

INTRODUCTION

To ensure the university's success in accomplishing its mission, this Hourly Employee Handbook has been prepared to introduce you to La Sierra University, explain our current policies, practices and benefits, and serve as a reference tool for you, in your employment at La Sierra University, so you are aware of what you can expect from La Sierra University – and what the university will expect from you. You should thoroughly familiarize yourself with the policies and procedures

If there is any item that you do not understand, please request clarification from your supervisor or Human Resources. This Handbook supersedes all previous handbooks, manuals, letters, memoranda or understandings that may have been issued on subjects contained herein.

This Handbook is the property of the University and it is intended for your personal use for reference as an employee of the University. Custody of the Handbook resides with Human Resources. Human Resources will periodically issue revised editions of the entire Handbook. Revisions to the Handbook are generally made annually.

The Handbook is available on

MISSION STATEMENT

As members of the diverse La Sierra University community, we are committed to inquiry, learning, and service. Our community is rooted in the Christian gospel and Seventh-day Adventist values and ideals.

Our mission is:

TO SEEK truth, enlarging human understanding through scholarship;

TO KNOW

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EMPLOYMENT POLICIES

NONDISCRIMINATION POLICY

The University was established by the Seventh-day Adventist church as an integral part of its teaching ministry.

The University is committed to equal education and employment opportunities for men and women of all races and does not discriminate on the basis of handicap, sex, race, color, or national origin in its educational and admissions policies, financial affairs, employment programs, student

La Sierra University is part of the higher education system of the Seventh-day Adventist Church. The University's heritage and ethos reflects a dedication of loving service to people of all backgrounds and identities. La Sierra University is committed to creating and fostering an educational environment where all members of its community can thrive. Faith and learning are integrated in the curriculum and in student activities, and religious beliefs and tenets are woven into all aspects of

4. A "student employee" is an employee who is enrolled as a student at La Sierra University, and is employed full-time no more than one academic quarter during the calendar year. A student employee is not eligible for University benefits.

ALIENS

All applicants will be required to present proof of citizenship or eligibility to work in the United States as required by law. A person who is a permanent resident (a "green card" holder) or an H-1b visa holder is subject to the same legal work provisions, income tax, disability insurance, and Social Security withholding as a United States citizen.

La Sierra University undergraduate students on F-1 and J-1 visas are required to take at least 12 units each quarter to maintain their legal status and thus be eligible to work on campus. La Sierra University graduate students on F-1 and J-1 visas are required to take at least 8 units each quarter to maintain their legal status and thus be eligible to work on campus. Students who remain in legal status may work up to twenty (20) hours per week while they are in school, and up to forty (40) hours per week while on official school breaks, and up to forty (40) hours per week while on their approved quarter. Student employees are usually subject to income tax withholding but are not subject to deductions for Social Security.

A student who completes or discontinues course work or takes fewer than the required units of course work at La Sierra University will be required to terminate employment.

EMPLOYMENT OF RELATIVES

Telephone number
Marital status
Number of dependents
Citizenship
Person to notify in case of emergency
Registration, certification, licensure
Educational coursework completed
Beneficiary designation
Any additional pertinent information

Personnel files are the property of La Sierra University. However, an employee may examine his/her personnel file, excluding records of criminal investigations and letters of reference, in the presence of a University Human Resources representative. A request to do so should be made in writing at least 24 hours in advance.

Inspection shall be in the University Human Resources Department during regular business hours. An employee may provide a rebuttal statement to documents in his/her personnel file. Copies of materials in your personnel file are available to the employee

- g. Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the university other than

Supervisors are responsible to establish and maintain specific guidelines within each department provided they are within the guidelines of this policy.

BEHAVIOR CODE

The University is an institution of the Seventh-day Adventist church and incorporates the traditional values and standards of the church in its employment policies and expectations. All employees are expected to demonstrate good judgment, ethical personal behavior, common sense, honest

7. Theft or misuse of the University's property or of another employee's property.
8. Dishonesty of any type.
9. Violation of safety rules.
10. Falsifying or altering University records, including but not limited to employment, medical, paycheck, job cards, requests of employee benefits, and permitting one's time card to be recorded by another employee.
11. Violation of the **Error! Reference source not found.**, on page **Error! Bookmark not defined.**, or violation of the SEXUAL STANDARDS POLICY, on page 11.
12. Unauthorized or excessive absence or tardiness.
13. Failure to report absences from work or failure to return immediately from authorized leave.
14. Unauthorized removal of University documents, records or other property.
15. Failure to maintain proper standards of efficiency, workmanship, or production.
16. Unauthorized posting or distributing of any literature, posters, handbills, petitions, or any other notices on University premises.
17. Failure to observe work schedules or assignments.
18. Unauthorized personal use of the University phone or other University property.

21. Loitering or sleeping on the job.
22. Gambling.
23. Violation of the APPEARANCE POLICY, on page 8.
24. Allowing unauthorized individuals to ride in University vehicles.
25. Conduct which brings the Seventh-

to adequately provide supervision for his/her children on a routine basis may be considered sufficient cause for an employee's termination.

FIDELITY INSURANCE

All employees are included in a blanket fidelity insurance program. By accepting employment, the employee becomes responsible to the insurance company for any loss, costs, counsel fees, damages, or expense which it may sustain or become liable for because of dishonest, fraudulent, or criminal behavior.

UNIVERSITY PROPERTY AND EQUIPMENT

Each employee is directly responsible for the proper care of University property, equipment and vehicles placed in his/her charge. Such property shall be used in a safe and proper manner. The employee shall immediately notify his/her immediate supervisor of any malfunction of or damage to University property. The University reserves the right to hold an employee responsible for destruction or damage to University property caused by an employee's negligent or willful acts or omissions. Each employee should be aware that it is his/her duty to minimize University insurance claims. The deductible on our property insurance is \$20,000.00.

University equipment and supplies are to be kept in their assigned place and shall not be removed from the premises without proper authorization.

PERSONAL PROPERTY

LSU assumes no responsibility for loss or damage to personal property when brought to work unless authorized by both administration and your department head, dean or vice president and specifically endorsed to LSU's property insurance policy.

SOLICITATION AND VENDING

Employees are expected to maintain a proper professional image and to avoid business activities for personal benefit during office hours. For the purpose of reducing interruptions which are caused by the promotion and/or sale of products, the University maintains a "no solicitation and vending" policy except where specific authorization is granted by administration.

Solicitation, sale of merchandise, or distribution of literature for any purpose other than sponsored by the University is strictly prohibited during work hours or in work areas.

ENDORSEMENT

No employee may endorse or imply endorsement of a product or service in the name of La Sierra University. This applies to the wording of contracts with organizations outside LSU; to the use of LSU stationery in making statements regarding products, services, or issues; or to any dealings or communications which could imply endorsement by the University.

POLITICAL AND CIVIC ACTIVITIES

The University encourages active interest in civic affairs on the local, state, and national levels. However, political activities in connection with such affairs are prohibited on LSU premises. Any expression of interest in civic or political activity

PARKING

On-campus parking is by permit in most areas. As far as possible, parking will be assigned in lots nearest to the department in which employees work. Parking permits are issued by the Security Department. It is important that all employees park where assigned and avoid parking in crosswalks, red zones, or restricted areas (i.e., loading zones, handicapped parking areas, etc.)

Vehicles parked in violation of the University Traffic and Parking Regulations are subject to being cited, fined, and towed away.

SAFETY AND SECURITY

It is the commitment of La Sierra University to provide a safe and secure environment for all members of the campus community. The Security Department and Risk Management work together to promote this environment.

Security officers are on duty 24 hours a day. They provide parking and traffic control, and the opening and lockdown of buildings after hours. CPR and safety training
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of personnel and duties of the Safety Committee and its subcommittees is outlined in the Business Emergency Action Plan. You may download your copy at:

<https://lasierra.edu/fileadmin/documents/risk/safety/safety-handbook.pdf>

The University's Safety Building Coordinators is comprised of University staff from the various schools and departments on campus. The University's schools and departments are encouraged to cooperate and support their respective Safety Building Coordinator. The duties of a Safety Building Coordinator are to inspect their building and report findings to the Office of Risk Management for follow up; to observe and report any safety hazards of their facility or surrounding areas to Physical Plant; to

EMPLOYMENT PROCEDURES

APPLICATION

All prospective employees desiring employment with LSU will complete the online employment application. Applicants are interviewed and screened by the Human Resources Department.

REFERRAL

Applicants are referred to the appropriate department for further interviews. The final selection is made by the department head in consultation with the Human Resources Department. All new employees as well as former employees being rehired are required to report to the Human Resources Department to complete the hiring process, which is necessary before one is put on the payroll system in order to receive a paycheck.

HIRING PROCESS

An employee is not considered officially hired and a paycheck cannot be issued until these steps have been completed:

1. The hiring department submits a salary and rate authorization form.
2. The new employee completes the necessary employment papers and the I-9 form to initiate payroll and personnel records.
3. The new employee completes the pre-employment physical examination.
4. The pre-employment information verification authorization must be completed and results verified.
5. The new employee obtains an employee identification card.

I-9 COMPLIANCE

All departments must instruct new hires, including staff, administration, faculty, students or contract employees, either before their first day of employment or the first day on the job, to go to the Human Resources Department to fill out all necessary employment paper work and the I-9 form. Employees should be given time during their first day's work to complete this task.

The university can be fined up to \$1,100 per person if audited and found not in compliance with I-9 regulations. If the university is audited and fined, that fine will be levied against the department. Federal regulations require employers to terminate employees if I-9 papers are not completed timely. Employees that have not filled out I-9 papers in a timely fashion may be terminated. Departments will be allowed to rehire these employees only after all paper work has been completed.

PRE-EMPLOYMENT INFORMATION VERIFICATION POLICY

In seeking to fulfill the mission of La Sierra University, the university will verify the accuracy of all the information provided by a prospective employee.

In order to protect university interests, institutional resources, and the welfare of its students, employees and campus visitors, it is the policy of the university to offer employment to an applicant subject to an acceptable verification of all pre

the case. If a current employee is convicted of a crime, his or her suitability for continued employment will be reviewed in the same manner as a potential applicant for the position.

The University recognizes that its interests in verifying application disclosures must be balanced with the need to protect the privacy of employees and applicants. University policy and state and federal laws recognize the individual's right to privacy and prohibits university employees from seeking, using, or disclosing information except within the scope of their assigned duties. Any information disclosed or discovered, must be maintained in confidence. Only those personnel involved in the employment process should be informed on a need-to-know basis.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

New employees are required to take a University-paid physical examination at the time they are considered for employment to determine whether they have the ability to perform the essential functions of their job. An employee may also be required to take a physical examination during employment because of possible changes in either the employee's job or health, or prior to returning to work following an injury or leave of absence to determine fitness for the essential job functions. If the employee has a disability that limits his/her ability to perform essential job functions, the University will make reasonable efforts to accommodate it.

ORIENTATION

All new employees are required to attend an orientation session providing them with an overview of the University policies, procedures and benefits. Orientation is designed as a communication tool for new employees. It will be scheduled periodically throughout the year so that new employees may attend relatively soon after starting their employment.

IDENTIFICATION CARDS

Employees should carry I.D. cards when on campus. Authorized possession of the I.D. card entitles the bearer to applicable discounts, library service, the use of University facilities, authorized access to buildings, and regulated parking.

said employee without advance notice or pay in lieu of notice. The University, at its sole option, will give either two weeks' notice of termination or two weeks' pay in lieu of notice if it initiates termination of employment.

At time of termination the employees are responsible to return to the appropriate office any keys assigned to them. No termination benefits will be cleared for payment until keys issued are returned.

PAYROLL POLICIES

PAYDAY

La Sierra University's pay period begins every i aAther Sunday at 12:00 a.m. Paychecks may be picked up by the employee or the departmen aAt head on payday. Paycheck~~ok~~ picked up by 11:00 a.m. are sent to the employee's mailing address. Paychecks are mailed or delivered within seven (7) days after the end of e 6q0.00002 Tf1 0 0 af

Overtime is paid for hours worked in excess of eight (8) in a workday or forty (40) in a workweek. Employees are compensated at 1-1/2 times their regular rate of pay for overtime hours.

Double time is paid for hours worked in excess of twelve (12) in a workday. Employees are compensated at two times the regular rate of pay for double time hours.

Employees are compensated at 1-1/2 times their regular rate of pay for the first eight (8) hours in the seventh (7th) workday in a workweek, and two times their regular rate for all hours worked in excess of eight (8) in the seventh (7th) workday.

MEAL PERIOD

Hourly employees are entitled to a 30-minute meal break when working 5 hours or more, unless 6 hours completes their day. In this case, the meal period may be waived by mutual consent of the employee and the supervisor. During meal breaks, hourly employees are relieved of all work duties and may leave the premises. These meal breaks do not count as work time and La Sierra University policy prohibits employee from working during meal breaks. Employees may be disciplined if they violate this policy. Employees are required to notify their supervisor and the Human Resources Department if they miss or are not able to take their meal break.

REST PERIODS

Every employee is entitled to one paid ten (10) minute rest period during each four (4) hours or major fraction thereof worked. Rest periods are scheduled by the supervisor and are to be taken as near the middle of each four (4) hours worked as possible. Rest periods may not be accumulated to be taken at a later time or substituted for a meal break. Employees are required to notify their supervisor and the Human Resources Department if they miss or are not able to take their rest period.

TIME OFF

EMPLOYEE BENEFITS

HEALTH PLAN

La Sierra University offers a comprehensive health care plan.

- a. Eligibility
 1. A full time employee may
 - i. Enroll in the La Sierra University Health Plan.
 - ii. Enroll their spouse in the La Sierra University Health Plan if the spouse does not have health care coverage available through their own employer.
 - iii. Enroll their children in the La Sierra University Health Plan until they reach the age of 26.
 - iv. Enroll their adult children in the La Sierra University Health Plan subject to the current provisions of the plan.
 2. Part-time employees are not eligible for coverage under this plan.
- b. Enrollment

It is the responsibility of the employee to file the appropriate enrollment forms with the Office of Human Resources.

HEALTH SERVICE

The Health Services Department provides medical care at no charge for all University employees who are enrolled in the La Sierra University Health Plan.

In the case of an injury within the scope of your employment, the University provides, at no charge to you, the care required because of the injury at Healthpointe Medical Clinic. For more information see **WORKERS' COMPENSATION** on page 34.

For life-threatening emergencies, call 911.

RETIREMENT PLAN

The University participates in a retirement program administered by the General Conference of Seventh-day Adventists. This defined contribution plan began on January 1, 2000. Employee with years of service before January 1, 2000 may also qualify under the defined benefits plan which was frozen on December 31, 1999. The

Human Resources Department and the Payroll Department are available for information and counsel concerning retirement.

1. Adventist Retirement Plan (Defined Contribution Plan effective January 1, 2000).
 - a. Under the Adventist Retirement Plan (ARP) which began on January 1, 2000, the University makes a basic contribution into the employee's retirement account.
 - b. Employees are fully vested for all employer contributions into the ARP.
 - c. The

A leave of absence will be granted for up to three (3) months with the possibility of one extension of up to three months. Some factors a department head takes into consideration in submitting a request for a leave of absence to the Human Resources Department are: current work load, length of leave, and available coverage of work responsibility.

While on a leave of absence an employee does not receive any wages or other financial support from the University. Health Care benefits terminate at the beginning of a leave of absence, unless the employee exercises his/her option to purchase continued coverage for up to six (6) months at full projected cost based on the current buy-in rate. Forms are available at the Human Resources Department.

The University cannot guarantee employees on leave of absence that their positions or any position will be available upon termination of the leave. Employees on military leave receive job alignment seniority benefits as prescribed by law upon immediate return to University employment following their term of service. The Human Resources Department will make a reasonable effort to place employees returning from any type of leave of absence in positions comparable to the ones they left. Leave of absence policy and request forms are available at the Human Resources Department.

FAMILY and MEDICAL LEAVE

La Sierra University is covered under the federal Family and Medical Leave Act (FMLA) and complies with all FMLA requirements. This leave is primarily unpaid; however, in some cases the leave may be partially paid. This policy addresses FMLA leave for eligible employees for the following reasons:

1. The birth of a child to an employee or spouse, or placement of a child with the employee for adoption or foster care.
2. The employee's own serious health condition.
3. The employee's need to care for a child, spouse or parent with a serious health condition.
4. The employee's need to care for a child, spouse, parent or next of kin who is a covered military service member with a serious injury or illness.

Salary and Benefit Restrictions

1. Generally an employee leave governed by the FMLA law is unpaid and all salary and regular pay will cease for the duration of the leave. Accrued vacation time may be utilized at the employee's request under the applicable Vacation Leave Policy for any leave. The employee's use of sick leave while on a leave of absence is subject to the applicable Sick Leave Policy. Contact the Human Resources Department for how the issue of pay is handled in a particular situation.
2. An employee taking qualified leave under this policy may also be eligible for benefits under another benefit such as Paid Family Leave

PAID FAMILY LEAVE

All employees are automatically covered by the

medical conditions up to 4 months per pregnancy. Child birth is viewed as a

The holidays that the University recognizes are as follows:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The Friday following Thanksgiving
Christmas Day

VACATION LEAVE

Vacation Leave for regular part time employees and full time employees who work less than 80 hours per pay period is prorated based on the hours the employee works using the formulas listed above. The years of service thresholds are met for part time employees based on the employee's years of full-time equivalency.

Vacation Leave time begins to accrue from date of hire and is available for use after ninety (90) days of employment. It is automatically fed into the employee's Vacation Leave Bank until the bank reaches the maximum. Accrual will then stop until time off is taken and the total falls below the maximum.

Vacation Leave may be used for vacation, personal business, or in place of sick leave if the sick leave bank has been depleted. Vacation Leave should generally be taken during the fiscal year in which it is earned. It is the responsibility of the employee to arrange his or her vacation with the supervisor or properly designated authority. A request for vacation should be made sufficiently in advance to allow for coverage of duties except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor.

Holidays are not part of the vacation leave accrual and do not reduce the vacation leave bank.

Unused Vacation Leave may be accumulated from year to year up to the maximums

attending physician. The recommendation should include the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance may be paid from Sick Leave if any is available.

Sick Leave is used to supplement Short-term Disability and Worker's Compensation Total Temporary Disability payments. If an employee's Sick Leave bank is exhausted, the vacation leave bank will be used. After 6 months of continuous disability accrual into the Sick Leave bank will stop.

LONG-TERM DISABILITY

The University sponsors a long-term disability insurance program for all regular full time employees. This insurance is completely funded by the University.

In the event that an employee is disabled and unable to continue work, this policy is

3. A maximum of 8 free units per academic year.

Full-time hourly employees may register for eight additional units of credit at 50% of the normal tuition rate. If the employee has completed four years of employment at La Sierra University, the spouse may register for additional units of credit at 50% of the normal tuition rate.

This tuition benefit applies only to courses at La Sierra University. It does not apply to Distance Learning courses, extension courses, any fees associated with a course, such as lab, studio or music lesson fees, or tour costs. If a class conflicts with an employee's work schedule, approval must be obtained. Approval may be granted or withheld at the discretion of the supervisor/department head.

Application forms and detailed information regarding eligibility requirements, course limitation, etc., are available at the Human Resources Department.

A portion of this benefit is taxable, and payroll taxes will be withheld. Detailed information is available from the Human Resources Department.

TUITION ASSISTANCE FOR DEPENDENT CHILDREN

Tuition assistance is available for the unmarried, dependent children of full-time hourly employees.

Conditions for Eligibility:

1. For tuition assistance, the student must be:
 - a.a . An unmarried dependent of a full-time hourly employee.
 - b. Less than 24 years of age, unless the student has given compulsory military service or x.h7[(y)21(e)8(a)8(r)17(s)179 TTQ E/igreW*

- d. Born to, or legally adopted by, an hourly parent, or be a stepchild

Calculation and Payment:

1. The amount of assistance may be affected by state and federal tuition-assistance awards. Detailed information is available from the Student Financial Services Office.
4. When the spouse of an hourly employee is employed by another Seventh-day Adventist organization which also provides tuition assistance, the university and the other organization are each responsible for one

Resignation: Termination pay is prepared within 72 hours of termination. However, if an employee gives the supervisor and payroll at least 72 hours notice termination pay will be prepared immediately upon termination.

addressed and resolved immediately. Supervisors are required to promptly report conduct that violates this policy to the Office of Human Resources. The Office of Human Resources is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

APPLICABILITY

This policy applies to all members of the La Sierra University community, including students, employees and affiliated third parties.

For the purposes of this policy, employees include temporary employees, student employees, part-time and full-time faculty, adjunct instructors, and all members of La Sierra University staff.

Affiliated third parties may include, but are not limited to, independent contractors, volunteers who perform work for the University, vendors, alumni, and guests or visitors to the University.

This policy pertains to acts of prohibited conduct committed by or against students, employees, and third parties when

The conduct occurs on the campus or other property owned or controlled by the University; or

The conduct occurs in the course of University-related business travel or off-campus programs, such as (but not limited to) domestic or international academic programs, field trips, study abroad, internship, work-related conferences, etc.; and/or

This policy also applies to behavior conducted online, including via e-mail. Postings on blogs, web pages, social media sites, and other similar online postings can subject an individual or group to allegations of violations of this policy. The University does not regularly search for this information, but action may be taken by the University if and when such information is brought to the attention of the University.

Members of the University community have

The right to a discrimination, harassment and retaliation-free work and academic environment;

The right to file a complaint of discrimination, harassment or retaliation. Individuals are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing;

The right to a full, impartial and prompt investigation into allegations of conduct that would violate this policy;

The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation;

The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process;

The

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, that degrades or shows hostility towards an individual because of their protected category and/or has the intent or effect of unreasonably interfering with the individual's employment or enrollment; and/or has the purpose or effect of creating a hostile, intimidating or offensive working, living or learning environment.

2. Sexual Harassment

Sexual harassment is covered under the *Sexual Misconduct Policy* through the Title IX Office. Please see the *Sexual Misconduct Policy*, on page 73 of this handbook or contact the Title IX Office for complete information.

3. Examples Of Conduct That Constitute Discrimination Or Harassment In Violation Of This Policy

Depending upon the circumstances and how they impact the workplace, educational programs, activities, or academic environment, examples of discrimination or harassment in violation of this policy may include, but are not limited to, the

In addition, La Sierra University encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that the behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. La Sierra University recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

When a complaint alleges violation of this policy against any protected status (with the exception of sex and gender, including gender identity, gender expression, and sexual orientation – in such cases refer to the *Sexual Misconduct Policy* or the Title IX Office for more information), the Office of Human Resources will make the

retaliate against any person who considers or registers a discrimination, harassment, or retaliation complaint, or persons who assist with or participate in an investigation of the reported conduct.

Any party may submit a written request for appeal of the Office of Human Resources decision

SEXUAL MISCONDUCT POLICY

INSTITUTIONAL VALUES AND COMMUNITY EXPECTATIONS

In keeping with La Sierra University's mission and its heritage as an Adventist university, we resolve to live consistently with our core values and teachings on sexuality. We believe that Scripture provides the authority on how to conduct our lives. La Sierra University recognizes that sexuality is a gift from God. Therefore, sexual relationships are encouraged between and others. The University expects that faculty,

AMA

AND

This policy may be found online on the ‘About’ page of La Sierra’s website, <https://lasierra.edu/sexual-misconduct/>. Online reporting is available through the site.

NOTICE OF NON-DISCRIMINATION

Title IX

La Sierra

For more information about Title IX, please go to [-misconduct/](#). A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

SCOPE OF THE POLICY

Persons Covered

Prohibited conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for La Sierra University students, faculty, staff and other community members. Thus, the following policy applies to all members of the La Sierra University community: students, faculty (including adjunct), administrators, and staff (including temporary employees), as well as the University's vendors, contractors, volunteers, interns, visitors, guests, and third parties. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

For purposes of this policy, the person who is reported to have experienced prohibited conduct is referred to as the *reporting* party. The *respondent* is the person who is reported to have engaged in the prohibited conduct.

Locations Covered

This policy applies to all on-campus and some off-campus conduct, as described below. La Sierra University encourages reporting of prohibited conduct no matter where it occurred so it can take prompt action to ensure the safety of the reporting party and Campus Community. La Sierra University has jurisdiction to investigate any alleged violations of this policy that occur on campus, in the context of any university activity, e.g. employment, education or activities and off-campus conduct that has continuing adverse effects on, or creates a hostile environment for any member of the campus community or in any university employment or education program or activity.

In situations where the alleged sexual misconduct occurred outside of the context of a University program or activity or off-campus, and where one or more of

acts), “when” (when the acts occur), and “how” (how the acts are performed and under what conditions)

Active: Consent must take the form of "clearly understandable words or actions" that reveal one's ex

An inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words).

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, one should assume that the other person does not have the capacity to gi

of another person for the benefit or advantage of oneself or a third party,

Quid Pro Quo harassment

Submissions to or rejection of s

investigation of

rape" drugs) and perform a rape evidence collection procedure (see Procedures Section 2), which are also strongly recommended to maintain all legal options.

Medical services are available from the following resources on or near La Sierra University:

La Sierra University Health S

the drink, through urine or blood sample).

Preserve evidence of electronic communications by saving them and/or by taking screenshots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or the responding party.

Even if reporting parties choose not to make a complaint regarding sexual misconduct, they should nevertheless consider speaking with law enforcement to preserve evidence in the event that they change their mind at a later date.

Evidence preservation suggestions specific to sexual assault

Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination.

Off-Campus Confidential Resources

Local Law Enforcement 911

If the physical or sexual abuse, or severe neglect is in progress, contact the police department by calling 911. If the abuse or neglect has recently occurred, but the "emergency" is over, contact the police department business line. In either case, contact the case agent in order to update the initial investigation.

suspected prohibited conduct to the *Title IX Office*. This includes the name of the parties and known details of the conduct. This duty applies no matter how the information is learned; whether from direct report from an affected party, from social media, or from a concerned third party. The purpose of this requirement is to permit the University to take immediate and corrective action to address allegations of prohibited conduct. Employees who fail to make a timely report of prohibited conduct may be subject to disciplinary action that may include, but is not limited to, the sanctions listed in Procedures Section 7B, up to and

La Sierra University encourages reporting

regardless of whether the individual who experienced the sexual misconduct chooses to press criminal charges.

Campus Safety and Security Patrol

Phone: 951.785.2222 (24 hours)

Riverside Police Department

Phone: 951.787.7911 (24 hours)

Corona Police Department

Phone: 951.736.2330 (24 hours)

6. Supportive and Protective Measures & Accommodations

Supportive and protective measures and accommodations (collectively referred to as “interim measures”) are reasonable measures the University can put in place to provide immediate support and added protection to an individual who reports having experienced sexual misconduct or retaliation at no cost to that individual. These measures can be temporary in duration pending the results of an investigation but can become

pe per

informal process. The informal resolution process is flexible and dependent on the specific situation; they will not all be approached

to undertake an investigation. The University may rely upon any Title IX Coordinator for any institution other than La Sierra University, or any person who has previously served as a La Sierra University Title IX Coordinator, or La Sierra University Title IX Investigators, or designees, or outside investigators to c

the viewing, the parties may provide written feedback to the investigator regarding any requested additional fact gathering. The investigator and Title IX Coordinator will evaluate any such request and determine whether additional fact gathering should be undertaken. If undertaken, a final preliminary report will be made available to the parties for their review..

- I. Investigative Review and Findings Meeting.** If no additional fact gathering is determined to be necessary, the preliminary report will form the basis for a final report, which includes the investigator's factual conclusions, i.e. whether or not C20 g0 G[()] TJET0 G -0.0631 Tc[(th)]

investigator(s) will then review the Final Inv

Written warning

Campus access restrictions

Advisory letter

Monitoring

Disciplinary hold on academic and / or financial records

Performance improvement / management process

Required counseling or therapy

Loss of oversight, teaching or supervisory responsibility

Disciplinary probation

manner with their immediate supervisor, manager or the Human Resources Director. However, if this proves unsatisfactory, the employee shall be able to file a formal grievance.

2. A formal grievance shall be filed with the Human Resources Department, in writing, within seven calendar days of the incident giving rise to the grievance; except that in the case of involuntary termination or permanent lay-off due to reduction in force, the formal grievance shall be filed within 30 calendar days of the date of notification of action. The employee shall contact the Human Resources Department for assistance in preparation of the grievance. The Human Resources Director shall monitor the grievance and shall be available to assist both the employee and management during the grievance procedure. The Human Resources Department shall forward the grievance to the department supervisor as indicated below.
3. There shall be no retaliation against an employee who files a grievance under this policy.
4. Grievance Procedures

- a. First Step (Supervisor)

The immediate supervisor shall discuss the grievance with the Human Resources Director. The supervisor shall then meet with the employee, discuss the grievance, and furnish a written response to the employee and the Human Resources Director within seven calendar days of receipt of the grievance.

- b. Second Step (Department Head)

If the employee is not satisfied with the decision of the immediate supervisor, he/she shall submit a written appeal of the decision to the appropriate department head within seven calendar days of receipt of the department supervisor's response. The department manager and the Human Resources Director shall meet with the employee and review the grievance. The department head shall provide a written response within seven calendar days of the receipt of the appeal.

c. Third Step (University Vice-President or Dean)

If the employee is not satisfied with the decision of the department head, he/she shall submit an appeal of the decision, in writing, to the appropriate University Vice-President or Dean within seven calendar days of receipt of the department manager's response. The University Vice-President shall meet with the employee and the Human Resources Director, review the grievance, and provide a written response within seven calendar days of receipt of the appeal.

d. Final Step (President or designee)

If the employee is not satisfied with the decision of the appropriate University Vice-President or Dean, he/she shall appeal the decision in writing to the University President or designee within seven calendar days of receipt of the Vice-President's response.

7. Administration at each level is responsible for the fair and objective review of an employee's grievance, for the utilization of staff advice and counsel, and for any adjustment which the facts may indicate.
 - a. The employee is responsible for a factual and objective presentation of facts and position, and for continued adherence to standards of conduct during the time the grievance is in process.

DRUG FREE ENVIRONMENT POLICY AND PROCEDURES

La Sierra University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that a drug-alcohol-and tobacco-free lifestyle is essential and thus maintains policies that seek a campus environment that is free of these substances.

La Sierra University purposes to maintain a drug-free environment in harmony with the laws of the land, the unlawful use, possession, distribution, dispensing or manufacture of controlled substances by its employees, whether faculty, staff or students, is strictly prohibited. Further, La Sierra University expects any person employed, admitted, living in University housing, or enrolled by the University and who receives federal or state funding, as identified by signing the FAFSA form, as an individual to certif

Prevention

1. The policy of a drug-free environment for employees and students is included in the Faculty, Student, and Employee Handbooks. Each faculty and employee is notified

Sanctions Pertaining to the Use of Alcoholic Beverages and Controlled Substances.

6. All students, faculty and employees will be notified through Student, Faculty, and Employee Handbooks of disciplinary sanction for the use of drugs and tobacco.

Detection

1. The University reserves the right to investigate employees or students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, any University or privately owned on-campus vehicle or residence hall room, briefcases, book bags and handbags, and the right to require an appropriate drug test and confirmation by a retest. If a search is to be made, it must be authorized by the residence hall director, dean of a school, dean of students, vice-president, or president of the University. The entire process of drug investigation will be treated with highest confidentiality.
2. If unlawful possession of controlled substances or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary actions. All confiscated contraband will be given to the appropriate authority or destroyed.
3. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or self-referral.

Confidentiality

1. All substance abuse investigation and drug testing information is confidential and should be treated as such by anyone authorized for access to such records.
2. All records and information of personnel actions taken on employees under investigation or discipline with respect to drugs, shall be maintained by the Human Resources Director in a secure locked file. Only authorized individuals who have a

"need-to-know" shall have access to them. Any compilation of statistical reports will be handled in an anonymous manner.

Assessment

- 1.

If there is noncompliance with the formulated plan of treatment, the individual may be subject to discipline.

Relapse Monitoring

1. Monitoring will be required for precaution against relapse for all students, faculty, or employees who have been found to have alcohol or chemical dependency.
- 2.

jail or by a fine of not more than \$500.00 or by both such fine and imprisonment.

California Laws Governing Alcoholic Beverages

No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business an(co)/

such conviction, and to take appropriate corrective action or require the employee to participate s

WORKPLACE VIOLENCE POLICY

La Sierra University has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem which needs to be addressed by all employers. Consistent with this policy, acts, or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the University or which occur on La Sierra University property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at La Sierra University or to create a hostile, abusive or intimidating work environment for

2. Threatening an individual or his/her family, friends, associates, or property with harm.
1. The intentional destruction or threat of destruction of University property.
4. Harassing or threatening phone calls.
5. Harassing surveillance or stalking.
6. The suggestion or intimation that violence is appropriate.
7. Unauthorized possession or inappropriate use of firearms or weapons.

AIDS EDUCATION AND PREVENTION POLICY

INTRODUCTION

In response to the epidemic of infection with the Human Immunodeficiency Virus (HIV), which causes Acquired Immunodeficiency Syndrome (AIDS), this institution states its agreement with the general statement on AIDS prepared by the American College Health Association. The University recognizes its responsibility to its students, faculty, and staff to do everything possible to prevent people from being infected and to provide compassionate care for all concerned individuals.

HIV infection is potentially lethal, but is preventable. La Sierra University upholds Biblical standards of premarital chastity and a totally monogamous heterosexual relationship following marriage as one of the best means of protection against HIV infection. The University opposes drug abuse in any form, including intravenous drug abuse, an additional means of protection against infection.

of others with whom they have consensual/romantic/sexual relationships.

2. **POWER DIFFERENTIALS** between the parties in consensual/romantic/sexual relationships may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:
 - a. The reasons for entering, maintaining, or terminating such relationship may be a function of the power differential;
 - b. Where power differentials exist, even in a seemingly consensual relationship, there are limited after-

Where a conflict of interest exists, or may exist, in the context of a consensual/romantic/sexual relationship, the individual with the power or status advantage shall notify his/her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the University or to either party in the relationship.

3. Communication incidental to otherwise acceptable uses, except as stated below.

UNACCEPTABLE USES:

1. For-profit activities, except those operated or specifically authorized by La Sierra University.
2. Extensive use for private or personal business.
3. Advertising is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged.
4. Unauthorized access, alteration, destruction, removal and/or disclosure of data, information, equipment, software, or systems.
5. Deliberate over-extension of the resources of a system or interference with the processing of a system.
6. Attempts to access confidential information or passwords.
7. Activities which violate copyright law.
8. Disclosure of confidential passwords and/or access devices or information for accounts, equipment, and telephone voice mail (as available.)
9. Issuance of junk mail.
10. Propagation of pornography, obscene comments, sexually explicit material, or hate literature, harassment, including sexual harassment.
11. Theft of resources.
12. Malicious or unethical use.
13. Use that violates University policy and regulations or state or federal laws.

INFORMATION RIGHTS AND OBLIGATIONS

MONITORING OF E-MAIL AND PERSONAL ELECTRONIC FILES

The University and its staff shall treat all electronically stored information as confidential, examining or disclosing the contents only when authorized by the owner of the information, approved by the Director of Computer Information Services in consultation with the appropriate Vice-President, or required by state or federal law.

E-MAIL

The e-mail at LSU is here to provide a convenient (not confidential) way of

EMERGENCY ACTION PLAN

For the complete Business Emergency Action Plan document, please go to:

<http://lasierra.edu/index.php?id=3102>

GENERAL INFORMATION

In the event of a campus disaster or emergency condition, the Incident Commander (Director of Security) shall notify and convene the Business Emergency Action Team (BEAT) to handle the situation. This team will inform the President and Vice-Presidents of the situation and the actions being implemented under the Business Emergency Action Plan (BEAP). The team will be responsible for notifying the Safety Building Coordinators (SBC) of all affected buildings on campus. The SBC's will be responsible

If emergency evacuation from the campus is necessary, it will be in conjunction with the City of Riverside and the Riverside Emergency Survival program. If evacuation shelters are required for a residence hall, the Deans and Residence Assistants will supervise the students. Campus Security will open the area for shelter use. If evacuation shelters are required for academic, administrative, or industrial areas, the Safety Building Coordinator for the affected area will supervise the shelter. Campus Security will open the area for shelter use. If the nature of the crisis/disaster is such that emergency supplies of food and water are needed the resources will be the Commons; the La Sierra Foods Market. The Residence Halls and Physical Education swimming pools can provide an emergency supply of water. A generator is available for emergency needs. Emergency housing may be provided at the Alumni Pavilion as needed and could become an emergency shelter managed by the [Red Cross] to serve the community after campus needs are met.

EMERGENCY CALL LIST

Ambulance	911
Bolivar Family Medical Clinic (Hole Ave, Riverside).....	351-1600
Central Command Post—Campus Security	785-2222

Police..... 911

Red Cross 688-6440

Riverside Public Health Department 358-5000

Risk Management & ADA (on campus) 785-2102

Security (Central Command Post) (on campus) 785-2222

(Off campus) 785-5222

Hospitals

Corona Regional Medical Center (951) 737-4343

Kaiser Permanente (951) 353-2000

Parkview Community Hospital..... (951) 688-2211

SERVICES PROVIDED BY LSU AND OTHER ORGANIZATIONS

DIRECT DEPOSIT

Employees of La Sierra University can have their paychecks automatically deposited into any bank, savings and loan or credit union which is a member of the Automated Clearing House (ACH). The deposit can be made to a checking or savings account, or a combination of the two. Arrangements for direct deposit can be made with the Payroll department.

LIBRARY

The University Library, located on the upper campus, provides materials to support the educational and cultural objectives of the University. Information regarding the details of available services is posted on the Library web page <http://www.lasierra.edu/library/> or may be obtained from librarians at the reference desk. The main phone number for the Library is extension 2044.

HOUSING

The University has limited rental units including apartments, houses, cottages and duplexes. Students receive priority, so oftentimes units may not be available for faculty & staff. The office of Property Management is more than happy to assist employees in finding suitable off-campus housing. For more information, contact the Department of Business Development & Property Management at: (951) 785-2511.

FOOD SERVICE

The campus cafeteria is located in the Commons. All food in the cafeteria is sold on an "all you can eat" basis. University employees can purchase meal blocks from the Cashier's Office or through payroll deduction and then receive a discounted price by charging the meal using their ID card. Employees paying cash at the Commons pay the full meal price. Arrangements can be made in the Payroll Office for payroll deduction.

located in the Convenience Center at 11550 Pierce Street. Regular employees receive a discount upon showing their employee ID card at the time of purchase. They can also arrange for purchases to be deducted from their paycheck. See the store Manager for details about these benefits. La Sierra Natural Foods can be reached at: (951) 785-5763.

CREDIT UNIONS

Employees and students of La Sierra University are eligible for membership at La Loma Federal Credit Union. Our members enjoy the benefits of a variety of financial services such as: checking, savings, VISA cards, home loans and various consumer loans at competitive rates. A wide variety of electronic services are also available: online banking, bill pay, electronic statements and more. A full service branch office is conveniently located on the La Sierra Campus at 11498 Pierce St. Suite D, Riverside in the convenience center. The main branch is located at 26151 Mayberry St., Loma Linda. For information concerning hours and services, please contact us at (888) 252-5662 ext. 831 or visit our website at www.LLFCU.ORG

The California Adventist Federal Credit Union serves Seventh-day Adventists throughout the state of California. It provides a variety of financial services such as: checking, savings, Visa card, loans, etc. at competitive interest rates. The California Adventist Federal Credit Union is located at 1441 E. Chevy Chase Drive, Glendale, California 91206. Their Phone number is (818) 246-7241.

LIBERTY MUTUAL INSURANCE

This insurance company offers home, rental and auto insurance. Liberty Mutual offers a 5% discount to LSU employees. Information on Liberty Mutual can be obtained from the Human Resources Department.

RIDE-SHARING -- COMMUTER COMPUTER

In compliance with Regulation XV of the Southern California Air Quality Management District, the University offers a ride sharing program. It also operates a ride-sharing program with Commuter Computer. This program provides employees with information on carpooling. All employees are required to complete the information annually. Additional information can be obtained at the Security Department.

LOST AND FOUND

Lost or abandoned articles on campus are retained by the Custodial Department. Lost and Found is located in the Campus Post Office, phone 785-2261.

DISCOUNT CARDS

Discount cards for many Southern California attractions are available upon

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