff members may request copies of documents in the file. A reasonable charge will be made for copies requested by employees. The personnel file is the property of the University.

To ensure the confidentiality of personnel information, access to an employee's personnel file is limited to the employee and authorized administrators and supervisors. An employee's medical file is maintained separately from the personnel file and access to the medical file is restricted to the Director of Human Resources and his/her designee. Supervisors generally are not provided with medical information about employees. A supervisor is entitled to know any necessary job restrictions and information needed to make reasonable accommodations.

It is the staff member's responsibility to notify Human Resources of changes in legal name, marital status, dependents, emergency contact person, home address, telephone number, and other information necessary to keep benefits status and employment data current and accurate.

I.52 Firearms/Weapons Policy

Pacific University has a zero tolerance policy regarding firearms and weapons on campus. Firearms and other types of weapons are not allowed on University property, in University vehicles, or at any University-sponsored events off-campus.

This policy applies to all Pacific University faculty, staff and guests, and prohibits the possession, use or threatened use of firearms, ammunition, explosives, large knives, or other objects which could be reasonably perceived as weapons.

Persons who possess a concealed-weapons permit are NOT allowed to carry weapons on the private property of Pacific University's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Anyone who observes or has knowledge of someone on the Pacific University campus violating this policy should immediately report the incident to the Campus Public Safety office by dialing x2230. The complainant should be prepared to provide that Office with any relevant information that caused them to observe or suspect the violation.

Campus Public Safety officers have the right to confiscate weapons from persons in violation of this policy. These weapons will be secured in the Campus Public Safety Office while a thorough investigation of the incident is conducted. Failure to adhere to the University's firearms/weapons policy or failure to cooperate in an investigation may be grounds for disciplinary action, which, depending on the circumstances, may include termination of employment.

- (Students are governed by the language regarding weapons and possible disciplinary action which appears in the Principles of Student Life of the student handbook.)

I.53 Workplace Violence Policy

Pacific University is committed to maintaining a safe and healthy environment for our faculty, staff and students and will not tolerate any form of violence or abusive behavior committed by or against any member of its community. All reports of violence or abusive behavior will be taken seriously.

Violence and abusive behavior include any attempted, threatened, or actual conduct that endangers or is likely to endanger the health or safety of a campus community member, or any threatening statement, harassment, or behavior that gives a community member reasonable cause to believe their safety or health is at risk. Workplace violence includes, but is not limited to: harassment, stalking, physical violence, the use of weapons of any kind and direct or implied threat of physical violence. Employees who engage in actions or threats of violence or abusive behavior toward any member of the Pacific University Community will be subject to disciplinary action up to and including termination.

Any potentially dangerous situations must be reported immediately to a supervisor, Campus Safety or the Director of Human Resources. Incidents or reports warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible.

I.54 Employment Verification

Pacific University will verify employment and respond to reference requests regarding current and former faculty and staff to outside organizations who request such information for credit or employment purposes.

Written Verification Requests - All written requests for verifications of earnings information from lending institutions which have been authorized in writing by current or former faculty, staff and students should be forwarded to Human Resources. Human Resources completes the request forms and retains copies (for current or former faculty members and staff members) where they are retained for confirmation purposes.

Written Reference Requests - All written requests for references on current or former faculty members or staff members should be forwarded to the Human Resources. The University's response to a written reference request may depend on whether or not the faculty, staff member or student has authorized the request with his or her signature. The University usually provides verification of employment, dates of employment, and job title or responsibilities.

Telephone Verification and Reference Requests - Telephone calls received from organizations requesting reference or credit information on a current or former faculty member or staff member should be transferred to Human Resources. Human Resources may request the name of the calling organization, and, if the organization is appropriate (financial institution, credit institution, prospective employer, prospective landlord, etc.), the University will verify employment or former employment, provide the dates of employment and the faculty member's, staff member's or student staff member's job title or responsibilities. Salary information is not given out or verified over the telephone.

I.55 Pacific University Policy on Political Campaign Activity

Pacific University supports the principles of Academic Freedom and encourages free and open discussion of ideas and opinions. As part of its dedication to active citizenship, the University encourages students, faculty, and staff to exercise their civic rights to participate as individuals in the political process.

As a tax-exempt entity, Pacific University is prohibited by federal law from participating in or attempting to influence campaigns for any elective public office or any political initiative (such as a public referendum). The University may not endorse a candidate or ballot proposal, provide or solicit financial or other support for candidates or political organizations, or establish political action committees.

This policy is adopted by the University in an attempt to balance these competing considerations. Individual Involvement in Campaigns by Faculty and Staff. Faculty and staff who engage in political campaigns in their individual capacities must clearly and unambiguously indicate that their actions and statements are their own and not those of the University. University staff and faculty are discouraged from engaging in political activity at University functions or through official University publications. No employee should feel pressured by colleagues to contribute to, or perform tasks in support of, a political campaign.

If a member of the faculty or staff is running for political office, no campaign activities shall be conducted on campus, to avoid the appearance of a University endorsement.

Use of Facilities and Resources. Use of University facilities and resources in support of a political candidate, party, referendum or political action committee (PAC) that could give the appearance that the University is supporting one candidate or position over another is not permitted.

Prohibited Uses

- Using official University stationery, name, trademark, wordmark, seal, email, telephones, computers, printers and copiers.
- Providing mailing lists, office space, telephones, photocopying, computers or other institutional resources.
- Posting information on a University-administered website (i.e., a website with a pacificu.edu extension) that is favorable to one candidate or issue, or posting a hyperlink on a University-administered website to a candidate or campaign site.

This list is only a sample of the type of uses that are prohibited. If you have questions, please contact the Office of Legal Affairs (503.352.2236.)

Approved Uses

- Subject to University policies on permission and scheduling, recognized student groups may use University facilities for partisan political purposes so long as they reimburse any costs the University may incur in providing such space.
- If an appearance by a declared candidate for public office or a group supporting a public referendum is broadly publicized to nonmembers of the Pacific University community or is co-sponsored or paid for by outside organizations, the sponsors must rent the space from the University on the same terms that are available to any group wishing to use such space as established by University Conference Services. If space is rented to a candidate in an election, any competing candidate would be able to rent space on the same terms.
- Candidates may be invited to appear on campus in a non-candidate capacity, e.g., to participate in a class, provided that no campaigning or fundraising is done at the event and a non-partisan atmosphere is maintained.
- Candidate forums or debates may be held on campus as part of the University's educational mission, as long as all qualified candidates are invited to participate.
- Administration and faculty should take special care in relation to any above-described activities, to avoid the appearance of institutional endorsement.

Fundraising. Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Pacific University or on any University campus, and University resources may not be used in soliciting such funds. If Pacific students, faculty or staff make political contributions, they must do so as individuals.

Courses. Courses at Pacific University may require students to participate in the political campaigns of candidates of their choice, but only if the University (including the faculty member) does not influence the students' choice of candidates.

Student Publications. Student publications may run editorials expressing the editors' views on candidates for public office, provided that the publication's editorial policy is free of editorial control by University administrators or faculty advisors. A statement on the editorial page must indicate that the views expressed are those of the student editors and not those of the University.

Voter Registration. Voter registration and "get out the vote" drives by University-sponsored organizations must be done on a non-partisan basis (i.e., they may not focus on a particular party).

Legislative and Political Activities. Federal and State laws significantly restrict gifts and honoraria for public officials, including meals and tickets to sporting events.

Any lobbying on behalf of the University must be approved by the Vice President for University Relations.

Should you have any questions relating to this policy, contact the Vice President for University Relations (503.352.2905) or the Office of Legal Affairs (503.352.2236.) This policy only provides basic information regarding political activities. It is strongly advised that you seek guidance before you sponsor a political event.

I.56 Pacific University Policy on Consensual Relationships

1. Introduction and Purpose of Policy.

A. For purposes of this policy, a consensual relationship is a mutually acceptable intimate, romantic and/or sexual relationship between a University employee with supervisory, teaching,

evaluation or advisory authority and an employee or student who is supervised, taught or advised by that employee.

B. Pacific University prohibits employees from exercising authority or professional influence or acting in a supervisory capacity over another employee or student with whom one has a consensual intimate, romantic, or sexual relationship.

Examples of authority, influence or power include but are not limited to the following:

- Supervising a student in any capacity, including assigning grades, evaluating academic work, academic advising, counseling, supervising research, or serving on scholarship committees;
- Influencing a student's employment, housing, participation in athletics or any other University activity;
- Evaluating the work performance of a faculty or staff member, determining salary, making employment decisions or professional opportunity decisions;
- Serving on personnel committees or influencing promotion or award to faculty or staff.

C. Consensual relationships that may be appropriate in other circumstances raise serious ethical and potentially legal concerns when they occur between individuals with a power differential. Power differentials, real or perceived, can diminish a student or employee's ability to consent to such a relationship. They have the potential for conflict of interest, favoritism and bias, and they undermine the real or perceived integrity of the supervision or evaluation provided. They may injure others in the academic or work environment providing grounds for complaints by third parties. It is for these reasons that disclosure of such consensual relationships is mandatory.

2. Prohibited consensual relationships between University employees and students and related disclosure requirements.

A. Pacific University is committed to maintaining an environment where the education of students is of the greatest importance.

B. Although a consensual relationship between a faculty or staff member and a student does not necessarily involve sexual harassment or misconduct, the University's educational responsibilities to its students are potentially compromised in all such cases by the likelihood or even the appearance of a conflict of interest. Consequently, this policy prohibits consensual relationships between a faculty or staff member and a student whenever the faculty or staff member is currently or potentially in a position of authority, influence or power with respect to the student.

C. When a faculty or staff member is currently or potentially in a position of authority, influence or power with respect to a student, he or she has the obligation to disclose the consensual relationship with such student to his or her supervisor. The supervisor must immediately report the disclosed consensual relationship to one of the following University officials: the Vice President for Academic Affairs, the Vice President for Student Affairs, or the Vice President for Finance and Administration.

D. It is the obligation of the supervisor, in consultation with appropriate academic or administrative personnel, to take the steps that she or he deems necessary to ensure that the educational experience of the student, and other students in the University, are not materially affected by the subject consensual relationship.

3. Prohibited consensual relationships between University employees and related disclosure requirements.

A. This policy prohibits faculty or staff members from exercising supervisory responsibility with respect to another faculty or staff member with whom they are involved in a consensual relationship. A faculty or staff member who enters into a consensual relationship with a coworker over whom he or she has authority, professional influence or actual or perceived power is required to promptly disclose the relationship to his or her supervisor. The supervisor must immediately report the disclosed relationship to the Vice President for Finance and Administration or the Vice President for Academic Affairs.

B. It is the obligation of the supervisor, in combination with appropriate administrative personnel, to take reasonable and necessary steps to ensure that the work environment among coworkers of employees having a consensual relationship is not materially affected by the subject consensual relationship.

4. Discretionary Action by the University. Since individual cases may vary, the University has discretion to consider relevant circumstances—the nature of the relationship, the specifics of the student’s academic program, the employee’s duties, the management and supervisory relationship between two employees having a consensual relationship and constraints on the University—in fashioning these steps. Typical steps may include the facilitation of alternative supervision processes, the recusal of the employee from matters involving a student, changes in an employee’s duties or employee reassignment.

5. Consequences for failing to disclose a consensual relationship. Employees who are engaged in an intimate, romantic and/or sexual relationship with a student or fellow employee and are unsure whether disclosure is required under this agreement are required to disclose the relationship. Employees who fail to disclose a consensual relationship as required by this policy or who otherwise violate this policy are subject to disciplinary action up to and including termination of employment.

6. Protection offered to parties who disclose.

A. Disclosures of consensual relationships are treated as highly sensitive information and special attention is given to the issue of privacy for all individuals. Information is divulged only on a need-to-know basis.

B. It is a violation of this policy to retaliate against any individuals who seek advice or action concerning this policy or to retaliate in any manner against individuals who assist in investigations under this policy. Persons who engage in retaliation are subject to disciplinary action up to and including termination of employment.

7. Nonconsensual Relationships. If a consensual relationship becomes nonconsensual, unwelcome romantic or sexual conduct by either party to the relationship, if reported, may be regarded as sexual harassment under the University’s sexual harassment policy.