

# *Humphreys University*

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*www.humphreys.edu*

## **EMPLOYEE HANDBOOK**

*Revised January 2023*

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## **INTRODUCTION**

Welcome to Humphreys University! We are excited to have you join our team.

This Employee Handbook contains information about the employment policies and practices of Humphreys University in effect at the time of publication. Except for employment at-will status, Humphreys University reserves the right to change, in its sole discretion, all such policies and practices and the hours, wages, working conditions, job assignments, positions, titles, compensation rates and benefits for any employee. Other than the President of Humphreys University no supervisor or representative of Humphreys University has any authority to enter into any agreement for full-time employment. Only the President has the authority to make any such agreement, and then only in writing signed by the President and the employee expressly making this change.

The policies set forth in this Handbook replace any and all previous policy statements, whether written or oral, which differ from or are inconsistent with the policies expressed in this Handbook. Such prior policies shall have no force or effect after the effective date of this Handbook.

## **EMPLOYEE RESPONSIBILITY**

It is the responsibility of each employee to learn and abide by all of Humphreys University's policies, including those contained in this Handbook. Many University policies and employee benefits have been outlined only briefly in this Handbook. If you are unclear on any policy, have any questions, or want more information, ask the Director of Administrative Services. Failure to follow any of Humphreys University's policies will result in disciplinary action, up to and including termination.

## **BOARD OF TRUSTEES**

Humphreys University is an independent, not-for-profit institution of higher education. As such it is not owned by one individual nor does any one individual or group of individuals benefit from its operation. Rather, Humphreys University is governed by a board of trustees. The function of the Board of Trustees is to make policy for the operation of Humphreys University and to supervise its implementation. The Board of Trustees is the final authority on all academic, administrative, fiscal, and personnel issues. The current membership of the Board of Trustees is as follows:

## **BOARD OF TRUSTEES OF HUMPHREYS UNIVERSITY**

- |   |                        |
|---|------------------------|
| • Ronald Guntert, Jr., Chairperson of the Board | • Susan Lofthus        |
| • Douglass Wilhoit, Vice Chairperson            | • Honorable Jose Alva  |
| • David Silva, Treasurer                        | • Blair Hake           |
| • Carla Donaldson, Secretary                    | • Wilma Okamoto-Vaughn |
| • Dr. Robert G. Humphreys Jr., President        | • Rupert Hall          |
| • Charlynn Harless                              | • Antoinette Duron     |
| • Jerome Clay                                   |                        |

## **TRUSTEES EMERITI**

- |              |                   |
|--------------|-------------------|
| • Ort Loftus | • Laurence Drivon |
|--------------|-------------------|



## **COMMITMENT TO DIVERSITY**

The trustees, faculty, and staff of Humphreys University have long recognized the significant benefits to be gained from the intermingling of people from different cultures and ethnic backgrounds in the atmosphere of an academic institution. Humphreys University is committed to the pursuit of racial and cultural diversity in its faculty, staff, students, and administrative personnel, and in all activities conducted by it. Humphreys University believes that racial and ethnic diversity is fundamental to educational quality and encourages faculty in all subject areas to make use of teaching materials and methodologies which stress and enhance students' recognition of and appreciation for the important contributions to civilization made by various cultures.

## **OUR MISSION STATEMENT**

Humphreys University prepares students for meaningful careers and professions through a high-quality educational experience, strongly informed by the liberal arts, and directed to the specific and changing needs of students from diverse ethnic, cultural, economic, and educational backgrounds.

## MESSAGE FROM THE PRESIDENT

For more than one hundred twenty-five years Humphreys University has provided quality educational service and leadership to the Central Valley and beyond, and has taken pride in maintaining its excellent reputation. As a member of our educational family, you are invited to join us in making comments and suggestions regarding the improvement of our services, our general effectiveness, and the welfare of our faculty, staff, and students.

Humphreys University is and must continue to be an integrated team of professional educators and administrative staff concerned, above all, with the education of the individual student and the professional service to their administrative needs. To assist students in adopting challenging, attainable objectives and seeing them through to fulfillment is of paramount importance. Quality of service rather than quantity of “mass produced” students must prevail. Moreover, personalized and friendly attention to individual student needs and problems is mandatory and must be provided in order to maximize the student’s learning experience. This is, in essence, the philosophy of Humphreys University and has been so since its founding in 1896. To implement this philosophy is the explicit duty of every faculty and administrative member at Humphreys University.

By far, the most valuable resource at Humphreys is its fine team of dedicated and competent faculty and administrative staff. The process of employee selections and evaluations is stringent and includes criteria upon which decisions are made by Humphreys University administration concerning personnel selection, advancement, assignments, duties, and remuneration. Over the years Humphreys University’s personnel policies have resulted in a highly proficient and professional faculty and staff. Everything possible will be done to maintain and further enhance this level of expertise. With this in mind, Humphreys University solicits the advice and recommendations of each employee and asks that new ideas, problem areas, and ways in which we can improve the level of service for our students be brought forward.

Certain standards and guidelines are necessary, however, for the efficient operation of any institution and must be observed. They are described in this Handbook, and compliance with them is assumed to be a condition of employment.

Welcome to Humphreys University! We are happy to have you on the team and look forward to working with you.

A handwritten signature in cursive script, reading "Robert G. Humphreys Jr.", written in dark ink.

Robert G. Humphreys Jr., President

## **RESPECTFUL WORKPLACE POLICIES**

### **EQUAL EMPLOYMENT OPPORTUNITIES**

It is the policy of Humphreys University to make all employment decisions without regard to an individual's race (or characteristics associated with race, including protected hairstyles), religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, registered domestic partner status or any other basis made unlawful by applicable law. Humphreys University is an equal opportunity employer and strictly prohibits unlawful discrimination by any employee, including supervisors, and coworkers. This policy pertains to all aspects of our employment terms and conditions including, but not limited to, recruitment, hiring, training, promotion, termination, compensation, and benefits. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carrie Castillon, Director of Administrative Services  
6650 Inglewood Ave, Stockton, CA 95207  
209.478.0800

Humphreys University will make reasonable accommodations for known physical or mental disabilities, medical conditions, or the sincerely held religious beliefs of qualified applicants or employees. A qualified applicant or employee who may require an accommodation in order to perform the essential functions of the job should notify the Director of Administrative Services. Humphreys University will engage in a timely, good faith, interactive process with the applicant or employee to determine the need for a reasonable accommodation. If a reasonable accommodation exists and will not impose an undue hardship on Humphreys University, an accommodation will be made.

If you believe you have been subjected to unlawful discrimination or were denied a reasonable accommodation, please follow the complaint procedure outlined in this Handbook below.

### **PROHIBITED HARASSMENT**

Humphreys University maintains a strict policy prohibiting harassment because of an individual's race, or characteristics associated with race, including protected hairstyles), religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military, and veteran status, registered domestic partner status or any other basis made unlawful by applicable law. Harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics is also prohibited. This policy applies to all persons involved in the operations of Humphreys University and prohibits such harassment by any employee of Humphreys University, including supervisors, and coworkers. The policy is also in place to protect employees from prohibited harassment by third parties. It also prohibits employees from engaging in prohibited harassment against third parties. Prohibited harassment may have occurred even if you have not lost a job or some other economic benefit. Only harassment that unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment is unlawful.

Prohibited harassment will not be tolerated, whether or not it rises to the level of unlawful conduct. Conduct that is prohibited under this policy includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations, or comments.

- Visual conduct such as derogatory posters, photography, cartoons, drawings, emails, internet sites or gestures.
- Physical conduct such as unwanted touching, blocking normal movement or interfering with work directed at you because of your sex or any other prohibited basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss and offers of job benefits in return for sexual favors.
- Other threats and demands based upon any other prohibited basis.
- Retaliation for opposing, reporting, or threatening to report prohibited harassment or for participating in an investigation, proceeding, or hearing conducted by the Equal Employment Opportunity Commission or any state fair employment agency.
- Sexually harassing conduct need not be motivated by sexual desire.

You have a right to have your concerns and complaints about prohibited harassment addressed. If you believe you are being harassed on the job because of your race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military, and veteran status, registered domestic partner status or any other basis protected by applicable law, please follow the complaint procedure outlined in this Handbook below. Employees must report conduct prohibited by this policy whether or not they are personally involved. In other words, if you witness or suspect such conduct, you are obligated to report it per the complaint procedure outlined in this Handbook below.

## **PROHIBITED RETALIATION/WHISTLEBLOWER PROTECTION**

Humphreys University prohibits retaliation against any employee because of any of the following:

1. The employee's opposition to a practice or conduct the employee reasonably believes to be unlawful
2. The employee's lawfully protected participation in an investigation or proceeding
3. The employee's request for an accommodation for a disability
4. The employee's request for a religious accommodation
5. The employee is a family member of a person who has made a wage claim or engaged in other activities protected under the California Labor Code
6. The employee exercises their rights under the Emergency Conditions policy including failing to report to a worksite or leaving a worksite due to a reasonable belief that being at the worksite poses a real danger of death or serious injury
7. Any other activity of the employee that is protected by law.

Any retaliatory adverse action because of such opposition, participation, request, activity, or familial relationship listed above may be unlawful and will not be tolerated.

Nothing in this handbook prevents you from discussing or disclosing information about unlawful acts in the workplace, such as harassment, discrimination, or any other conduct that you have reason to believe is unlawful. Employees are expected to report any suspected unlawful acts using the complaint

procedure outlined in this Handbook below. Additionally, if you believe you have been subjected to retaliation, please follow the complaint procedure outlined in this Handbook below.

## **COMPLAINT PROCEDURE – DISCRIMINATION, HARASSMENT & RETALIATION**

Humphreys University encourages you to report all incidents you believe violate Humphreys University’s policies against discrimination, harassment, or retaliation, whether you feel they are directed at you or another person. You should provide a complaint, preferably in writing, to your own or any other University supervisor or the Director of Administrative Services as soon as possible after the incident or incidents you believe violate University policy. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Your complaint will be kept as confidential as possible, but no complaint can be kept completely confidential.

Administrative supervisors must promptly refer all complaints to the Director of Administrative Services. An appropriate person will be designated to undertake a prompt and impartial investigation of the complaint and document the findings. When the investigation is complete, a determination regarding the complaint will be made and communicated to you as soon as practical. Because of the seriousness of a complaint of prohibited discrimination, harassment or retaliation, no employee should knowingly make or knowingly participate in making a false complaint and employees are required to cooperate with the investigatory process when called upon.

If the University determines that a violation of policy has occurred, Humphreys University will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any future violations of University policy and ensure a work environment free from unlawful discrimination, harassment, and retaliation. You will be kept apprised of such measures taken by Humphreys University. Humphreys University will not retaliate against you for making a complaint and will not knowingly permit retaliation by anyone.

Complaints of unlawful discrimination, harassment and/or retaliation can be filed with the California Civil Rights Department (CRD) and/or the federal Equal Employment Opportunity Commission (EEOC). These agencies may accept, investigate, prosecute, and remedy complaints. The telephone numbers for the nearest agency office are listed in the telephone book and online directories. The agencies’ websites are [www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

## **OPEN DOOR POLICY**

At some time or another, you may have a suggestion, complaint or question about Humphreys University, your job, working conditions or the treatment you or others are receiving. We welcome your suggestions, complaints, or questions. For issues other than prohibited harassment, discrimination, or retaliation, we ask that you take your concerns first to your department supervisor or Academic Dean, who will investigate and provide a solution or explanation. If the problem is still not resolved, you may present it to the Director of Administrative Services, preferably in writing, who will address your concerns. The Director of Administrative Services, as with all management, maintains an open-door policy and encourages employees to approach them on any matters pertaining to employment at Humphreys University.

Humphreys University takes all employee concerns seriously and attempts to resolve them as soon as possible to everyone’s satisfaction.

## **PAYROLL AND TIMEKEEPING POLICIES**

### **PAYDAYS**

Paydays at Humphreys University are on the 10th and the 26th of each month. When a payday falls on a Saturday, paychecks will generally be issued on Friday. When a payday falls on a Sunday, paychecks will generally be issued on Monday unless Monday is a holiday. In this case checks will be issued the Friday before. If a payday falls on a Monday that is a holiday, paychecks will generally be issued on Tuesday.

Paper checks are generally available after 10:00 am. Contact Administrative Services for more information.

A written, signed authorization is required for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will generally be deposited in the account you have identified at the financial institution you requested by the end of business on the scheduled payday.

If a garnishing wage order is received by Humphreys University for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from Humphreys University as soon as possible.

### **EXPENSES**

Humphreys University reimburses employees for authorized necessary business expenses. Employees who have incurred authorized necessary business expenses must submit receipts fully documenting the expense. All expenditures ***must be approved in advance*** by the employee's supervisor. All expenditures must be accompanied by the original receipt and a requisition form in a timely manner.

### **PERSONNEL RECORDS**

The information recorded in your personnel file is extremely important to you and to Humphreys University. It is your responsibility to make sure that the personal data in the file is accurate and up to date. Report any change of address, phone number, emergency contact information, etc. to the Director of Administrative Services in writing immediately. You may add to the file your version of any disputed item in your personnel file.

You have a right to inspect and/or receive copies of certain personnel and payroll records, as provided by law. You also have a right to receive copies of documents that you have signed related to obtaining or holding your job.

To inspect and/or receive a copy of your records, you or a representative authorized in writing by you, must submit to the Director of Administrative Services a written request identifying the date the request is being made and designating the records that you want to review and/or receive copies of; an oral request is adequate when requesting payroll records only. Alternatively, you may request from the Director of Administrative Services an employer-provided form to fill out and return to the Director of Administrative Services.

The requested inspection and/or copies will be made available at a mutually convenient time no more than 30 days (21 days for payroll records) from the date that Humphreys University receives the request from you or the authorized representative. The time you spend inspecting the records is considered non-work time. If copies are requested, you may be required to pay for the actual cost of reproduction.

## **OPERATIONAL UNIVERSITY POLICIES & PRACTICES**

### **PUNCTUALITY AND ATTENDANCE**

Each employee plays a vital role in the success of our operations. Regular and predictable attendance and punctuality are essential functions of your position. Therefore, you are expected to be at work on time each day and to adhere to your work schedule.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor at least one hour before your scheduled start time so that arrangements can be made to handle your work during your absence. Notification must also be made to Administrative Services. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. If you cannot provide advance notice, you are expected to notify your supervisor as soon as possible and explain the circumstances. Leaving a message does not qualify as notifying your supervisor; you must personally contact your supervisor. You must call your supervisor each day you will be absent from work unless you are on an approved leave of absence. Failure to call in and personally speak to your supervisor will be considered a “no call/no show” and will result in disciplinary action being taken, up to and including discharge. Excessive absenteeism may also result in disciplinary action or dismissal. Merely calling your supervisor to report your absence does not mean that the absence will be considered excused. Examples of absences that may be classified as unexcused or excessive include: 1) an employee taking time off for personal reasons without prior approval from their supervisor regardless of whether the employee has accrued vacation time to cover the absence, and 2) absences due to illness that are not covered by the employee’s accrued paid sick leave, an approved leave of absence, or specifically excused by law.

If you must leave work early, you are required to personally contact your supervisor and obtain permission.

If requested, you must provide written verification of the reason for your absence unless the law exempts verification. Presenting verification of your absence does not mean the absence is excused and that it will not be counted against your overall attendance record. However, any absence or tardy that is specifically excused by law will not be counted against your attendance record.

While the University understands you may need to be absent from work for a variety of legitimate reasons, absenteeism, and tardiness, even for good reasons, burdens your fellow employees and hinders our operations. For that reason, excessive unexcused absenteeism and tardiness will not be tolerated.

More than three (3) instances of tardiness by a nonexempt employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive. Any absence or tardy that is excused by law will not be counted against your attendance record.

If you fail to report for work without contacting your supervisor and the absence continues for a period of two (2) business days, Humphreys University will consider that you have abandoned your job and voluntarily resigned your employment. See the University’s Equal Employment Opportunity policy above for a discussion about reasonable accommodations, which might include a finite leave of absence.

### **REMOTE WORK**

Humphreys University considers working remotely to be a viable work option for certain employees. The University retains sole discretion to determine which positions and/or employees are eligible for participation in a remote work arrangement. Management will consider a variety of factors including

specific job requirements, unique requirements based on student needs, an employee's ability to work independently and efficiently, any business need that might require an employee to be onsite, and the reason for the request. Please contact the Director of Administrative Services if you would like to discuss your eligibility for remote work.

The University provides office space and all tools necessary for employees to perform their essential job functions from the campus. Humphreys University shall not incur additional costs for business expenses due to an employee's voluntary remote work. However, employees working remotely will be paid a reasonable stipend to reimburse them for incidental business expenses they may incur. If this amount is ever insufficient to provide adequate reimbursement, employees must provide documentation to substantiate the additional expense and submit their request in writing for additional reimbursement.

## **PURCHASING**

Humphreys University has developed a requisition/purchase order system to facilitate procurement of supplies, books, furniture, and equipment. Any employee wishing to have Humphreys University purchase books, supplies, furniture, equipment, or other material to be used in the instructional programs, administrative activities, or the care and maintenance of the buildings and grounds should submit to their supervisor a requisition form indicating the item requested, item product number, the vendor, the quantity desired, the budget account, and the price. The requisition form must have the appropriate supervisor approval signature before submitting it to Accounts Payable. Accounts Payable will produce the purchase order and place the order with the appropriate vendor.

## **MILEAGE/USE OF AUTOMOBILE**

When an employee is asked to use their private automobile on University business, cost reimbursement will be made at the current IRS per mile rate (see Administrative Services). All assignments that require travel and mileage reimbursement must have advance supervisor approval. When authorized travel is other than by automobile, all necessary arrangements for ground or air transportation, food, and lodging must be authorized by or made by Humphreys University.

The employee must record odometer readings on the mileage record form/reimbursement form and submit the form timely to Accounts Payable for reimbursement. The reimbursement will be processed by Accounts Payable on a check separate from the regular payroll check.

Employees operating their vehicles on University business must maintain a valid driver's license, are responsible for complying with state laws and for obtaining personal insurance protection related to the operation of the vehicle and the transportation of its passengers. Those employees must furnish proof of compliance with insurance amounts mandated by the laws of California. Humphreys University's insurance carrier may impose 'No Driving' restrictions on employees who have an unsatisfactory DMV record. If part of the employee's job requirement is driving for Humphreys University, then such action by the insurance carrier may result in the employee being denied the ability to drive on University business which in turn may result in the employee being terminated due to the restriction on the employee's ability to perform all the duties and functions of their position.

Personal vehicles must be maintained in a safe and legal operating condition if they are intended to be used on University business. All vehicle parts and accessories must be in working order, including but not limited to, undamaged windshields, fully operational vehicle lights and signals, and all tires must be properly inflated and have the state-mandated tire tread depth. Employees are responsible for the cost of maintenance and upkeep of their personal vehicles used for business purposes. Employees are prohibited from driving any vehicle in an unlawful or unsafe condition while on University business.



It is required that you observe all policies set forth by Humphreys University as well as applicable traffic laws, while driving your own vehicle for the purpose of conducting University business. Report any type of accident, traffic citation and/or vehicle damage immediately to your supervisor. If you receive a traffic citation while on University time, you will be responsible for payment of the citation.

Employees are prohibited from transporting unauthorized passengers in a personal vehicle during work time.

## **UNIVERSITY PROPERTY AND FACILITIES**

All University property and facilities, including but not limited to, desks, storage areas, work areas, lockers, file cabinets, computer systems, telephone systems, tools, equipment, and vehicles are to be used only for Humphreys University's business and must be properly used and maintained. Humphreys University reserves the right, at any time, and without prior notice, to inspect all of Humphreys University's property or facilities to ensure that University policy is being followed. Such inspections may be conducted during or after business hours and in your presence or absence. Prior authorization must be obtained before any University property may be removed from the premises.

## **HOUSEKEEPING**

The general appearance of the premises results from a team effort, and your participation is expected. It is your responsibility to keep your work area neat, clean, and organized. Doing so increases your ability to perform effectively and is important to our image with the public. In addition to your work area, please clean up after meals and assist in maintaining the cleanliness in restrooms and other public areas.

## **VIDEO MONITORING**

Facilities may be monitored by video security cameras 24 hours a day. Although the main purpose of video surveillance is to protect facilities and equipment from theft and destruction, all surveillance footage may be used for performance management issues if applicable. When you work in monitored areas realize that cameras and footage may be observed both in real-time and at a later date. As an employee of Humphreys University, you have no right to privacy while on University-controlled grounds and you may appear in video images; however, no surveillance devices are placed in any areas where an employee can reasonably expect privacy, such as changing rooms and restrooms.

## **UNIVERSITY KEYS AND ALARM CODES**

You may be assigned a building key, alarm code and/or entry card needed to conduct your daily job responsibilities. You are responsible for all keys, entry cards, and the confidentiality of your alarm code. Duplication of any University key is not allowed. It is against University policy to loan or distribute your assigned keys to another employee or non-employee of Humphreys University. It is against University policy to disclose your alarm code unless specifically authorized by the Director of Administrative Services. If your University keys/entry card are lost, misplaced, destroyed, or stolen or your alarm code is compromised, you must report it immediately to your supervisor.

## **COMPUTERS AND ELECTRONIC EQUIPMENT**

### Overview & Privacy Notice

Humphreys University network represents an essential asset of Humphreys University and misuse of networking resources is strictly prohibited. Computer and network privileges must be used in a legal and ethical manner, which respects the rights, privacy and needs of others, which honors copyright and license agreements, and which does not interfere with the operation, integrity, or security of the

network. Under California State Law (Penal Code, Section 502) anyone who maliciously accesses, alters, deletes, damages, or destroys any computer system, network, computer program, or data is guilty of a felony.

All data pertaining to student records, University administration, research projects, any Federal or State information, and any other information not explicitly deemed public shall be considered confidential and will be safeguarded by each employee having access to that data. All employees will adhere to Federal (The Privacy Act of 1974 - Title 5 U.S.C. § 552A as amended) and State (Education Code, Section 49073-49079) laws concerning privacy and right-to-know. Official releases of data under Freedom of Information requests and/or subpoena are to be routed through the President and/or Director of Administrative Services.

### General and Individual Responsibilities

Humphreys University's computer and other electronic systems ("technology"), including but not limited to, telephone systems, voice mail systems, electronic mail systems, cell phones, University-issued computers and workstations, computer hardware, internet network, Wi-fi (whether connected with a University device or personal device), peripheral equipment such as printers and fax machines, scanners, software that grants access to external services, such as the Internet or cloud storage accounts, and instant messaging systems, are provided for business use only. This policy applies whether the employee is working onsite or remotely. Occasional and limited use of Humphreys University's technology for personal purposes is understandable and permitted, so long as the privilege is not abused, the use does not interfere with the employee's work and the use does not violate any of Humphreys University's policies. Humphreys University has the right to review, copy or disclose any files or information found on its technology. All messages sent and received, including personal messages, and all data and information stored on or transported through Humphreys University's technology are University property regardless of the content. These communications do not belong to the employee and should not be considered confidential or private. Employee explicitly gives the employer the right to intercept, access, view, monitor, and use all such communication, whether relating to University business or employee's personal matters.

Email may be used for the purpose of electronically signing or acknowledging certain documents. Therefore, you are required to ensure the privacy and security of your email password at all times. Unless a system has been specifically designated for use by multiple University users through a shared username and password, you must maintain the confidentiality and security of your passwords. Although passwords may be utilized to restrict access to certain systems, the passwords are designed to protect Humphreys University against unauthorized access—not to prohibit access by the authorized University representatives. Generally, Humphreys University will have the ability to access University systems and devices through an administrative password, however, when this is not possible, the University may require you to disclose username(s), password(s), or other method(s) of accessing any University-issued electronic device. However, never share or disclose passwords to another employee, including anyone providing technology support without prior written authorization from the President or Director of Administrative Services. In the event you are required to share a password, both parties are required to document the date, time, system/device, and person you shared your password with, and when their access ended. You are required to immediately change your password after sharing it with another employee for this purpose.

Humphreys University retains the right to enter into any technology system and to inspect and review any and all data recorded in the systems. No message or data placed on Humphreys University's technology should be considered private or confidential. Deleting or erasing information, documents

or messages maintained on Humphreys University technology is, in most cases, ineffective. All employees should understand that any information kept on Humphreys University's technology may be electronically recalled or recreated. There should be no expectation of privacy by an employee because they erased or deleted messages.

All employees obtaining access to copyrighted materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except where expressly allowed by the copyright law or with express written permission from the owner. Unless specifically authorized, employees may not download or install any software on Humphreys University's technology.

The University's technology may not be used for transmitting, retrieving, or storing any communications of a discriminatory, retaliatory, or a harassing nature. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, registered domestic partner status or any other basis made unlawful by applicable law, whether about a specific individual or about these protected categories in general, shall be transmitted, received or stored. The University prohibits the use of abusive, profane, or offensive language received or transmitted through Humphreys University's technology systems. The University's technology may not be used for any purpose that is illegal, against University policy, causes discredit to Humphreys University or is contrary to the best interests of Humphreys University. Use of Humphreys University technology for personal gain or profit or for personal reasons that would impede Humphreys University's ability to conduct business is prohibited.

Each employee is responsible for the content of all text, audio, or images that the employee places on or sends over Humphreys University's technology systems. All electronic communications you send should include Humphreys University's electronic communications privacy notice. No electronic communication may be sent which hides the sender or represents the sender as someone else. Employees who receive text, audio or images over Humphreys University's technology systems that violate any of Humphreys University's policies should immediately report this receipt to their supervisor or the Director of Administrative Services.

### Network Policy

Humphreys University supports academic freedom and the pursuit thereof, however, the network and communication therein is supplied without warranty or guarantee of availability, usability, and/or particular functionality unless specifically noted in writing by the President and/or Director of Administrative Services as approved by the Board of Trustees. Use of the network constitutes acceptance.

Humphreys University reserves the right to limit the use of network services. This includes, but is not limited to, size limitations for e-mail messages, exclusion of attachment types, revocation of connection rights, bandwidth limitations and any other limitation deemed necessary to ensure the integrity of Humphreys University network.

External access of computer services (for example, remote e-mail access) is offered to authorized users with the understanding that while Humphreys University maintains appropriate hardware and software to ensure the protection of data and prevention of network/computer misuse (including, but not limited to virus infiltration or "hacking"), even best-effort prevention/protection methods are not infallible, as such, Humphreys University offers no warranty should the prevention/protection methods be circumvented and cause damage and/or loss of personal data or functionality. You are

expected to lock your computer when you are away from your desk to protect any sensitive information.

### Custodial Responsibility

Facilities supervisors and other custodians of computers are responsible for the physical security of University hardware, software, and data entrusted to their use. This security generally includes the following provisions:

- Ensuring that doors to areas with computer equipment are locked and/or, when appropriate, computer security devices used to secure computers to desks remain installed and in working condition
- Ensuring that computer equipment is protected from weather, chalk dust, and other foreign materials
- Securing removable media (CD-ROM, thumb drives) and related drives
- When pertinent, backing up all critical data files and storing back-up data in a secure, separate area
- When appropriate, using surge protectors or uninterrupted power supply (UPS) to protect and save data in case of electrical failure.

In addition to these guidelines, each facility may have additional guidelines for the use of types of accounts (i.e., Student Accounts or Instructional Accounts) or for use of that facility. Some facilities are restricted in use to students, faculty, and staff members of a particular department. It is the user's responsibility to read and adhere to these additional guidelines.

### **SOCIAL MEDIA**

Online commentaries and publications through various social media are commonplace. The means to engage in social media are expanding regularly. This policy is intended to govern the publishing, posting and/or release of information through all existing and developing social media platforms such as Twitter, Facebook, Instagram, Snapchat, Pinterest, TikTok, Reddit, YouTube, etc. Employees may not use social media to violate any of the University's policies. Below is a non-exhaustive list of basic principles that govern the use of social media by University employees:

- Unless specifically authorized, employees are prohibited from using Humphreys University's equipment and technology to engage in social media. Whether you are working or not, Humphreys University's equipment and technology are provided to you for the purpose of conducting University business.
- Unless specifically authorized, employees are prohibited from engaging in social media during their working time, regardless of whose equipment and technology are used. As used in this policy, working time excludes meal and rest periods.
- Unless specifically authorized by the President, employees are prohibited from recording anything at work or during working hours for the purpose of posting on social media.
- Employees are prohibited from disclosing University trade secrets, proprietary information and other confidential information described in various sections of this Handbook. These policies include but are not limited to the sections covering: Computers and Electronic

Equipment; Confidential Information; Conflict of Interest; Personnel Records; and Solicitation.

- If you identify yourself in social media as being employed by Humphreys University, you must state that your views are your own personal views and that you are not authorized to and do not speak on behalf of Humphreys University. Remember that once you identify yourself as being employed by Humphreys University, your statements, whether intended by you or not, can reflect unfavorably on Humphreys University, its image, and its products/services. Remember, the mere fact that a post is personal does not insulate the employee from potential repercussions. Nothing in this policy is intended to limit, nor will any employee be retaliated for posting, statements protected by the National Labor Relations Act.

The University disclaims any legal responsibility for employees' use of social media. Employees are legally responsible for their own use of social media. If you have a question about whether your use of social media is prohibited by this policy, you should contact the Director of Administrative Services before engaging in the use.

## **CELL PHONE POLICY**

Personal cell phone use is occasionally permitted while you are working if it is not disruptive to your job performance or the job performance of fellow employees. Personal calls shall be kept to a minimum and ring tones, if necessary, shall not be of an offensive nature. Your supervisor may require phones to be turned off during work hours if the use of personal cell phones is disruptive to the operation of the department. All other electronic "smart" devices that access text messages, e-mails, or phone calls, (i.e., Apple Watch, laptop, etc.), should be set to silent while working and any limited personal use must not disrupt your productivity or the productivity of others.

The use of a camera function on a phone is strictly prohibited around financial aid, fiscal, or registration documents. The camera function of the phone is also prohibited in areas such as restrooms where employees may have an expectation of privacy.

If you are required to perform business on a cell phone for Humphreys University while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending or reviewing text messages or emails or reviewing the contents of your cell phone while driving is also prohibited.

Personal calls (received or placed) and personal use of data are not allowed on Humphreys University cell phones. Humphreys University retains the right to enter any cell phone system and to inspect and review any and all data recorded in the systems. Because Humphreys University reserves this right, no message or data placed or received on Humphreys University's cell phones should be considered private or confidential.

## **MISPLACED, STOLEN, OR DAMAGED EQUIPMENT**

If you are assigned a University cell phone, two-way radio, laptop, iPad, or any other form of equipment to conduct University business, you must notify your supervisor immediately if the item is misplaced, stolen or damaged.

## **POLICY ON SOLICITATIONS, DISTRIBUTIONS AND ACCESS**

To maintain and promote efficient operations, discipline and security, Humphreys University maintains rules applicable to all employees that govern solicitation, distribution of written material and entry onto the premises and work areas. All employees are expected to comply with these rules, which

will be strictly enforced. Any employee who is in doubt concerning the application of these rules should consult with the Director of Administrative Services immediately.

These rules are:

1. No employee shall sell merchandise or solicit or promote support for any cause or organization during their working time or during the working time of the employee(s) at whom such activity is directed. As used in these rules, working time excludes meal and rest periods.
2. No employee shall distribute or circulate any material in work areas at any time or during an employee's working time or during the working time of the employee(s) at whom such activity is directed, other than those approved by management for business purposes.
3. Unless approved by management, no employee shall enter or remain in University work areas for any purpose except to report for, be present during and to conclude a work period. A nonexempt employee is forbidden from loitering onsite before the start of a scheduled shift and must leave the work area after their work schedule for the day is completed. Work area does not include University parking lots, gates or other similar outside areas unless an employee is assigned to work in such areas.
4. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on Humphreys University property.
5. Unless approved by management, non-employees are forbidden from entering upon Humphreys University property at any time except on official business with Humphreys University.

## **NOTICE AREAS**

University notice areas are reserved for the exclusive use of Humphreys University for posting work-related notices or notices which must be posted pursuant to local, state, and federal law. From time to time, special notices and information for employees will be posted by Humphreys University on the notice areas. Please check the notice areas regularly for such notices.

## **RECREATIONAL AND SOCIAL ACTIVITIES**

Employees of Humphreys University may participate in various recreational and social activities that are either sponsored by or supported by Humphreys University. All recreational and social activities are completely voluntary. No employee is obligated to participate in any recreational or social activity, and no employee's work-related duties include participation in such activities. If you elect to participate in any recreational or social activity you agree to do so at your own risk. The University disclaims any and all liability arising out of an employee's voluntary participation in any off-duty recreational or social activity. Unless required by law, the time spent organizing, preparing for, attending and/or participating in these activities is not paid work time.

## **RESIGNATIONS/VOLUNTARY TERMINATIONS**

If you decide to leave your employment with Humphreys University, we ask that you give us at least two weeks' written notice. Employees who are in a supervisory position are asked to give at least one month's notice. This will give us the opportunity to make the necessary adjustments in our operation.

At the time the employment relationship terminates, for whatever reason, the employee shall return all University property, including keys, equipment, cell phones, manuals, etc. to the Director of Administrative Services.

## **REFERENCES**

All requests for employment verifications and employee references must be directed promptly to Administrative Services. No other supervisor or employee may release references for current or former employees. References for employees who have left Humphreys University are limited to disclosure of dates of employment and title of the last position held unless the employee has authorized additional disclosures in writing or if additional disclosures are required by law.

Humphreys University, in response to a written request by any organization with which the employee is involved, may release full personnel information only with the employee's written authorization or as otherwise permitted by law.

## **STANDARDS OF CONDUCT**

### **PROFESSIONAL CONDUCT**

Employees are expected to contribute to a positive, professional, and productive work environment. This includes but is not limited to, being courteous, respectful, and professional when interacting with others and whenever representing Humphreys University. Each employee has the personal responsibility to observe a standard of conduct that includes an orderly, efficient, safe, and productive workplace.

### **PERSONAL STANDARDS**

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. Your supervisor will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive, or reduce productivity or safety. If you are assigned a University uniform, your uniform must be clean and presentable when you report to work. The following list of articles of clothing and jewelry are **not acceptable** as professional attire:

**Shirts/tops/dresses/skirts:** Spaghetti strap tops, tube tops, tube dresses, open midriffs, see-through material, tee-shirts, sweatshirts, low-cut tops, dresses or skirts shorter than two inches above the knee. All clothing should be in good condition and clean.

**Pants/shorts:** Denim jeans, sweatpants, hip hugger pants, parachute pants, pants with frayed edges or holes, shorts other than “dress” shorts, casual Capri pants.

**Other:** Rubber thongs, flip-flops, slippers, bathing suits.

**Body piercing jewelry/Tattoos:** Except for earlobes, no visible body-piercing jewelry, or visible tattoos.

Friday is a casual dress day and jeans, sweatshirts, and tee shirts will be allowed as long as they are clean and in good condition. Anytime an employee is inappropriately dressed, they will be asked to return home and change into proper attire and will not be compensated for the time away from work. If there are any questions or disputes as to what constitutes proper attire, the Director of Administrative Services will make the final determination with the employee.

Humphreys University will make reasonable accommodations for protected hairstyles, religious dress, and religious grooming practices.

### **USE OF PERSONAL FRAGRANCE**

Some employees are highly sensitive to perfumes, colognes, and other personal fragrances. Humphreys University asks all employees to please consider the sensitivities of others before choosing to wear fragrances at work. Any employee who is experiencing a problem with fragrances worn by another employee is encouraged to ask, respectfully, that their work area be kept fragrance free.

### **PUBLIC RELATIONS**

Humphreys University's image in front of students and the general public is critical to our success. All employees are expected to be prompt, polite, courteous, and attentive to our students and the public. We will not tolerate conduct that might be interpreted as unprofessional, unlawful discrimination, or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Director of Administrative Services.



## **SPEAKING TO THE MEDIA**

Humphreys University has designated the Director of Administrative Services as the person responsible for speaking with the press and making written and oral statements for publication. Any request for information or interviews by the media should be referred to the Director of Administrative Services. No employee shall represent themselves as a spokesperson for Humphreys University without prior approval from the Director of Administrative Services or the President.

## **PROHIBITED CONDUCT**

The following is a list of conduct that is prohibited and will not be tolerated by Humphreys University. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by Humphreys University.

- Falsification of employment records, employment information or other University records.
- Recording the work time of another employee or allowing any other employee to record your work time or allowing falsification of any time record, either your own or another's.
- Breaching confidentiality policies.
- Theft of Humphreys University property, deliberate destruction or attempted destruction of University property, or careless damage or defacing of any University property or the property of any employee or student.
- Spreading or repeating unsubstantiated comments about others (e.g., gossip or rumors).
- Provoking a fight or fighting during working hours or on University property.
- Participating in horseplay or practical jokes on University time or on University premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons during working hours or on University premises at any time.
- Consuming, possessing or being under the influence of alcohol and/or drugs during working hours or at any time on University property.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management or the use of abusive or threatening language toward a supervisor or member of management.
- Unreported absence on scheduled workdays.
- Unauthorized use of University technology, equipment, time, materials, facilities or Humphreys University name excluding protected speech.
- Sleeping or malingering during normal working hours.
- Failure to observe work time policies including policies related to attendance, meal and rest periods.
- Engaging in criminal conduct whether or not related to job performance.

- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal, rest, and recovery periods.)
- Failure to timely notify your supervisor when you are unable to report to work or failure to return from an approved leave of absence.
- Failure of a nonexempt employee to obtain permission to leave work for any reason during normal working hours, other than for meal and rest periods.
- Making or accepting personal telephone calls during working hours except in emergencies.
- Failure to remain on task during all work time. ("Working time" does not include your meal, rest, and recovery periods.)
- Failure to provide a physician's certificate when requested to do so, unless otherwise prohibited by law.
- Wearing extreme, unprofessional, or inappropriate styles of dress while working.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Prohibited Harassment, Equal Employment Opportunity or Prohibited Retaliation policies; or using profane or abusive language at any time on University premises or during working hours.
- Violation of any safety, health, security, or University rule.
- Working "off-the-clock," working overtime without authorization, or refusing to work assigned overtime.

## **CONFIDENTIAL INFORMATION**

During the course of your duties, you may be advised of certain confidential business matters and affairs of Humphreys University regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of Humphreys University and not generally known to the public or competitors. Such proprietary information includes student and prospective student information, personnel information, and financial information. You shall not, either during your employment with Humphreys University or any time in the future, directly or indirectly:

1. Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, student, business or enterprise, any confidential information including employee or student information acquired during your employment;
2. Individually or in conjunction with any other person, firm, agency, University, student, business or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of Humphreys University;
3. Access, use, copy, publish, deliver, or commit to being published or delivered, any copies, abstracts or summaries of any files, records, documents, drawings, specifications, lists,

equipment and similar items relating to the business of Humphreys University, except to the extent required in the ordinary course of your duties.

4. Access any documents, files, records, data, information, emails, lists, drawings, specifications, and equipment with the purpose of duplicating or copying the information for personal use or distribution. Humphreys University monitors any duplication of the enumerated items above.

Some of the conduct prohibited by this policy also violates civil law and California Penal Code Section 502. Violations can result in severe penalties, fines, and/or imprisonment.

Upon termination of employment, employees are required to immediately return to Humphreys University all property of Humphreys University in as good of a condition as when received (normal wear and tear excepted) including, but not limited to, all technology, files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials and similar items relating to the business of Humphreys University.

## **CONFLICTS OF INTEREST**

Employees of Humphreys University serve a public interest role and thus have a clear obligation to conduct themselves, and the affairs of this institution in which they participate, in a manner consistent with this concept. All activities of the administrative staff should be conducted based on a desire to promote the best interests of the institution and the public good.

All employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Humphreys University. A conflict of interest exists when the employee's loyalties or actions are divided between Humphreys University's interest and those of another, such as a vendor or another institution. Both the fact and the appearance of a conflict of interest should be avoided.

Situations that result in actual or even potential conflicts of interest must be avoided by all employees. Personal, social, and economic relationships with competitors, suppliers, or coworkers that may impair an employee's ability to exercise good judgment on behalf of Humphreys University or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems. Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Director of Administrative Services so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

What you do during your free time is your own business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at Humphreys University or create a conflict of interest with your statutory duty of loyalty to Humphreys University. Full-time, exempt teaching faculty are expected to devote their entire effort toward the goals and objectives of Humphreys University and toward the public good. Involvement with any other institution, organization, or entity, including but not limited to teaching, research, consulting, or advising, must receive prior approval from the President. Involvement without such approval will be considered to constitute a conflict of interest. Any such involvement is to be disclosed in writing prior to its commencement.

This guideline does not attempt to describe all possible conflicts of interest that could develop.

Some of the more common conflicts from which employees should refrain, however include the following:

- Accepting personal gifts or entertainment from students,
- Working for a competitor, supplier, or student,
- Engaging in self-employment in competition with Humphreys University's mission,
- Using proprietary or confidential University information for personal gain or to Humphreys University's detriment,
- Using University assets, time, or labor for personal use,
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to Humphreys University,
- Committing Humphreys University to give its financial or other support to any outside activity or organization without prior consent of the President.

If Humphreys University determines that an employee's outside work interferes with their performance or the ability to meet the requirements of their University position, the employee may be asked to terminate the outside employment.

## **DRUG AND ALCOHOL POLICY**

Humphreys University is devoted to providing effective instruction and related learning experiences and to supporting the intellectual, cultural, and economic life of the community. We believe that it is the best interest if the faculty, staff, students, and the community to enforce a policy of discouraging and prohibiting the unlawful possession, use, or distribution of controlled substances and alcohol on the campus or in conjunction with any University-related activities and maintaining a drug-free workplace and learning environment.

It is the policy of Humphreys University to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance on University properties, at any location at which Humphreys University offers any of its programs or during any work time. As a condition of employment, employees are required to abide by this policy concerning a drug-free workplace and learning environment. Employees are required to notify Humphreys University of a criminal drug statute convictions within five (5) days after such conviction, as required by the Drug-Free Workplace Act of 1988, 34CFR Part 87, Subpart F, and the Drug-Free Schools and Campuses Act, 34 CFR Part 86.

Humphreys University will reasonably accommodate any request you make to enter an alcohol or drug rehabilitation program, when possible, provided the reasonable accommodation does not impose an undue hardship on the University. Reasonable accommodation would include, among other actions, time off with or without pay, and adjustment of working hours.

The following acts may result in disciplinary action up to and including immediate termination:

- Refusing to submit to testing and/or rehabilitation programs as outlined in this policy.
- Failing to comply with or complete a recovery program when referred by Humphreys University as part of or in lieu of disciplinary action.
- Being convicted of a criminal drug violation occurring in the workplace.

Specific information regarding this policy, including legal sanctions and the physical and psychological effects of various drugs is distributed annually to all employees and students.

Desks, storage areas, work areas, lockers, file cabinets, etc. are University property and must be maintained according to this policy. All such areas must be kept clean and are to be used only for work purposes. Humphreys University reserves the right, at all times, and without prior notice, to inspect any and all University property for the purpose of determining if this policy or any other University policy has been violated. Such inspections may be conducted during or after business hours and in the presence of or the absence of the employee.

All vehicles and containers, including but not limited to, bags, boxes, purses, briefcases, lunch containers, etc., brought onto Humphreys University property are subject to inspection at any time a University representative has a reasonable suspicion this or any other policy has been violated and such an inspection is reasonably necessary in the investigation of such violation(s).

Refusal to consent to a search or an inspection when requested by Humphreys University constitutes insubordination.

#### Involvement of Law Enforcement Agencies:

When Humphreys University has reason to believe that federal, state, or local law is being violated, Humphreys University may refer such activities to law enforcement agencies.

### **SMOKE-FREE CAMPUS POLICY**

In the interest of a safe and healthy work environment and in accordance with the California Labor Code 6404.5 regarding smoking in the workplace, **smoking is only permitted in designated smoking areas.** This includes the use of tobacco products such as vapors and e-cigarettes. Unless otherwise prohibited, smoking is permitted only outside the gated area of the campus buildings. Smokers must ensure that their smoke does not enter buildings. All tobacco products must be disposed of in an appropriate and safe manner.

### **SECURITY**

All employees are responsible for helping to maintain a secure workplace. Be aware of people loitering for no apparent reason. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your supervisor or other employees. Employees are required to report any suspicious persons or activities to your supervisor. Humphreys University will make reasonable accommodations for employees who are victims of stalking in an effort to enhance the employee's security at work.

Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to your supervisor.

**Please refer to the Security Procedures Training Policy for further information.**

### **WORKPLACE VIOLENCE**

Safety and security of employees is of vital importance to Humphreys University. Acts or threats of physical violence, including intimidation, harassment, stalking and/or coercion, which involve or affect Humphreys University, or which occur on University property, will not be tolerated. Employees are strictly prohibited from bringing weapons onto University property or possessing weapons during work time.

All Humphreys University employees bear the responsibility of keeping our work environment free from violence and potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or the Director of Administrative Services. All threats will be promptly investigated, and no employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this policy.

**Please refer to the Security Procedures Training Policy for further information on specific workplace violence situations.** Any person who engages in a threat or a violent action on Humphreys University property may be removed from the premises as quickly as safety permits and may be required, at Humphreys University's discretion, to remain off Humphreys University premises at least pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by a Humphreys University employee, a judgment will be made by Humphreys University as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action.

Once a threat has been substantiated, it is University policy to put the threat-maker on notice that they will be held accountable for their actions and then following through with the implementation of a response. Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing Humphreys University policy or procedure should be interpreted in a manner that prevents the above from occurring.

Humphreys University will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by Humphreys University. In making this determination, Humphreys University may undertake a case-by-case analysis to ascertain whether there is a reasonable basis to believe that violation of this policy has occurred. No provision of this policy shall alter the at-will nature of employment at Humphreys University.

## **SAFETY POLICY**

Humphreys University is firmly committed to maintaining a safe and healthy working environment. All employees of Humphreys University are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Director of Facilities immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on University premises, or in a product, facility, piece of equipment, process or business practice for which Humphreys University is responsible, bring it to the attention of your supervisor or the Director of Facilities immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger and immediately contact the Director of Facilities regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Director of Administrative Services.

Humphreys University has in place a written Injury and Illness Prevention Program (IIPP) as required by law. If you have not received your copy of the IIPP please contact the Director of Administrative Services. It is your responsibility to read, understand and follow the Injury and Illness Prevention Program provisions applicable to your work assignment.

## **EMERGENCY CONDITIONS**

Employee safety whether at home or at work is a priority for Humphreys University. Employees shall not be prevented from leaving the worksite or disciplined for failing to report to work in the event of an emergency condition which is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act.
- An order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

A pandemic or other health condition is not considered an emergency condition. Additionally, when an emergency condition exists, employees are expressly permitted to access their mobile or other communications device (in a location and manner where it is safe to do so) to seek emergency assistance, assess the safety of the situation, or communicate with someone to verify their safety in such emergency conditions.

When feasible, an employee shall notify the President or Director of Administrative Services of the emergency condition requiring the employee to leave or refuse to report to the workplace or worksite prior to leaving or refusing to report. When prior notice is not feasible, the employee shall notify the President or Director of Administrative Services of the emergency condition that required the employee to leave or refuse to report to the workplace or worksite after leaving or refusing to report as soon as possible. Once conditions that pose imminent and ongoing risk of harm have ceased, the employee will be expected to return to work.

## **ERGONOMICS**

Humphreys University has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, Humphreys University will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Director of Administrative Services.

## **EMPLOYEE BENEFITS**

### **TIME OFF BENEFITS**

Humphreys University provides paid time off benefits in order to provide employees with time off for medical needs, personal needs, and relaxation without disruption to their pay. Employees are expected to use their paid time off benefits for the purposes intended to cover their absences and unpaid time off is not allowed unless otherwise permitted by law. For example, if you are ill and you have exhausted your paid sick leave or choose to not use your accrued paid sick leave, you will generally be required to use your vacation balance to cover your absence from work, unless you are on an approved unpaid leave of absence when use of vacation is not required.

### **PAID SICK LEAVE – NONEXEMPT EMPLOYEES ONLY**

Full-time and part-time nonexempt employees are eligible for paid sick leave. Sick days are awarded on the 1<sup>st</sup> day of employment then are reset on January 1<sup>st</sup> of each calendar year thereafter. Employees may not use this paid sick leave until their 90<sup>th</sup> day of employment. Sick leave is set at nine (9) calendar days (72 hours) per calendar year (January 1 through December 31) for full-time employees and three (3) calendar days (24 hours) for part-time employees. Unused sick leave as of December 31 does not carry over into the next calendar year and is not paid out at the termination of employment. There is no cash value to unused sick leave.

Paid sick leave can be used for the diagnosis, care, or treatment of an existing health condition or for preventive care for yourself or your spouse, child, parent, registered domestic partner, grandchild, grandparent, sibling, or designated person. Humphreys University reserves the right to limit an employee to one designated person per 12-month period. It may also be used if you are a victim of domestic violence, sexual assault or stalking to obtain medical assistance, counseling, legal protections, or other assistance to ensure your health and safety. Sick leave may not be used for vacation time.

Paid sick time will be provided upon the employee's request. Employees may request to use their accrued sick leave in any increment of at least one (1) or more. If the need for time off is foreseeable, the employee must notify their supervisor as soon as they are aware of the need. In an emergency situation, an employee should notify their supervisor as soon as practicable.

Nonexempt employees will receive their hourly regular rate of pay for the workweek in which the employee uses the paid sick time for each hour of sick leave taken.

**Previously provided “partially-paid sick leave” is no longer offered by Humphreys University.**

### **PAID SICK LEAVE – EXEMPT EMPLOYEES ONLY**

All exempt employees receive 24 hours (3 days) of paid sick leave each year. Sick days are awarded on the 1<sup>st</sup> day of employment then are reset on January 1<sup>st</sup> of each calendar year thereafter. Employees may not use this paid sick leave until their 90<sup>th</sup> day of employment. Unused sick leave as of December 31 does not carry over into the next calendar year and is not paid out at the termination of employment. There is no cash value to unused sick leave.

Paid sick leave can be used for the diagnosis, care, or treatment of an existing health condition or for preventive care for yourself or your spouse, child, parent, registered domestic partner, grandchild, grandparent, sibling, or designated person. Humphreys University reserves the right to limit an employee to one designated person per 12-month period. It may also be used if you are a victim of domestic violence, sexual assault or stalking to obtain medical assistance, counseling, legal protections, or other assistance to ensure your health and safety. Sick leave may not be used for vacation time.



Paid sick time will be provided upon the employee's request. Employees may request to use their accrued sick leave in any increment of at least one (1) hour or more. If the need for time off is foreseeable, the employee must notify their supervisor as soon as they are aware of the need. In an emergency situation, an employee should notify their supervisor as soon as practicable.

Exempt employees will continue to receive their full salary while taking the paid sick leave days and do not receive additional compensation beyond their normal salary.

**Previously provided “partially-paid sick leave” is no longer offered by Humphreys University.**

## **VACATION – ADMINISTRATIVE AND STAFF ONLY**

Full-time employees are provided with a paid vacation benefit. Part-time, temporary, and introductory employees are not eligible for paid vacation. An eligible employee begins to accrue vacation following the successful completion of the Introductory Period, but is not eligible to take vacation days until after one year of employment:

<u><b>Years of Service</b></u>	<u><b>Annual Accrual in 8-hour Days</b></u>
Less than 4	10
At least 4 but less than 8	15
8 or more	20

The annual accrual above is based upon a complete year of service. Because vacation is accrued based upon the time worked by an employee, the actual accrual in any given year will depend upon the amount of time the employee was eligible to earn vacation and actually worked to earn it.

Humphreys University encourages employees to take vacation on an annual basis. Vacation time accrues to a maximum of 1.75 times the applicable annual accrual hours. No additional vacation will be earned until accrued vacation is used and the total accrued and unused vacation falls below the maximum.

Humphreys University reserves the right to schedule vacation for employees or to compensate employees for accrued, unused vacation at any time in its sole discretion. Vacations shall be scheduled consistent with the operational needs of Humphreys University.

Exempt employees should report only full days of absence for vacation. Employees on an unpaid leave of absence do not accrue paid vacation.

Time off taken for vacation will be paid at the employee's current base rate of pay. Leave requests must be submitted through the University's timekeeping system and approved by their supervisor and Director of Administrative Services two weeks prior to the requested time off. An employee on a leave of absence will not accrue vacation days. Accrued and unused vacation will be paid out at the termination of employment.

Vacation may not be taken before it is earned. If an employee fails to report to work and then declares the missed day as a vacation day upon their return, the employee will not be paid for the day or have the day recorded as a vacation day. Employees who have not been able to use all of their earned vacation during the year due to work constraints have the option, subject to approval by the Director of Administrative Services, of cashing out vacation for up to 25% of one years' earned vacation.

## **VACATION – FACULTY ONLY**

Faculty members do not accrue paid vacation. To the extent faculty members wish to take vacation, it is expected that all vacations will be taken during the breaks between quarters.

## **HOLIDAYS**

Humphreys University observes the following paid holidays:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Notwithstanding the exceptions listed below, when a holiday falls on a Saturday the holiday will be observed on Friday. If it falls on a Sunday, Humphreys University will observe the holiday on Monday. Part-time, temporary, and introductory employees may also be given time off for the holiday, but the holiday will be unpaid. When Christmas falls on Monday, that will be the only day observed as a holiday. New Year’s Day will be observed on the day on which it falls, including if it falls on weekend days.

To be eligible for holiday pay, a nonexempt employee must be regularly scheduled to work on the day on which the holiday falls and must work their scheduled working day immediately preceding and the scheduled working day immediately following the holiday, unless an absence on either day is approved by the Director of Administrative Services or is covered by state or federal law. Holidays are not paid to employees during a leave of absence. The paid holiday hours benefit does not count towards total hours worked when calculating total overtime hours. Exempt employees will receive their regularly scheduled pay during holidays.

## **CONTINUING EDUCATION, CONFERENCES, WORKSHOPS, & TRAINING**

Humphreys University encourages employees to increase their job-related skills and knowledge through participation in professional conferences, workshops, and meetings. Humphreys University is dedicated to supporting the professional development of its staff as an aspect of the continued improvement and development of its service to students and its educational programs.

Employees must first submit a request to their supervisor for approval to attend such conferences or meetings. The request must identify the subject matter of the presentation, how it is job-related, and give the breakdown of the expense. Any program literature should be attached for supervisor review. If the conference or training is mandated by Humphreys University, all reasonable expenses will be paid. The employee has the responsibility to provide the original receipts upon their return. If original receipts are not provided, the expenses incurred by the employee will not be reimbursed by Humphreys University.

Nonexempt employees who spend approved time at lectures, work courses, employer-sponsored training programs, or employee meetings will have the actual time spent in those programs counted as hours worked to meet their required regularly scheduled hours of work.

Humphreys University is dedicated to and supports full-time employees who wish to improve their academic stature by furthering their education and pursuing advanced degrees of professional designations. The full-time employee is responsible for continued professional growth and is expected to remain aware of the evolving directions of their own and related disciplines. Humphreys University will participate, to the extent possible and with prior administrative approval, in the professional growth of its full-time employees through financial support for travel, tuition, seminar fees, and by providing release time to achieve this end. Professional growth, however, remains the responsibility of the individual employee. Such requests shall be granted only if it has been recommended by the supervisor and approved by the Director of Administrative Services and when such plans:

- Are complementary to Humphreys University purposes
- Are deemed to be of special or needed benefit to the individual's career
- Are submitted in advance for approval by the Director of Administrative Services
- Will not interfere with satisfactory discharge of responsibilities even though training or study may occur during normal business hours

Humphreys University will participate in the attainment of advanced degrees by a full-time employee in the following way:

The Provost or Director of Administrative Services and the President must first approve in writing the proposed academic program. No reimbursements will be made without such approval.

Humphreys University will purchase or reimburse for the purchase of required textbooks if the book is not already in Humphreys University library and the instructor agrees to put the book in the library when it is no longer needed for coursework.

Humphreys University will reimburse required tuition and fees, to a maximum of \$25,000, as follows: the full-time employee should submit receipts for tuition and fees to the Provost or Director of Administrative Services immediately following registration for a term. At the end of the term, the full-time employee should submit copies of grade reports to the Provost or Director of Administrative Services. At the end of the program, the full-time employee should present a transcript or other evidence to the Provost or Director of Administrative Services indicating that the degree, certificate, or other designation has been awarded. In the event that Humphreys University has agreed to pay all or part of tuition and fees incurred, subject to the maximum reimbursement, Humphreys University will then, beginning with the last day of the quarter immediately following the quarter in which the degree or certificate was received and on the last day of each of the subsequent seven quarters, reimburse an amount equal to one-eighth of the total cost of tuition and fees. If employment with Humphreys University is terminated for any reason by either the employee or Humphreys University, such reimbursement will cease as of the date of notice of intention by either party to terminate employment.

University support for other types of professional growth activities requires the prior approval of the Provost, Director of Administrative Services, or the President and should generally be of benefit to both the full-time employee and Humphreys University.

Humphreys University makes no guarantee or promise to pay all or any portion of costs incurred by any employee. The decision to do so is dependent upon prior approval.

## **PROFESSIONAL MEMBERSHIPS**

Where membership is for the purpose of officially representing Humphreys University, payment of dues and fees will be made by Humphreys University once approved by the appropriate Academic Dean for faculty memberships, or the Director of Administrative Services for administrative memberships. Other club or professional memberships may be paid by Humphreys University if they are job essential and approved in advance by the appropriate Dean or the Director of Administrative Services.

## **TUITION WAIVER**

Humphreys University provides a waiver of tuition for eligible full-time employees, trustees, adjunct faculty members, and their eligible dependents, for all undergraduate, graduate, and law school courses.

### Who is Eligible?

- Full-time employees with more than one year's continuous service; trustees; and adjunct faculty members who have taught a total of 64 units or who have taught for eight continuous quarters at Humphreys University.
- The legal spouse of an eligible full-time employee, trustee, or adjunct faculty member. The spouse of an employee, trustee, or adjunct faculty member is defined as the person to whom the employee, trustee, or adjunct faculty member is legally married (a divorced or legally separated spouse is not eligible). A copy of a marriage certificate or recent tax form is required as part of the application process.
- The domestic partner (same sex or opposite sex) of an eligible full-time employee, trustee, or adjunct faculty member who is registered with the State of California (a "Registered Domestic Partner").
- The child(ren) (biological child, stepchild, or adopted child) of an eligible full-time employee, trustee, or adjunct faculty member. Children are eligible for this benefit up to their 27<sup>th</sup> birthday. Valid documentation for a child includes:
  - For a biological child: The child's birth certificate showing the names of both parents and the child.
  - For a stepchild: The child's birth certificate showing the name of both parents and the child, and the marriage certificate of the employee and parent of the child.
  - For an adopted child: legal adoption papers.
  - For a child of a Registered Domestic Partner: The child's birth certificate showing the names of the parent(s) and the name of the child, and proof of registration as a Registered Domestic Partner.

### Waiver Amounts:

- Eligible full-time employees, trustees, their spouses or Registered Domestic Partners, and children will receive a 100% waiver of tuition

- Eligible adjunct faculty members, their spouses or Registered Domestic Partners, and children will receive a waiver of tuition as follows:
  - Waiver = (tuition X (current units taught/16))
  - Waiver will be based on a 4 unit per quarter minimum teaching load.

#### Conditions and Guidelines:

- A Tuition Waiver Form must be completed by the eligible full-time employee, trustee, or adjunct faculty member and submitted to the Administrative Services Office before registering for a course, along with proof of relationship, if applicable. Tuition Waiver Forms are available upon request from Administrative Services.
- Any eligible grant aid will be applied to tuition first. If total grant aid is greater than the tuition, the benefit recipient will receive the difference between grant aid and tuition. If the grant aid is less than the tuition, the difference will be waived according to the waiver amounts described above.
- Benefit recipients are responsible for the purchase of books, supplies, or other materials required for the academic program.
- **Eligibility for a tuition waiver only applies while the full-time employee, trustee, or adjunct faculty member is actively in the service of Humphreys University and must be used during the quarter of eligibility.**
- Benefit recipients must maintain satisfactory academic progress as defined in the General Catalog or Law Catalog, whichever is applicable. A recipient who fails to maintain satisfactory academic progress will become ineligible for continued participation in the tuition waiver program until they have restored satisfactory academic progress. During a period of ineligibility, the recipient is responsible for all the costs of their education.
- If active service to Humphreys University terminates or employment is no longer at full-time status before 1/3 of the quarter is completed, the full-time employee, trustee, or adjunct faculty member will be responsible for the tuition costs and the waiver will not apply.

#### Tax Implications:

You are strongly urged to seek professional guidance regarding the tax implications of the tuition waiver policy.

### **RETIREMENT BENEFITS**

Humphreys University provides a retirement plan for all full-time employees through the Teachers Insurance and Annuity Association (TIAA). There are two types of retirement plans that employees can choose from:

- **Tax Sheltered Annuity** - to be eligible for this annuity in which Humphreys University matches the employee's contribution of five (5%) percent, you need to be a full-time, exempt employee, employed by Humphreys University for a continuous period of two years.
- **Supplemental Retirement Annuity (SRA)** - to be eligible for this annuity, in which Humphreys University does not match the employee's contribution, you need to be a full-time, exempt employee, employed by Humphreys University for a continuous period of six

months. Contribution amount or percentage rate is dependent upon legal limitations and is not a set 5% as the traditional tax-sheltered annuity above.

In the event of any discrepancy between this information and the actual plan documents, the actual plan documents will prevail. Employees classified as part-time, temporary, or introductory are not eligible to receive this benefit.

## **INSURANCE BENEFITS**

Humphreys University is proud to offer a competitive benefits package for the health and well-being of our employees and their dependents. The following information is intended as a summary only. In the event of any discrepancy between the information provided below and the actual plan documents, the actual plan documents will prevail.

### **MEDICAL, DENTAL, VISION, AND LIFE INSURANCE**

Humphreys University provides medical, dental, vision, and life insurance for all full-time employees. A full-time employee will become eligible for the health insurance benefit on the first of the month following 60 days of employment in accordance with the University's insurance plans as set forth in the Summary Plan Descriptions ("SPDs"). An employee must enroll within thirty-one (31) days of becoming eligible. Failure to enroll within thirty-one days of becoming eligible will require the employee to wait until the next Open Enrollment period, except for the qualifying event situations listed below. Both the University and the employee contribute to the cost of premiums. In the event of an increase in insurance premium rates, employees may be required to contribute to the cost of increased premiums to retain coverage.

Employees classified as part-time, temporary, or introductory are not eligible to receive these insurance benefits.

Information about benefits, plans, certificates of insurance, and evidence of coverages can be found in the Humphreys University benefits portal at [www.humphreys.ease.com](http://www.humphreys.ease.com).

### **INSURANCE BENEFITS QUALIFYING LIFE EVENT**

Normally employees may only make changes to their benefits selections at open enrollment each year. There are limited exceptions, however, for certain qualifying life events. If you wish to make changes to your benefits based on a qualifying life event, you have only a short, 30-day window of eligibility to change your benefits elections. Therefore, if you wish to change your benefits elections due to a qualifying event, you must notify Human Resource in writing as soon as possible, but at least within 20 days of any of the following:

- Having a baby or adopting a child
- Getting married, divorced, or legal separation
- To remove a dependent who is turning 26
- Open enrollment for a dependent
- Dependent's change in employment status resulting in a change to their insurance coverage options (i.e., becoming newly eligible for insurance elsewhere, or losing coverage elsewhere)
- As a result of a court order to provide insurance for a dependent
- Death of a dependent

## **LOSS OF COVERAGE AND COBRA/CAL-COBRA**

Employees must meet minimum eligibility requirements (which include a minimum number of hours worked per week) as specified in the insurance plan documents to be covered by University sponsored insurance plans. If an employee works a reduced schedule for more than 30 days, it may impact eligibility for benefits. Employees taking certain forms of protected leave are eligible for continued health coverage during such protected absence only to the extent required by law. You will be required to submit timely payment of your portion of any insurance premiums in order to maintain University sponsored benefits during such protected leave or else risk loss of coverage. Employees who separate from the University are not eligible to remain on University benefits.

The University will discontinue benefits and you will receive notification on how to continue your health insurance coverage at your own cost under the COBRA/Cal-COBRA program at the earliest of any such triggering event. Failure to timely request and pay for such continuation coverage will result in the loss of coverage.

## **STATUTORY BENEFITS**

The following statutory benefits are forms of wage replacement insurance that are mandated by the state. They are not forms of protected leave, but rather are monetary benefits that are paid by either the state or workers' compensation carrier when an employee is unable to work for a qualifying reason (such as many of the protected leaves that are listed in the Leaves of Absence section below). Eligibility for the following wage replacement benefits is determined by the applicable state agency or the workers' compensation insurance carrier, not by Humphreys University. Insurance benefits provided under these state programs will not extend the length of protected leave available to an employee under applicable state or federal laws.

## **STATE DISABILITY INSURANCE**

Humphreys University is required by California law to deduct a certain amount from your pay each pay period towards State Disability Insurance (SDI). All eligible employees are covered by SDI pursuant to the California Unemployment Insurance Code. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at Humphreys University or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability payments are available from the Payroll Services or the Employment Development Department (EDD) of the State of California.

You will be required to use any earned but unused vacation during the initial seven calendar day waiting period prior to becoming eligible for SDI benefits. If you do not have a sufficient amount of earned and unused vacation, this time will be unpaid.

## **FAMILY LEAVE INSURANCE**

Humphreys University is required by California law to withhold an additional percentage of your wages to fund the Paid Family Leave Program (PFL). Employees covered by SDI are also covered under PFL. The benefits under this program are payable when you are required to take time off of work to care for a seriously ill child, spouse, parent, registered domestic partner, grandparent, grandchild, sibling, parent-in-law or to bond with a newborn or newly placed child. PFL Military Assist benefits are available to eligible employees who are required to take time off work due to a qualifying exigency related to the covered active duty or call to covered active duty of their spouse, registered domestic partner, parent, or child. Specific rules and regulations governing insurance payments are available from Payroll Services or your local EDD office.

You will be required to use up to two weeks of accrued vacation prior to becoming eligible for PFL benefits. If you do not have a sufficient amount of earned and unused vacation, this time will be unpaid.

### **UNEMPLOYMENT COMPENSATION INSURANCE**

The University contributes to the Unemployment Insurance Fund on behalf of its employees. Specific rules and regulations governing unemployment are available from Payroll Services or your local EDD office.

### **SOCIAL SECURITY**

Humphreys University is required by federal law to deduct a percentage of your pay and deposit it with the Social Security Administration. Social Security is an important part of every employee's retirement benefit. The University pays a matching contribution to each employee's Social Security taxes.

### **WORKERS' COMPENSATION INSURANCE**

At no cost to you, you are protected by Workers' Compensation Insurance while an employee at Humphreys University. The policy covers you in case of occupational injury or illness. Employees make no contribution for this coverage.

It is important to report any illness, accident, or injury immediately to your supervisor. It is a crime in the State of California to report a workers' compensation claim that is false or fraudulent. The violator of this law can be punished by a fine of up to \$50,000, imprisonment of up to five years, or both.

Humphreys University does not provide workers' compensation coverage for injuries sustained during or as a result of an employee's voluntary participation in off-duty social, recreational, or athletic activities that are not part of an employee's work-related duties. If an employee is required to participate in a recreational, social, or athletic activity as part of their job, the employee will be specifically informed of the requirement, in which case workers' compensation coverage may apply. Unless an employee is specifically informed of the requirement to participate, the participation is voluntary and workers' compensation coverage does not apply.

All time off granted for this type of leave will be counted against your total twelve-week entitlement under FMLA and/or CFRA laws as described in the Leave of Absence section of this Handbook. University sponsored medical insurance benefits, if applicable, will only be continued to the extent required by law, such as during any portion of workers' compensation leave that runs concurrently with FMLA and/or CFRA. (See Leaves of Absence and Loss of Coverage and COBRA/Cal-COBRA policies for additional information.)

### **ADMINISTRATION OF UNIVERSITY BENEFITS**

Unless otherwise dictated by law, all employer-controlled benefit programs at Humphreys University are administered by Humphreys University or its designated administrators. The University reserves the exclusive authority and discretion to determine all issues of eligibility and questions of interpretation and administration of each employee benefit program.



## **LEAVES OF ABSENCE**

Humphreys University may grant leaves of absence to employees in certain circumstances. The University will grant these leaves to employees as required by state and federal law in effect at the time the leave is granted and will not retaliate against employees for requesting or using protected leave. It is important to request any leave in writing as far in advance as possible, to keep in regular contact with Administrative Services during your leave and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted Administrative Services, it will be assumed you have abandoned and terminated your employment. If you are unwilling or unable to return to work at the conclusion of any leave, your employment may be terminated.

This Handbook contains only a summary of the leaves that may be available. Some types of leave have detailed requirements regarding eligibility, duration, benefits, etc. Unless otherwise required by law, leaves are unpaid, and benefits do not continue to accrue during the duration of your leave of absence. You may choose to use available accrued paid time off benefits during your leave of absence. Humphreys University may also require you to use available accrued paid time off benefits for certain leaves as permitted by law. You should contact Administrative Services prior to taking any leave for information about leave requirements and ramifications.

It is understood that you will not obtain other employment (other than military duty pay) or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment with Humphreys University.

### **FMLA FAMILY/MEDICAL LEAVE**

Humphreys University recognizes that an employee may need to be absent from work for an extended period of time for qualifying family and/or medical reasons. The University complies with federal and state law provisions for family, medical and pregnancy disability leaves. When an employee qualifies for more than one type of leave, the leaves will run concurrently whenever permitted by law. We intend to grant leave benefits only to the extent the law requires.

If you have not contacted your supervisor at the end of your scheduled leave, we will assume that you do not plan to return, and you have terminated your employment. If you are unwilling or unable to return to work at the conclusion of the leave you are allowed, your employment may be terminated.

Employees Who May Take Leave: Before you may seek a leave of absence you must meet all of the following conditions:

- Have been employed by the University for at least 12 months
- Have worked at least 1,250 hours in the previous 12 months
- Work within 75 miles of 50 or more of our other employees (for employees working remotely, this will be based on the office from which assignments are made)

Reasons for Taking Leave: You may request an unpaid leave for any of the following reasons:

- Birth of your own child, or the placement of a child in your home for adoption or foster care
- Bonding with a child (leave must be taken within 1 year of child's birth or placement)
- To care for your spouse, child, or parent who has a serious health condition

- For your own serious health condition which makes you unable to perform your job duties
- Because of any qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is a military member on active duty or called to covered active-duty status

For the purpose of FMLA leave, “child” and “parent” includes in loco parentis relationships.

Length of Leave Allowed: The maximum time you will be allowed to take leave, if you are eligible, is 12 workweeks in a 12-month period excluding additional time available when disabled by pregnancy. The University will use a "rolling" 12-month period measured backward from the date you begin a leave to determine how much leave time is available to you unless another calculation is required by law. You may request a reduced workday or workweek, or intermittent leave that equates to a maximum of 12 workweeks, due to your own medical condition or that of a family member.

Extended Leave for Military Caregivers: Leave entitlement for military caregivers is extended to a total of 26 workweeks in a single 12-month period. Military caregiver leave covers an employee who is the caregiver of a spouse, son, daughter, parent or next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty while on active duty in the United States Armed Forces. The 12-month period is measured forward from the date the employee’s first leave to care for the covered service member begins.

Advance Notice and Medical Certification: You may be required to provide us advance leave notice and medical certification. Your leave request may be denied, or your leave delayed if these requirements are not met.

- You must request any leave in writing as far in advance as possible but no less than 30 days if your need for such leave is foreseeable. If your need for leave is not foreseeable, you must notify us as soon as possible.
- We require medical certification if you request leave because of your own or a family member's serious health condition. We may also require a second or third medical opinion regarding your own serious health condition at our expense. You are required to cooperate with us in obtaining any additional medical opinions we may require.
- If you take a leave because of your own health condition, you must obtain a release from your health care provider before you return to work.

Job Protection and Reinstatement: Employees will normally be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms when they return from leave. Your use of leave will not result in the loss of certain benefits accrued prior to the start of your leave.

Key employees may be subject to reinstatement limitations in some circumstances. If you are a key employee, you will be notified of such limitations on reinstatement at the time you request a leave.

Continuation of Health Benefits: We will continue our contributions for your health care coverage for the duration of your FMLA leave. You will be required to pay the employee portion of the health benefit premium, including all premiums covering your dependents. If you fail to pay the appropriate premiums in a timely manner, it could result in the termination of benefit coverage.

Premium Cost Repayment: If you do not return to work from a leave allowed by this policy, you will be required to repay the premium amounts we paid during your leave as set forth in the law.

Compensation While on Leave: Leave for this purpose is unpaid. You may elect to use any earned but unused paid sick leave but are not required to do so. Leave for the purpose of bonding with a baby is not a qualifying reason for using paid sick leave. You will be required to use any earned but unused vacation for any portion of leave that is not covered by sick, workers' compensation, disability, or paid family leave benefit payments.

## **CFRA CALIFORNIA FAMILY RIGHTS ACT LEAVE**

Humphreys University recognizes that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. The University complies with federal and state law provisions for family, medical and pregnancy disability leaves and this leave may run concurrently with other leaves as permitted by law. We intend to grant leave benefits only to the extent the law requires.

If you have not contacted your supervisor at the end of your scheduled leave, we will assume that you do not plan to return, and you have terminated your employment. If you are unwilling or unable to return to work at the conclusion of the leave you are allowed, your employment may be terminated.

Employees Who May Take Leave: Before you may seek a leave of absence you must meet both of the following conditions:

- Have been employed by the University for at least 12 months
- Have worked at least 1,250 hours in the previous 12 months.

Reasons for Taking Leave: You may request an unpaid leave for any of the following reasons:

- Birth of your own child, birth of a child of your registered domestic partner or the placement of a child in your home for adoption or foster care
- Bonding with a child (leave must be taken within 1 year of child's birth or placement)
- To care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, domestic partner, or designated person who has a serious health condition
- Because of your own serious health condition that makes you unable to perform your job duties, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions
- Because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States

For purpose of CFRA leave, "child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Designated Person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The identity of the designated person must be disclosed at the time of the request for leave. The University reserves the right to limit an employee to one designated person per 12-month period.

Length of Leave Allowed: The maximum time you will be allowed to take leave, if you are eligible, is 12 workweeks in a 12-month period excluding additional time available when disabled by pregnancy. The University will use a "rolling" 12-month period measured backward from the date you begin a

leave to determine how much leave time is available to you unless another calculation is required by law. You may request a reduced workday or workweek, or intermittent leave that equates to a maximum of 12 workweeks, due to your own medical condition or that of a family member.

**Advance Notice and Medical Certification:** You may be required to provide us advance leave notice and medical certification. Your leave request may be denied, or your leave delayed if these requirements are not met.

- You must request any leave in writing as far in advance as possible but no less than 30 days if your need for such leave is foreseeable. If your need for leave is not foreseeable, you must notify us as soon as possible.
- We require medical certification if you request leave because of your own or a family member's serious health condition. We may also require a second or third medical opinion regarding your own serious health condition at our expense. You are required to cooperate with us in obtaining any additional medical opinions we may require.
- If you take a leave because of your own health condition, you must obtain a release from your health care provider before you return to work.

**Job Protection and Reinstatement:** Employees will normally be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms when they return from leave. Your use of leave will not result in the loss of certain benefits accrued prior to the start of your leave.

**Continuation of Health Benefits:** We will continue our contributions for your health care coverage for the duration of your CFRA leave. You will be required to pay the employee portion of the health benefit premium, including all premiums covering your dependents. If you fail to pay the appropriate premiums in a timely manner, it could result in the termination of benefit coverage.

**Premium Cost Repayment:** If you do not return to work from a leave allowed by this policy, you will be required to repay the premium amounts we paid during your leave as set forth in the law.

**Compensation While on Leave:** Leave for this purpose is unpaid. You may elect to use any earned but unused paid sick leave but are not required to do so. Leave for the purpose of bonding with a baby is not a qualifying reason for using paid sick leave. You will be required to use any earned but unused vacation for any portion of leave that is not covered by sick, workers' compensation, disability, or paid family leave benefit payments.

## **PREGNANCY DISABILITY LEAVE**

Pregnant employees are entitled to take leave if they are disabled by the pregnancy, childbirth, or a related medical condition. Pregnancy disability leave begins when the employee's health care provider certifies that the employee is unable to work because of a pregnancy-related disability. You may request a reduced workday or workweek or intermittent leave. The leave ends when the health care provider certifies the employee is no longer disabled by pregnancy or after 17 1/3 weeks of total leave have been provided, whichever occurs first.

**Job Protection and Reinstatement:** Employees will normally be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms when they return from leave. Your use of leave will not result in the loss of certain benefits accrued prior to the start of your leave. However, you may be required or permitted to use your accrued paid leave benefits.

**Continuation of Health Benefits:** We will continue our contributions for your health care coverage for the duration of your PDL leave. You will be required to pay the employee portion of the health benefit

premium, including all premiums covering your dependents. If you fail to pay the appropriate premiums in a timely manner, it could result in the termination of benefit coverage.

Premium Cost Repayment. If you do not return to work from a leave allowed by this policy, you will be required to repay the premium amounts we paid during your leave as set forth in the law.

Compensation While on Leave. Leave for this purpose is unpaid. You may elect to use any earned but unused paid sick leave or vacation but are not required to do so.

## **DISCRETIONARY OR EMERGENCY LEAVE OF ABSENCE**

A discretionary or emergency leave of absence without pay may be granted to employees who are not eligible for other leaves at the discretion of Humphreys University. To the extent permitted by law, unpaid leave requests must be submitted in writing and approved by the Director of Administrative Services. A discretionary or emergency leave of absence can affect your medical benefit plan coverage. Ask Administrative Services for information about discretionary leaves of absence. When leave is taken for an eligible reason, you may elect to use any earned but unused paid sick leave but are not required to do so. You will be required to use any earned but unused vacation during such leave.

## **BEREAVEMENT LEAVE**

Employees who have been employed by Humphreys University for at least 30 days are eligible to take up to five (5) days off work, three (3) of which will be paid, in the event of the death of a current spouse, registered domestic partner, child, parent, legal guardian, sibling, grandparent, grandchild or parent-in-law. Leave may be taken intermittently, but all five (5) days must be used within three months of the family member's death.

For purpose of bereavement leave, "child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

The University may require documentation of the death of the family member. Acceptable documentation may include a death certificate, a published obituary, written verification of death, burial or memorial services from a mortuary, burial society, crematorium, religious institution or government agency. Requested documentation will be maintained as confidential. If required, documentation must be received within 30 days of the employee's first day of leave. The University will make every effort to maintain the confidentiality of any employee requesting such leave.

Leave in excess of three days is unpaid. You may elect to use any earned but unused paid sick leave or vacation but are not required to do so.

## **ORGAN DONOR AND BONE MARROW DONOR LEAVE**

Employees who have been employed by Humphreys University for at least 90 days will be granted a leave of absence of up to 60 business days in any one-year period for the purpose of donating an organ to another person. The first 30 business days of any such leave will be paid, and any remaining leave will be unpaid. Employees will be granted a paid leave of absence of up to five business days in any one-year period for the purpose of donating bone marrow to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

The University may require written verification that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

At the employee's initial receipt of bone marrow or organ donation leave, the University requires that an employee take up to five days of earned but unused paid sick leave or vacation for bone marrow donation and up to two weeks of earned but unused paid sick leave or vacation for organ donation.

### **MILITARY LEAVE OF ABSENCE**

Humphreys University provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty including examinations to determine fitness for any such duty, and for inactive obligations related to reserve military units or the National Guard. Total military leave time taken may not exceed five years during employment, except in special circumstances.

Advance notice of leave is required. Please inform your supervisor of anticipated military leave time as far in advance as possible. Health plan coverage continuance can be arranged for up to 24 months during military leave if you pay the full premium amount (plus a 2% administration fee) each month. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

Leave for this purpose is unpaid. You may elect to use any earned but unused vacation but are not required to do so.

### **MILITARY SPOUSE'S LEAVE OF ABSENCE**

Employees can take up to ten unpaid days off when their spouse or domestic partner is on leave from military deployment. To qualify, you must work more than 20 hours per week and your spouse or domestic partner must be a member of the Armed Forces, National Guard or Reserves who was deployed during a period of military conflict. To request a Military Spouse's Leave of Absence, you must notify your supervisor within two business days of receiving notice that your spouse or domestic partner will be on leave. You will be required to provide written documentation certifying that your spouse or domestic partner will be on leave from military deployment during the requested time period. Leave for this purpose is unpaid. You may elect to use any earned but unused vacation but are not required to do so.

### **CIVIL AIR PATROL LEAVE**

Members of the Civil Air Patrol who have been employed at least 90 days are eligible for an unpaid leave of absence of a maximum of ten days per calendar year for the purpose of responding to an emergency operational mission of the California Wing of the Civil Air Patrol. Under normal circumstances, the leave for a single emergency operation mission shall not exceed three days.

Employees shall give Humphreys University as much notice as possible of the intended dates upon which the Civil Air Patrol leave will begin and end. The University may require certification to verify the eligibility of the employee for the leave requested or taken.

Leave for this purpose is unpaid. You may elect to use any earned but unused vacation but are not required to do so.

### **DRUG/ALCOHOL REHABILITATION ACCOMMODATION**

Humphreys University will reasonably accommodate an employee who wishes to enter and participate in an alcohol or drug rehabilitation program unless it would impose an undue hardship on Humphreys University. Please contact the Director of Administrative Services directly. The University will take

reasonable steps to safeguard the privacy of employees who identify themselves as having enrolled in an alcohol or drug rehabilitation program.

While Humphreys University generally encourages employees to take action to treat drug and alcohol problems, Humphreys University will not reimburse employees for the costs incurred in attending a rehabilitation program.

A request for rehabilitation leave will not protect an employee from disciplinary action where the employee has violated Humphreys University's drug and alcohol policies prior to the request. Further, an employee may be disciplined when, because of the employee's current use of alcohol or drugs, the employee is unable to perform the employee's job duties or cannot perform those job duties in a manner which would not endanger the employee's health or safety or the health and safety of others.

Leave granted for this purpose is unpaid, however, employees may elect to apply any earned but unused paid sick leave or vacation but are not required to do so.

### **TIME OFF FOR ADULT LITERACY PROGRAMS**

Humphreys University will make reasonable accommodations for any employee who reveals a literacy problem and requests that Humphreys University assist the employee in enrolling in an adult literacy education program unless undue hardship to Humphreys University would result. The University will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy education programs.

The University will take reasonable steps to safeguard the privacy of employees who identify themselves as an individual with a literacy problem. An employee who wishes to identify himself as such an individual can contact the Director of Administrative Services directly. Further, individuals who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While Humphreys University generally encourages employees to improve their literacy skills, Humphreys University will not reimburse employees for the costs incurred in attending a literacy program.

Leave for this purpose is unpaid, however, employees may elect to apply any earned but unused vacation but are not required to do so.

### **TIME OFF FOR REQUIRED ATTENDANCE AT SCHOOL OF SUSPENDED PUPIL**

If you are the parent or legal guardian of a child suspended from school and you receive written notice from the principal of the child's school requesting your attendance at the school, you are entitled to take an unpaid leave to attend, provided you give reasonable advance notice to Humphreys University. Check with the Administrative Services for eligibility and scheduling before taking any leave to attend. Leave for this purpose is unpaid, however, you may elect to apply any earned but unused vacation but are not required to do so.

### **SCHOOL OR DAYCARE ACTIVITIES LEAVE**

If you are a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to, a child in kindergarten or grades 1-12, inclusive of facility or a child care provider, and wish to take time off to visit the school or facility of your child for a school or facility activity, to address an emergency or to enroll or reenroll your child in school or child care you may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), provided you

give reasonable advance notice to Humphreys University of your planned absence. The University requires documentation from the school or facility noting the date and time of your visit.

If both parents of a child work for Humphreys University, only one parent -- the first to provide notice -- may take the time off, unless Humphreys University approves both parents taking time off simultaneously.

Leave for this purpose is unpaid. You will be required to use any earned but unused vacation during such leave.

### **TIME OFF FOR DUTY AS ELECTION OFFICIAL**

If you serve the official governmental duty of acting as an election officer in a local, special, or statewide election, you are eligible for an unpaid leave on the day of the election. Please give your supervisor as much notice as possible if you plan to serve as an election official. Leave for this purpose is unpaid, however, you may elect to apply any earned but unused vacation but are not required to do so.

### **TIME OFF FOR JURY AND WITNESS DUTIES**

The University will provide time off to employees called for jury duty or when subpoenaed as a witness. As a condition of taking time off, employees are required to provide reasonable advance notice if feasible and documentation establishing the right to such time off. If you are released from jury duty or have completed your witness duty prior to the end of what would be your regular workday schedule, it is your responsibility to report back to work within a reasonable amount of time. Upon returning to work, you must present to your supervisor court documentation for every business day you miss.

Nonexempt employees who have completed the first 90 days of employment will receive full pay while serving up to five (5) days of jury duty. Exempt employees will receive their regular salaries unless they do not perform any services during a workweek because of the jury or witness service. In other instances, employees may elect to apply any earned but unused vacation but are not required to do so.

### **TIME OFF FOR VICTIM OF CRIME OR ABUSE – OBTAINING RELIEF FOR VICTIM AND CHILDREN**

Employees who are victims of a crime or abuse will be given time off as necessary to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the safety, health and welfare of themselves or their children. Eligible employees include 1) a victim of stalking, domestic violence, or sexual assault, 2) a victim of a crime that caused physical or mental injury or the threat of physical injury, or 3) an employee whose immediate family member is deceased as the result of a crime. As a condition of taking time off, employees may be required to provide reasonable advance notice if feasible and documentation establishing the right to such time off. The University will make every effort to maintain the confidentiality of any employee requesting such leave.

The University shall provide reasonable accommodations for a victim of domestic violence, sexual assault or stalking who requests an accommodation for the safety of the victim while at work, unless it would constitute an undue hardship on the University's business operations. Upon receiving an employee's request for accommodation, the University shall engage in a timely, good faith interactive process with the employee to determine effective reasonable accommodations.

Leave for this purpose is unpaid, however, employees may elect to apply any earned but unused paid sick leave or vacation but are not required to do so.



## **TIME OFF FOR VICTIM OF CRIME OR ABUSE – ADDITIONAL TIME FOR VICTIM'S PARTICIPATION**

In addition to the time off permitted for victims of a crime or abuse to obtain relief to help ensure the safety, health and welfare of themselves or their children, time off will be given to the victim of a crime or abuse to: 1) to seek medical attention for injuries caused by the crime or abuse, 2) to obtain services from prescribed entities as a result of the crime or abuse, 3) to obtain psychological counseling or mental health services related to an experience of crime or abuse, or 4) to participate in safety planning and take other actions to increase safety from future crime or abuse.

Eligible employees include 1) a victim of stalking, domestic violence, or sexual assault, 2) a victim of a crime that caused physical or mental injury or the threat of physical injury, or 3) an employee whose immediate family member is deceased as the result of a crime.

As a condition of taking time off, employees may be required to provide reasonable advance notice if feasible and, under certain circumstances, may be required to provide documentation establishing the right to such time off. Acceptable documentation may include a police report, court order, a doctor's or counselor's note or similar document.

Employees may also request changes in the workplace as an accommodation to ensure safety at work. Examples of potentially reasonable accommodations within the workplace may include, but are not limited to, changing, or installing locks, changing an employee's shift or work phone number, transfer or reassignment, or assistance in keeping a record of incidents related to this leave. The University may also request proof or a signed statement from the employee certifying that the request for an accommodation is consistent with the purpose of this policy. The University will make every effort to make reasonable accommodations and maintain the confidentiality of any employee requesting such leave.

The University will not retaliate or discriminate against any employee because they are a victim of a crime or abuse or for exercising any right detailed under this policy. Complaints of unlawful discrimination or retaliation can be filed with the Labor Commissioner's Office.

Leave for this purpose is unpaid, however, employees may elect to apply any earned but unused paid sick leave or vacation but are not required to do so.

## **TIME OFF FOR VICTIM OF CERTAIN FELONIES**

An employee who is the victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is the immediate family member, registered domestic partner or child of the registered domestic partner of such a victim will be given time off as necessary to attend judicial proceedings in relation to the crime. As a condition of taking time off, employees may be required to provide reasonable advanced notice if feasible and documentation establishing the right to such time off. Humphreys University will make every effort to maintain the confidentiality of any employee requesting crime victim leave.

Leave for this purpose is unpaid. You may elect to use any earned but unused vacation but are not required to do so.

## **TIME OFF TO ATTEND COURT PROCEEDINGS FOR CERTAIN CRIMES**

Humphreys University will allow time off for employees to appear in court to be heard at any proceeding in which a right of the victim is at issue. The victim may be the employee, spouse, parent, child, sibling, or guardian. The crimes to which this time off applies is extensive. You should ask the Director of Administrative Services about your particular circumstances.

As a condition of taking time off, employees may be required to provide reasonable advance notice if feasible and documentation establishing the right to such time off. The University will make every effort to maintain the confidentiality of any employee requesting such leave. Leave for this purpose is unpaid, however, employees may elect to apply any earned but unused vacation but are not required to do so.

### **VOLUNTEER CIVIL SERVICE LEAVE**

If you are a volunteer firefighter, a reserve peace officer or emergency rescue personnel and intend to perform emergency duty during work hours, please alert a representative of Humphreys University so that we are aware of the fact that you may have to take time off to perform emergency duty. In the event you need to take time off for emergency duty, please alert your supervisor before leaving Humphreys University premises. Leave for this purpose is unpaid, however, you may elect to apply any earned but unused vacation but are not required to do so.

### **VOLUNTEER CIVIL SERVICE TRAINING LEAVE**

If you are a volunteer firefighter, a reserve peace officer or emergency rescue personnel, you will be permitted to take temporary leaves of absence for the purpose of engaging in fire, law enforcement or emergency rescue training. This amount of leave permitted will not exceed an aggregate of 14 days per calendar year. Leave for this purpose is unpaid, however, you may elect to apply any earned but unused vacation but are not required to do so.

### **TIME OFF FOR VOTING**

Employees who are registered voters and who lack sufficient time outside of work to vote in any statewide election will be provided with up to two hours of paid time off at the beginning or end of the day for this purpose. You must give the University at least two working days' notice when time off under this policy is required. You may be requested to bring a copy of your voting receipt upon your return.

The maximum number of hours that will be paid is two hours. Any additional time necessary for this purpose is unpaid, however, employees may elect to apply any earned but unused vacation but are not required to do so.

### **WORKERS' COMPENSATION LEAVE**

If you are temporarily totally disabled due to a work-related illness or injury, you will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the business needs of Humphreys University. Workers' compensation leave will run concurrently with any other applicable medical leave of absence.

### **PROFESSIONAL DEVELOPMENT LEAVE (FACULTY ONLY)**

Eligibility: Full-time faculty members and department Chairs, as well as the Director of the Library & Learning Center with a teaching load, may apply for professional leave of one quarter every four years. No more than one person shall be on leave in any given quarter.

Professional Development Leave Criteria: Under the condition there are sufficient funds available, the proposal shall be accepted or rejected based on the following criteria:

- The leave will significantly enhance the applicant's role in one or more of the C-DATA Model areas.

- Activities must surpass a standard quarterly workload as defined by Humphreys University workload policy.
- The leave must be beneficial to the development of Humphreys University.

Application Process: All proposals for the leave must receive approval in the following order:

- Applicant's immediate supervisor
- The Academic Council
- The relevant Academic Dean

Written leave proposals must detail anticipated activities and products.

- The proposals will be submitted by the last day of the quarter, two quarters prior to the quarter for which the leave is being requested.
- In case two or more applicants request the leave in the same quarter, the Provost will decide taking into account selective factors including seniority and overall value of the leave for Humphreys University.

#### Work Product Review

- At a minimum, the faculty members granted a leave shall submit a written report detailing the work performed and output derived from the leave. Additionally, they shall give an oral presentation to Humphreys University community. Both the report and the presentation shall be completed by the fifth week of the quarter following the leave.
- Faculty members who fail to fulfill previous-point requirements shall be subjected to sanctions, including but not limited to:
  - Unfavorable performance review
  - Reduction in salary or denial of pay increase
  - Denial of promotion
  - Non-renewal of contract

## **ADDENDUM ADMINISTRATIVE STAFF**

### **AT-WILL EMPLOYMENT**

Employment at Humphreys University is employment at-will. While we hope our employment relationship will be a satisfying and mutually beneficial one, nothing in this Employee Handbook creates, or is intended to create, a promise or representation of continued employment for any employee. Employment at-will may be terminated at the will of either the employer or the employee. Employment and compensation may be terminated with or without cause and with or without notice at any time by you or Humphreys University.

### **EMPLOYMENT CLASSIFICATIONS**

The employment classifications listed below do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at any time is retained by both the employee and employer. Employees at Humphreys University are classified by the University as follows:

Full-time Employees: Full-time employees are employees who are normally scheduled to work 40 hours per week.

Part-Time Employees: Part-time employees are employees who are normally scheduled to work fewer than 40 hours per week. This classification also includes all federal work study employees.

Temporary Employees: Temporary employees are employees who are employed by the University for a specific project and/or short-term assignments. Short-term assignments will generally be periods of three months or less. Temporary employees are not eligible for benefits other than those mandated by law.

Inactive Status Employees: Employees placed on inactive status due to a leave of absence or work-related injury may not continue to accrue benefits or seniority unless otherwise mandated by law.

In addition to the above classifications, each employee will belong to one other employment category:

Exempt Employees: Exempt employees are regular employees whose job assignments meet the federal and/or state requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay.

Nonexempt Employees: Nonexempt employees are regular employees subject to federal and/or state overtime regulations and will be compensated for overtime hours worked in accordance with the law. Nonexempt employees must comply with Humphreys University's policies regarding overtime and may never work "off-the-clock." Any direction or suggestion that a nonexempt employee is to work off the clock must be immediately reported to the Director of Administrative Services so the situation can be remedied immediately.

### **INTRODUCTORY PERIOD**

The first six (6) months of your new employment with Humphreys University is referred to as your Introductory Period. During the Introductory Period, you will be observed and evaluated based on your leadership, commitment, skills, attitude, and overall performance of your job duties.

Your Introductory Period can be extended for any reason identified by management during the first six months of employment. You will be notified by your supervisor if your Introductory Period is extended. A performance evaluation may be conducted at or near the end of your Introductory Period. Successful completion of the Introductory Period in no way changes the at-will employment

relationship. The Introductory Period is not a guarantee of continued employment and in no way changes the at-will relationship.

## **WORKING HOURS**

The administrative offices are open Monday through Thursday 8:00 am to 7:00 pm and from 8:00 am to 5:00 pm on Friday. Normal work schedules of eight-hour shifts are scheduled for full-time staff members between those hours. Part-time administrative staff may be scheduled to work less than an eight-hour shift on any given day. The scheduled work week runs from Sunday through Saturday. Depending upon the department and the job position, the employee may be asked to rotate between day and evening hours. Department supervisors will prepare schedules as necessary, and employees will be notified of their schedules. Prepared schedules will be posted within the department. Changes to your work schedule should not and will not interfere with the laws governing meal and rest periods.

All employees are expected to be at their desk and ready to start working at the designated starting time. A nonexempt employee may not work in excess of their regularly scheduled hours without prior approval of their supervisor.

## **OVERTIME**

Humphreys University provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law. For overtime pay calculation purposes for nonexempt employees, the workweek at the University begins Sunday at 12:00:01 am and ends the following Saturday at midnight. The workday begins at 12:00:01 am and ends at midnight. All nonexempt, full-time status employees work a 40-hour week.

Overtime is defined as any hours worked over 8 hours per day and 40 hours per week. Overtime is paid at time-and-one-half the regular rate of pay. Due to the nature of department workflow, there may be times when overtime will be mandatory.

Exempt employees are not eligible for overtime compensation. Nonexempt employees may not work overtime without written prior approval from the department supervisor.

## **TIME RECORDS**

Time records must be accurately completed within Humphreys University's timekeeping system by nonexempt employees. Each time record must show the exact time worked, the meal periods taken and your signature. All hours must be recorded. Working "off-the-clock" is strictly prohibited. Absences and overtime must be accurately identified on your time record. Signing your time record certifies that you have accurately recorded all hours of work that you performed and that you received all your meal periods, rest periods and recovery periods consistent with our policy and applicable law.

Each timecard will be reviewed and signed by the department supervisor.

You cannot record time and/or submit a time record for another employee or allow another employee to record or submit your time record. Doing so is a falsification of time records. Each employee must sign and submit their own time record.

Timecards for nonexempt employees are due to the Payroll Department usually on the second (2nd) and the sixteenth (16th) day of each month but may vary. Please contact Administrative Services for exact dates or refer to the most recent payroll calendar. If those days fall on a weekend, then the timecards are due on the last day before the weekend.

You should immediately contact Administrative Services with any questions concerning your pay so that inadvertent errors can be corrected.

## MEAL PERIODS

Humphreys University provides all nonexempt employees with duty-free, uninterrupted meal periods in accordance with the law. Your supervisor may schedule your meal period but in the event your supervisor is absent, you are responsible for taking your meal period within the required timeframe.

You must start the meal period before the end of the fifth hour of work. This means no employee shall work for more than 4 hours and 59 minutes without an opportunity to take an unpaid meal period of at least thirty (30) minutes (see table below for an example). To ensure that you have the opportunity to take your meal period within the required timeframe, University policy requires that the first meal period begin no later than 4 hours and 45 minutes after the start of the workday. The purpose of this is to create a buffer in case you are prevented from leaving your work immediately at the planned time.

For example, if your day begins at 8:00 am, your first meal period should be scheduled to begin at 12:45 pm but must always begin before (not at) 1:00 pm:

HOURLY OF WORK	CLOCK
1 <sup>st</sup>	8:00 - 8:59
2 <sup>nd</sup>	9:00 - 9:59
3 <sup>rd</sup>	10:00 - 10:59
4 <sup>th</sup>	11:00 - 11:59
5 <sup>th</sup> FIRST MEAL PERIOD MUST BEGIN IN THIS WINDOW	12:00 - 12:59
6 <sup>th</sup>	1:00 - 1:59
7 <sup>th</sup>	2:00 - 2:59
8 <sup>th</sup>	3:00 - 3:59
9 <sup>th</sup>	4:00 - 4:59
10 <sup>th</sup> SECOND MEAL PERIOD MUST BEGIN IN THIS WINDOW	5:00 - 5:59

Humphreys University prohibits employees from performing any work on behalf of the University during their meal period and employees may leave the premises. Humphreys University prohibits management or other employees from interrupting an employee who is on a meal period.

If your workday will be completed within a total of six hours, you may waive the meal period with prior written approval from your immediate supervisor or the Director of Administrative Services. If an employee's workday is greater than six hours the first meal period cannot be waived.

Nonexempt employees who work more than ten hours in a day are provided with a second duty-free, uninterrupted 30-minute unpaid meal period. No employee shall work for more than 9 hours and 59 minutes without an opportunity to take an unpaid meal period of at least thirty (30) minutes. To ensure that you have the opportunity to take your second meal period within the required timeframe, the second meal period must be scheduled no later than 9 hours and 45 minutes after the start of the workday. The purpose of this requirement is to create a buffer in case you are prevented from leaving your work immediately at the planned time.

If your workday exceeds ten hours of work time, you may waive the second meal period only if you have taken the required first duty-free, uninterrupted 30-minute unpaid meal period and your workday will not exceed 12 hours. To waive the second meal period, you must receive prior written approval from your immediate supervisor or the Director of Administrative Services.

Nonexempt employees must observe assigned working hours, including the time allowed for meal periods and report any missed meal period each day. For each instance where an uninterrupted meal period is not provided employees are required to explain why they did not take a meal period.

## **REST PERIODS**

Nonexempt employees are entitled to take the following paid rest periods:

- No rest period when hours worked are under 3.5 hours
- 10-minutes when hours worked are from 3.5 to 6 hours in length
- A second 10-minute rest period when hours worked are from 6 to 10 hours in length
- A third 10-minute rest period when hours worked are from 10 to 14 hours in length

Your supervisor may schedule your rest periods and whenever practical rest periods should be taken in the middle of your work period. As a general rule in an eight-hour shift, an employee's first 10-minute rest period should be taken before their first meal period and an employee's second 10-minute rest period should be taken after their first meal period. Shorter or longer shifts and other factors that make such scheduling impracticable or infeasible may alter this general rule.

Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off. Rest periods cannot be combined with an employee's meal period. Do not take more than 10 minutes for each rest period allowed provided under this policy.

Nonexempt employees must observe assigned working hours, including the time allowed for rest periods and report any missed rest period each day. For each instance where an uninterrupted rest period is not provided employees are required to explain why they did not take their rest period.

## **LACTATION ACCOMMODATION/BREAK**

Employees desiring to express breast milk for the employee's infant child may request a lactation accommodation by notifying their immediate supervisor or the Director of Administrative Services in writing of the need for accommodation. Unless Humphreys University provides the employee with a written response stating the reasons why the lactation accommodation cannot be provided due to an undue hardship, the employee will be provided a reasonable amount of time and a safe and clean secluded area in close proximity to the employee's work area so that this may be done in private. The location shall be clean and sanitary, and shall provide seating, a surface area to place necessary equipment and personal items, and access to an appropriate power source as needed to operate a breast pump. Access to a sink and running water, and a suitable cooling device will also be provided in close proximity.

Ask the Director of Administrative Services for information about lactation accommodation. This time shall coincide with the employee's regularly scheduled rest and meal periods to the extent possible. If a lactation break is taken outside of or extends beyond a paid rest period or unpaid meal period, a nonexempt employee must record the additional time on the timesheet as unpaid time. Humphreys University encourages you to report all incidents you believe violate your rights under the University lactation accommodation policy to the Director of Administrative Services. Complaints may also be filed with California's Labor Commissioner.

## **RECOVERY PERIOD – FACILITIES STAFF**

A recovery period means a cool-down period afforded to an employee to prevent heat illness. If heat illness prevention guidelines apply to your position, that information will be provided to you.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest shall be monitored and asked if he or she is experiencing symptoms of heat illness; shall be encouraged to remain in the shade; and shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than five (5) minutes in addition to the time needed to access the shade. Recovery periods shall be taken as required by law. Recovery periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off. Humphreys University prohibits management or other employees from interrupting an employee who is on a recovery period.

For each instance where a recovery period was requested but not provided, employees are required to explain why they were not provided the opportunity to take their recovery period.

## **DAY OF REST**

Supervisors may not require any employee to work, and employees may not work, more than six (6) days in each workweek without prior approval from the Director of Administrative Services. Nonexempt employees may request to work a seventh day in the workweek to pick up extra hours when available, but this should be a rare occurrence. Employees must submit their request in writing to their department supervisor. All such requests should be forwarded to the Director of Administrative Services for final approval.

## **MAKE-UP TIME**

Humphreys University may allow the use of make-up time when nonexempt employees need time off to tend to personal obligations. You may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Make-up time worked will not be paid at an overtime rate.

Make-up time requests must be submitted for approval in writing to your supervisor, with your signature. The request must include the following information:

1. The date on which the time will be taken off
2. The number of hours that will be taken off
3. The new date(s) on which the time will be made up in the same workweek

Requests will be considered for approval based on the legitimate business needs of the University at the time the request is submitted. A separate written request is required for each occasion you request make-up time.

If you request time off that you will make up later in the workweek, you must submit your request at least 24 hours before the desired time off. If you ask to work make-up time first to take time off later in the workweek, you must submit your request at least 24 hours before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or before you work make-up time, whichever is first.



All make-up time must be worked in the same workweek (as defined in the Overtime Policy) as the time taken off.

Employees may not work more than 11 hours in a workday or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed normally will be unpaid. However, your supervisor may arrange with you another date in the same workweek to make up the time, if possible, based on scheduling needs. If you work make-up time before you plan to take time off, you must take that time off, even if you no longer need the time off for any reason.

### **CALL-IN PAY**

Humphreys University will pay a minimum of two hours or the actual hours worked (whichever is greater) to any nonexempt employee who is required to report to duty on an unscheduled day.

### **REPORTING TIME PAY**

Nonexempt employees who report to work as scheduled but are unable to work because no work is available, will be paid for at least half of their scheduled hours with a minimum of two and a maximum of four hours paid. Employees will not be eligible for reporting time pay in the following situations:

- The employee was provided advanced notice of a schedule change, but reported to work anyway
- The employee could not complete schedule due to illness/injury
- Interruption of work due to a failure of public utilities
- Interruption of work due to natural causes beyond the University's control

### **MANDATORY MEETINGS & TRAINING**

Humphreys University will pay nonexempt employees for tuition and time spent attending meetings and training programs outside of regular working hours under the following conditions:

1. Attendance is mandated by Humphreys University; or
2. The employee's attendance is approved by management in advance and the meeting or training program is directly related to the employee's job.

All mandatory meetings and training programs will be identified as such. The University will pay for all training costs or tuition associated with mandatory training for all employees. Do not assume a meeting or training program is approved for reimbursement or pay by the University unless identified as mandatory. Check with your supervisor if there are any questions.

Nonexempt employees must record the actual hours of attendance on the days' time record. If attendance at a mandatory meeting or training program results in travel beyond that of your normal commute, you will be compensated for this additional time spent traveling. The rate of pay for attending and or traveling to meetings and training programs may vary from the employee's normal pay rate. If you have questions on how to record your time, you should ask your supervisor. Employees are required to complete a requisition form to be reimbursed for mileage.

## **DISCIPLINE AND INVOLUNTARY TERMINATIONS**

Violation of University policies and rules, whether or not they are included in this Handbook, will result in disciplinary action. Discipline may be in any form deemed appropriate by Humphreys University, including but not limited to verbal warnings, written warnings, suspensions, and termination of employment. Humphreys University's disciplinary system does not require any formal steps or procedures. Humphreys University will, in its sole discretion, utilize whatever form of discipline it deems appropriate under the circumstances, up to and including the immediate termination of employment without any prior discipline. The use of discipline in no way changes the at-will employment relationship.

## **ADDENDUM FACULTY**

### **EMPLOYMENT CLASSIFICATIONS**

Faculty employees at Humphreys University are classified as full-time or adjunct employees.

Full-time Faculty: Full-time faculty are employees who are normally scheduled to work 40 hours per week.

Adjunct Faculty: Adjunct faculty are employees who are normally scheduled to work fewer than 40 hours per week and on a term-based appointment. Adjunct faculty employees are not eligible for benefits other than those mandated by law.

### **SELECTION AND HIRING OF FACULTY**

Each chair is responsible for recruiting their own faculty members. It is expected that the chair will involve the faculty in the selection of faculty to be recommended for hiring. Once a selection has been made, the selection must be referred to the Dean for hiring approval. The Provost, Academic Deans, and the President are the only ones authorized to enter into an employment agreement with a prospective faculty or staff member, and no hiring agreement is valid without the concurrence in writing of either the Provost, Dean, or the President.

### **APPOINTMENT LETTER**

All full-time faculty, when initially hired, will be presented with an appointment letter. This letter must be signed by the new faculty member and returned before any remuneration by Humphreys University can be made. The letter specifies the rate of pay, duties and responsibilities, immediate supervisor, and conditions of employment. All the policies and procedures contained in this handbook are included in the letter by reference and are a part of the employment agreement.

The Provost and Academic Deans have the responsibility for selection, appointment, and supervision of adjunct faculty members in their respective areas. All adjunct faculty will be presented with an appointment letter for each course taught. This letter must be signed by the adjunct faculty member and returned before any remuneration by Humphreys University can be made. The letter specifies the rate of pay, duties and responsibilities, immediate supervisor, and conditions of employment. Adjunct faculty must provide Humphreys University with a current resume upon initial appointment.

### **INTRODUCTORY PERIOD**

The first twelve (12) months of full-time employment with Humphreys University is referred to as your Introductory Period. During the Introductory Period, Humphreys University or the employee may terminate full-time employment at any time for any reason.

Introductory Periods do not apply to adjunct faculty covered by a term contract.

### **CONTRACT PERIOD**

Once a full-time faculty member has successfully completed the one-year Introductory Period, the appointment letter will become a two-year contract, beginning on the date of the appointment letter. Contracts will be automatically renewed every two years unless terminated in keeping with one of the following three paragraphs:

### **NON-RENEWAL OF CONTRACT**

Humphreys University may choose not to renew a faculty member's contract. If it is the intention of Humphreys University not to renew a faculty member's contract, notice of non-renewal, or pay in lieu

thereof, will be given in advance of the termination date of the contract, according to the following schedule:

1. For faculty members with less than two years' service, 90 days prior to termination date.
2. For faculty members with more than two years' service, 180 days prior to termination date.

## **TERMINATION**

A faculty member may be terminated for any reason during the one-year Introductory Period. After completion of the Introductory Period, an employee may be terminated for cause. In the event an employee is terminated for cause, the employee shall be informed of the reason and, upon request, shall have such reasons transmitted to them in writing. A full-time employee who is terminated shall receive two weeks' notice or pay in lieu thereof except when insubordination, unprofessional conduct, or being under the influence of drugs or alcohol is the reason for termination. An introductory employee who is terminated shall not be entitled to advance notice or separation pay of any kind.

## **LAYOFFS**

Any employee of Humphreys University may be laid off at any time in the event of a decline in enrollment, lack of work, or any other situation deemed by Humphreys University administration to call for such action. An employee laid off shall have the right of recall for their specific assignment for a period of one year from the date of layoff. An employee to be laid off shall be given two weeks' notice. The laid-off employee shall respond within one working day from the date of contact. When an employee returns from layoff, seniority and all benefits shall be restored.

## **FACULTY RANKING**

Assignment of rank is made by the division dean with approval by the Provost. A full-time faculty member may petition for advancement in rank during the annual performance review. To qualify for the rank of Instructor, Assistant Professor, Associate Professor, or Professor of Humphreys University, a faculty member must normally meet the minimum requirements of professional training and experience established for each rank as set forth below:

### **Instructor:**

To be eligible for the rank of Instructor at Humphreys University, a faculty member must possess the Bachelor's degree or have appropriate professional designations or equivalent preparation in a specialized field.

### **Assistant Professor:**

To be eligible for the rank of Assistant Professor at Humphreys University, a faculty member must have the Master's degree in their field; in addition, the faculty member must normally have had at least two years of full-time instructional experience at an institution granting the baccalaureate degree. The professional experience requirement may be waived at the discretion of Humphreys University for individuals who hold the earned doctorate or terminal degree.

### **Associate Professor:**

To be eligible for the rank of Associate Professor at Humphreys University, a faculty member must possess a Master's degree plus at least thirty (30) hours of graduate work toward the terminal academic degree in an appropriate field. In addition, the faculty member must have had a minimum of five years of satisfactory teaching or professional experience at the college level, at least three of which must have been at the rank of Assistant Professor at Humphreys University, or at the rank of Assistant

Professor or higher at another institution granting the baccalaureate degree. At the discretion of the Provost, the rank of Associate Professor may be bestowed upon faculty members, without additional graduate work, based upon years of meritorious service.

**Professor:**

To be eligible for the rank of Professor at Humphreys University, a faculty member must possess a doctorate or the highest academic degree in an appropriate field. In addition, the faculty member must have had a minimum of ten years of satisfactory teaching or professional experience at the college level, at least three of which must have been at the rank of Associate Professor at Humphreys University, or at least five of which must have been at the rank of Associate Professor or higher at another institution granting the baccalaureate degree. At the discretion of the Provost, the rank of Professor may be bestowed upon faculty members, without a terminal degree, based upon years of meritorious service.

**Lecturer:**

The rank of Lecturer applies to adjunct faculty; administrators who teach but do not meet the criteria for other faculty designations also may be given the title of "Lecturer."

Guidelines of performance for each rank are available from the Provost.

**FACULTY WORKLOADS AND RESPONSIBILITIES**

Humphreys University uses a faculty quality assurance model to establish and maintain the quality and, to a certain extent, the quantity of faculty work in undergraduate and graduate programs. Known by the acronym C-DATA, the model is used to direct the activities of full-time faculty, academic Chairs, and, to a lesser extent, adjunct faculty. As would be expected, the responsibilities of full-time faculty and Chairs are different and are, therefore, represented in different sections below.

Full-time faculty and academic Chairs are expected to meet all C-DATA responsibilities with quality and effort commensurate with their designation as full-time employees as defined in this handbook. On-campus and remote work hours shall be determined in consultation with the direct supervisor, subject to approval of the appropriate Dean for Faculty or Provost for Chairs, but shall not comprise less than one day per week of on-campus presence. Full-time faculty members and Chairs are not expected to be present on campus during the eight break weeks between quarters.

C-DATA workload requirements and expectations are suspended in whole or in part for faculty or Chairs who are on approved sabbatical.

The purpose of the C-DATA model is to ensure that students receive quality education by faculty who engage meaningfully in the following five workload areas: Community, Development, Advising, Teaching, and Assessment.

## GENERAL DESCRIPTION OF THE C-DATA MODEL



A description of the model illustrates the context of Humphreys University's efforts to assure quality in its academic programs. As depicted in the figure to the left, five faculty workload areas comprise the model: Community, Development, Advising, Teaching, and Assessment. The first letter of each area is used to form the acronym C-DATA. The C-DATA model provides a framework to view faculty responsibilities and manage quality efforts.

In the aggregate, the C-DATA model is used to organize all academic efforts. Annual faculty reviews are based on faculty performance in each of the C-DATA areas. Similarly, program reviews use the C-DATA model to examine department performance in each of the model areas. The model is

designed to serve as a comprehensive quality assurance system that acknowledges five distinct faculty roles and demonstrates the movement of directives and feedback among the four core areas to support an integrated model that is energized by the transfer of information to and from the governance and professional development activities comprising the Community ring.

*Community.* The faculty at Humphreys University are viewed as members of a community of scholars. In the Community workload area, faculty members interact with internal committees and external groups to gather information about improving in the other four areas of the model. To meet annual Community benchmarks, faculty members must involve themselves in committee work, attend professional conferences/seminars, participate in faculty-sponsored learning events, attend in-service days hosted by the Academic Dean, and attend the professional development activities sponsored by the Academic Senate, among other requirements. Faculty members may also meet with prospective students to encourage others to become members of the Humphreys University community of scholars.

To support the Academic Senate in its efforts to host a minimum of three professional development activities each academic year, the Provost provides funding to cover speaking fees and related costs. The budgeted amount will be available from the budget of the Academic Dean. The chair of the Academic Senate will request funds from the budget. For each meeting, the Secretary of the Senate will provide to Senate members and all University attendees a report summarizing the purpose of the meeting and those in attendance.

As depicted in the graphic above, because the professional development activities of faculty members may be directed toward any one of the DATA areas, the Community ring encompasses and connects them all, thus providing vital information to improve quality processes throughout the model. Full-time faculty involvement in community activities is a means of achieving educational effectiveness

because the quality of a program is assured when knowledge and skills are developed and subsequently applied in other model areas.

*Development.* In the Development area, referring to the development of curriculum, faculty members work together through departments and the Academic Senate or Graduate Council to ensure the development and maintenance of degree plans, course and program learning objectives, prerequisites, course content, and new programs. Faculty members use data and observations supplied through results from the Assessment area to make decisions. The Development area directs the processes of the Advising and Teaching areas. The products resulting from the Development area are essentially instructions; for example, the faculty constructs course descriptions, objectives, and syllabi in the Development area and then forwards them to the Teaching area so that professors have a consistent framework to instruct students. The workload policy directly links the Development area to quality in that curriculum development is a means of achieving educational effectiveness because the quality of a program is assured when the designs of programs are aligned with educational missions, learning outcomes, program requirements, and course content.

*Advising.* In the Advising area, department Chairs design course schedules, determine the role of the faculty members in advising students, and provide the training needed to meet student needs. To aid in decision making, faculty members who advise rely on the documentation produced in the Development area, along with transcript data, to determine if students are prepared to succeed academically.

Advising ensures student schedules reflect the proper courses taken at the proper time in the proper sequence. Advising encompasses many areas related and tangential to working with students to select courses for a term. Advising includes verifying a student has met degree requirements, establishing articulation agreements for the transferability of courses, and other areas.

Advising may include participating in the following: tutorial services, learning center seminars, student internships, directed study courses, independent study courses, and challenge courses.

Student advising is a means of achieving educational effectiveness because the quality of a program is assured when there is precision in the systematic engagement of program requirements.

*Teaching.* The Teaching area represents the core faculty function. Following course content descriptions and course learning outcomes provided by the Development area, faculty members teach students. Each term, students complete an evaluation for each course. Though only one measure of teaching performance, the evaluations provide benchmarks for comparative analysis. The workload policy directly links the Teaching area to quality in that teaching effectiveness is a means of achieving educational effectiveness because the quality of a program is assured when the deliverers of program requirements function independently and in concert to deliver the content used by learners.

*Assessment.* Faculty members measure student attainment of course learning outcomes (CLOs) within the context of courses in the Teaching area. CLOs are linked to the student attainment of program learning outcomes (PLOs) and the overarching institutional learning outcomes (ILOs). Assessment of the PLOs and ILOs are the concerns of the Assessment area, which receives learning benchmarks from the Development area in the form of program learning outcomes. Academic departments design assessment projects to measure student outcomes at the program level.

The faculty adds the results of these assessment projects to the information flowing into the Development area from the Community ring. The faculty uses assessment results and other information to develop and maintain, fine-tune, and adjust degree plans, course and program learning outcomes, prerequisites, and course content to improve student learning.

In addition to conducting learning outcomes assessment, the Assessment area includes program reviews. The faculty review each program every five to seven years to identify how programs can improve in each of the five C-DATA areas. The workload policy directly links the Assessment area to quality in that program. Assessment is a means of achieving educational effectiveness because the quality of a program is assured when relevant assessment measures are employed, and results are applied in curriculum development and teaching.

## **FULL-TIME FACULTY DEVELOPMENT REQUIREMENTS**

### **Community**

In order to develop and maintain educational effectiveness through the other quality assurance areas, full-time faculty members are to develop professionally to increase knowledge and skills to improve performance.

Full-time faculty members are to maintain membership in at least one relevant professional organization and are to attend virtually or in person at least one organizational meeting each academic year. As part of the annual performance review, the faculty member will include a brief summary of the meeting and its importance.

To support faculty memberships and organizational and educational meeting attendance, department budgets will be funded to reimburse up to a specified maximum for each faculty member for membership, travel, lodging, food, conference fees, and related costs. The maximum reimbursement will be specified in the department development budgets for each fiscal year. Any expenses exceeding the maximum must be approved by the Dean in advance of the expense being incurred.

Full-time faculty members are required to attend at least one lecture hosted by the Academic Senate or another accredited University, professional development workshop, or seminar for the purpose of improving the quality and effectiveness of faculty members in their roles. As part of the annual performance review, the faculty member will include a brief summary of the event and its importance.

Full-time faculty are expected to be active members of multiple University committees to align various planning efforts, direct and implement University activities, and design and enforce policies toward the goal of achieving Humphreys University's mission. Such committees include the following: Academic Senate or Graduate Council, Strategic Planning Committee, Academic Policies Committee, hiring committees, program review and assessment committees, grievance committees, and ad hoc committees.

Full-time faculty members are expected to attend all-faculty and other University-wide meetings.

Through academic departments, committees, and the Academic Senate or Graduate Council, full-time faculty members are expected to have input in University budgeting.

### **Development**

Full-time faculty members are expected to have a major decision-making role in curriculum and program development. This role is most often exercised through academic departments and the Academic Senate or Graduate Council. As a means of improving educational quality and effectiveness, curriculum development activities should emphasize the use of assessment results and other data to improve program and course quality through the development and maintenance of written program learning outcomes, degree requirements, course learning outcomes, and course content. The role of full-time faculty members in gathering data for use in curriculum development is outlined in the other sections of this policy.



## **Advising**

Because of the complex nature of advising, full-time faculty members are expected to work with their Chairs to determine their role in academic advising. Faculty members may be expected to advise a proportionate share of students in the majors offered by their departments, or they may have a more informal role as advisors to improve student learning, experiences, and retention.

## **Teaching**

Teaching is the core function of the full-time faculty and is subject to the following requirements:

Full-time faculty members teach three courses per quarter, or 48 quarter units per year (roughly equal to 30 semester units). However, consideration is given for a reduced teaching load by the chair if a faculty member is allocated another assignment, with approval by the Dean.

Course assignments may be for morning, afternoon, night, weekend, or in any modality and at either or both campuses.

Full-time faculty members are responsible for:

- Ensuring course material, assignments, and activities adequately facilitate student attainment of course learning outcomes
- Having the Moodle course shell prepared before the onset of the quarter
- Providing syllabi to the appropriate chair before the term begins

The teaching of each full-time faculty member will be reviewed by peers and/or Chairs once each academic year. Each full-time faculty member will participate as a reviewer on at least one peer-review session each academic year, including peer reviews of adjuncts. Peer reviews will follow the Humphreys University Peer-Review Policy.

## **Assessment**

Full-time faculty members are expected to have a major role in the development and implementation of program assessment plans. Such plans reflect regular, ongoing assessment efforts and identify bases for measuring the quality of programs; the designs of measurement instruments; when and by whom measurements will be implemented; how results will be collected, organized, analyzed, and reported; and how assessment results will be used to improve program quality.

An assessment plan for each program is to be developed, implemented, and maintained toward the goal of assuring that educational programs are marked by quality and that they achieve the goals set for them through curriculum development in alignment with departmental goals and the mission of Humphreys University.

## **PERFORMANCE REVIEWS**

Full-time faculty are reviewed by their Chairs each Spring. The basis for the performance review is a document written by the full-time faculty member that uses the five areas of the C-DATA model as the organizing framework and that reflects upon activities and accomplishments for the year under review. Additionally, the document should discuss plans for achievement and improvement in the next year along with workload adjustments to meet identified, agreed-upon goals. Peer reviews of teaching (see above) are included in the performance review.

## ACADEMIC CHAIR

The position of academic chair is a position of leadership. As leaders of their faculty and majors, Chairs are responsible for the quality and relevancy of educational programs.

### Community

- Each chair is to maintain membership in at least one relevant professional organization and is to attend at least one organizational meeting each academic year.
- To support chair memberships and organizational and educational meeting attendance, funding in department budgets will be provided to reimburse up to an annual maximum for each chair for membership, travel, lodging, food, conference fees, and related costs. The maximum reimbursement will be specified in the department development budgets for each fiscal year. Any expenses exceeding the maximum must be approved by the Dean in advance of the expense being incurred.
- Chairs must attend at least one lecture hosted by the Academic Senate or another accredited University, professional development workshop, or seminar for the purpose of improving the quality and effectiveness of Chairs in their roles.
- Chairs are to arrange and organize advisory committees for the majors in their departments. The advisory committees should be comprised of individuals who are experts in the department majors or possess some other relevant attributes to improve or evaluate the quality of the programs. At least half of the members of an advisory committee should be individuals who are not employed by Humphreys University. Advisory committees should meet at least once each year, with minutes taken and distributed among the department's faculty.

A chair is expected to

- Be a member of the Strategic Planning Committee, Chairs Committee, and/or ad hoc committees, and/or to implement objectives of the Strategic Plan as assigned by the Strategic Planning Committee and/or Academic Dean, and to deliver copies of the department's academic plan as requested by the Academic Dean to the Strategic Planning Committee.
- Prepare an annual department budget with projected expenses and submit it to the Dean for approval in accordance with the University budget calendar.
- Volunteer for and/or to organize standing and ad hoc committees to align various planning efforts, to direct and implement University activities, and to design and enforce policies toward the goal of achieving the Humphreys University mission. Such committees include the following: Strategic Planning Committee, Academic Policies Committee, hiring committees, program review committees, grievance committees, and other ad hoc committees.
- Cooperate with the Library & Learning Center to participate and/or arrange faculty involvement in tutorials and/or workshops hosted by the Library & Learning Center.
- Attend faculty meetings, including the annual faculty in-service, and other University-wide activities.

- Conduct department meetings at least once each quarter, with at least one of those meetings set at a time and/or modality amenable to a majority of the department's adjunct faculty.

## **Development**

Academic Chairs are expected to have a leadership role in curriculum and program development. This role is most often exercised through their departments and the Academic Senate or Graduate Council. As a means of improving educational quality and effectiveness, curriculum development activities should emphasize the use of assessment results and other data to improve program and course quality through the development and maintenance of course, program, and institutional learning outcomes, degree requirements, and course content. The chair is expected to lead the department to ensure the following:

- Programs are up to date and relevant
- Programs have current program learning outcomes
- Program requirements are designed so graduates will meet learning outcomes
- All courses have course learning outcomes
- There is alignment and linkage in all courses in the department among
  - Assignment
  - Course learning outcomes
  - Program learning outcomes
  - Institutional learning outcomes
- Assessment results and other data are used to improve program effectiveness
- Program information is accurate in the catalog and other published materials

Chairs are responsible for

- Updating their programs and faculty in the University catalog annually.
- Working with marketing to develop and maintain up-to-date departmental information for the University website, as well as other college publications.
- Maintaining a collection of syllabi from courses taught within the department each quarter so that syllabus information can be used to ensure curricular continuity.

## **Advising**

The chair's responsibilities include:

- Advising students in selecting courses.
- Developing written policies and procedures for effective student advising within the department.
- Maintaining a two-year tentative course schedule and forwarding a copy of the schedule to the Academic Dean prior to the end of the program's two-year plan.

- Developing quarterly course schedules by the beginning of the fourth week of the prior term.
- Preparing a list of course materials for the next quarter by the beginning of the fifth week of the prior term and submitting it to the Academic Dean.
- Working with other Chairs to ensure cross-departmental course needs are met.
- Making decisions regarding course substitutions, prerequisite by-passes, course challenges, independent study courses, directed study courses, and experiential learning credit.
- Communicating--via email, teleconferencing, or in person--advising and program information to each new enrollee in the department during the student's first term.
- Verifying graduation requirements have been met for students who are candidates for graduation.

## **Teaching**

Through the courses they teach, Chairs are to exemplify teaching effectiveness. Chairs are to lead their faculty in their continuing development as effective instructors.

- Full-time Chairs will teach two courses per quarter, or 32 units per year (roughly equal to 21 semester units). However, consideration is given for a reduced teaching load by the Academic Dean if the chair is allocated another assignment.

Chairs are responsible for:

- Ensuring that student evaluation results are distributed to their faculty at the onset of the following quarter.
- Training and development of department faculty as active participants in areas of the C-DATA model, and for keeping faculty informed of University policies, procedures, and activities.
- Organizing and participating in peer reviews of faculty, both full-time and adjunct, according to the Peer Review Policy.
- Conducting annual performance reviews of department full-time faculty, following the Full-time Faculty Workload Guidelines.
- Advertising open full-time faculty positions and for organizing hiring committees to be composed of full-time faculty and the Academic Dean.
- Advertising open adjunct positions and for hiring adjuncts who meet Humphreys University's minimum qualifications of having a master's degree (some exceptions apply).
- Maintaining and verifying implementation of departmental Writing across the Curriculum Policies.
- Resolving student and faculty complaints and for following grievance procedures.

## **Assessment**

The chair is expected to perform in an active leadership role in the development of program assessment plans and is responsible for having PLO assessment reports completed according to

assessment calendars. Such plans identify bases for measuring the quality of programs, the designs of measurement instruments, when and by whom measurements will be implemented, how results will be collected, organized, analyzed, and reported, and how assessment results will be used to improve program quality.

An assessment plan and calendar for each program is to be developed and implemented toward the goal of assuring that educational programs are marked by quality and that they achieve the goals set for them through curriculum development in alignment with departmental goals and the mission of Humphreys University. Assessment plans are a component of the department's academic plan that culminates in a program self-study initiating the program review. All assessment reports are to be submitted to the Academic Dean.

Academic Chairs share responsibility with the Dean and faculty to ensure their programs undergo program review according to policy and that the review is completed according to the program review calendar established by the Dean.

## **PERFORMANCE REVIEWS**

Academic Chairs are reviewed by the Academic Dean each Spring. The basis for the performance review is a document written by the chair that uses the five areas of the C-DATA model as the organizing framework and that reflects upon activities and accomplishments for the year under review. Additionally, the document should discuss goals for achievement and improvement in the next year.

## **ADJUNCT FACULTY**

The purpose of the adjunct faculty workload is to ensure that adjunct faculty members engage in high-quality teaching and are sufficiently involved in their academic departments to have a positive impact on the effectiveness of academic programs, especially in relation to curriculum development and program assessment.

### **Teaching Effectiveness**

Adjunct faculty members are responsible for

- Developing course syllabi according to handbook guidelines based on Academic Senate and Online Standards recommendations
- Submitting syllabi to the appropriate chair before the term begins
- Providing syllabi to students during the first day of the quarter
- Starting and ending classes on time, including the first class session. For virtual and on-ground courses, this means ending classes at 9:45 p.m
- Maintaining complete records of student grades
- Turning in final grades on time
- Updating attendance records as needed
- Maintaining currency in relevant subject areas
- Being available to communicate with students during the quarter

## **Curriculum Development and Program Assessment**

Adjunct faculty members are expected to

- Participate in curriculum development and program assessment activities as facilitated through departmental meetings
- Attend department meetings
- Attend faculty meetings, including the annual faculty in-service
- Be willing to participate in standing and ad hoc committees

## **Performance Reviews**

Adjunct faculty members will be reviewed by their chair during the fourth quarter of instruction and every fourth quarter after that to ensure ongoing, systematic assessment of performance.

The performance review will include consideration of

- Peer reviews (in-class observations by peers, one for each step)
- Student evaluations
- Course syllabi
- Attendance at department, committee, faculty meetings
- Copies of grievance reports, if any

The salary steps are arranged by level of education and number of quarters taught at Humphreys University, rather than the number of courses taught. Experience at other institutions does not factor into the arrangement. The specific salary steps are available from the Dean's office.

Approval for a move on the schedule is made by the Academic Dean upon the recommendation of the department chair.

## **ACADEMICS AND INSTRUCTION**

### **ACADEMIC FREEDOM**

Humphreys University is a nonprofit educational institution operated for the public benefit. Service in the public benefit depends upon the free search for truth and its free exposition.

Humphreys University believes that academic freedom is essential to the purpose of service in the public benefit and applies to both teaching and research. Academic freedom is fundamental for the protection of the rights of the faculty member in teaching and of the students to freedom in learning. Academic freedom carries with it duties correlative with rights.

Each instructor is entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with Humphreys University administration.

The faculty member is entitled to freedom in the classroom in discussing the subject but should be careful not to introduce into their teaching controversial matter which has no relation to the subject or which is in conflict with the mission of the institution. (*See MISSION STATEMENT.*)

## **CLASS SESSIONS**

Students come to Humphreys University expecting to get a full measure for the tuition they have paid. All instructors are to be prepared for the first class session and to conduct it for the full session. The same guideline applies to all other sessions as designated by the quarterly schedule of classes.

Adherence to these time schedules is important for two basic reasons. First and foremost, the students have paid for a full session and deserve to receive one. Second, Humphreys University is an accredited institution and is obliged to maintain an instructional program in keeping with the policies of the Accrediting Commission. A part of these policies requires that classes be given unit value. All our courses have been designed with this in mind. On the first meeting of the class the instructor discusses the course learning outcomes and requirements as stated in the syllabus so that each student will know from the outset what is expected to achieve a grade.

## **COURSE SYLLABUS GUIDELINES**

Course Syllabus Content
-------------------------

*At the minimum, the course syllabus should include the following categories and information:*

### 1) Heading

- University name
- Campus site
- Department
- Course title
- Catalog number
- Units
- Quarter/year
- Classroom location and/or modality
- Course hours

### 2) Catalog course description (including prerequisites).

\* “If this course serves as a prerequisite to other courses in your program, a grade of C- or better is required in order to meet the prerequisite requirement.”

### 3) Faculty contact information

- Rank
- Office location
- Office/consultation hours
- Phone number and e-mail address
- Adjunct instructors should provide a direct method of contact (phone/email)

### 4) Textbook(s) and other required or recommended material.

### 5) Learning Outcomes

- Program Learning Outcomes addressed by the course
- Course Learning Outcomes (derived from the program learning outcomes of academic programs)
- CLO to PLO linkages

## 6) Course policies

- Attendance
- Makeup and extra credit
- Writing-across-the-Curriculum (departmental policy)
- Cheating and plagiarism (University policy)
  - *Plagiarism is not condoned or excused. Term papers, research reports and essays are expected to be the individual work of the student. References and sources of information should be identified and accurately documented within the body of any written work. Violation of the honor code or plagiarism is cause for dismissal.*
- Accommodation (University policy) *Humphreys University welcomes students with disabilities and is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities and promoting the full participation of all qualified students in all aspects of campus life. All students are expected to meet the academic standards as developed by the faculty. It is only through a student's voluntary disclosure of a documented disability or injury and a request for accommodation that Humphreys can support the student's needs. A student who wishes to request an accommodation or modification must do so by completing the Request for Accommodation Form on the University website (search for Accommodation Request). The student's Dean will contact the student and request appropriate documentation, which will not be shared with others. The Dean (or designee) will communicate with the student to convey which, if any, accommodations or modifications would be most effective to help the student achieve academic success. Before completing the Request for Accommodation Form, the student should read and follow the directions in the University catalog (available online); see the section titled Student Services to find more information about how to seek accommodation and the type of documentation that is required.*
- Student Referral for Tutoring (University policy)
  - *Faculty can refer students to Humphreys University tutors, who are available at the Library & Learning Center, by using the Humphreys University Student Referral Form. With this form, the instructor can designate whether the student is **recommended** or **required** to meet with the tutor. The instructor may also designate the number of sessions and/or skill areas to be covered.*

## 7) Overview of course assignments

- Examinations
- Tests, quizzes
- Term papers, projects
- Oral presentations
- Class participation
- Grading policies and procedures
  - criteria for grading of specific assignments – including rubrics where appropriate
  - weight of various items in assigning a final grade
  - correlation of points/percentages to letter grades
- Alignment of assignments and key course activities to the course learning outcomes.

## 8) University support services (including computer labs, Library & Learning Center).

## 9) Weekly schedule of classes including content covered and assignment due dates.



10) Reservation of rights: The instructor reserves the right to make changes, additions, and substitutions as necessary to accommodate the needs of the students.

11) Withdraw/Drops (University Policy)

- *The instructor does not have the authority to drop you from a class or classes. It is your responsibility to withdraw from this or other courses, if necessary, according to the Withdraw from Course Policy as described in the Humphreys University Catalog. Non-attendance does not constitute withdrawal.*

## **ATTENDANCE AND GRADING POLICIES**

Classroom attendance is considered an important aspect of the learning process. Experience has shown that there is a direct relationship between attendance and academic progress. Regular attendance in class and laboratory sessions should be an obligation which the student assumes at the time of registration. By being absent from class, the student misses the content of the session, the continuity of the course, and does not contribute to or benefit from the interaction of the classroom participants.

There is no uniform University rule as to the number of absences permitted. These standards are set periodically by the program coordinators in terms of the needs of the subject matter. When a student's failure to attend class makes it evident to the instructor that the student cannot successfully complete the course, the instructor may advise the student to drop the class and/or refer them to their academic advisor for further consultation.

It is required that all instructors inform their students in writing at the beginning of each quarter of the attendance policy in effect for that class. This must be part of the course syllabus.

## **CLASS ROLLS**

It is important to take roll at each session. Some of our students are attending under financial-aid programs which require that we report on a regular basis those students' attendance records. Also, if a student must drop a class, it is important to know their attendance record so that the appropriate tuition refund may be determined.

## **INSTRUCTOR ILLNESS**

Classes should not be canceled for any reason. In the case of the instructor's illness, the department chair should be notified so that a suitable substitute can be found. Humphreys University administration has the responsibility to see that quality instruction is maintained at all times. Therefore, it must know and approve of the qualifications of all instructors for each class session. For this reason, instructors are not to arrange for their own substitutes. No substitute will receive payment for a class session if they have not received prior approval from the chair.

It is expected that full-time faculty will fill in for one another in the event of occasional illness. When a full-time faculty member, whose teaching load is at the maximum as defined under faculty workload, is asked to substitute on a long-term basis (more than one week) for a sick or incapacitated colleague, additional remuneration appropriate to the circumstances and agreeable to both faculty member and administration will be made.

When an adjunct faculty member is asked to substitute, they will be remunerated at their current rate per hour or session, regardless of the pay rate of the person for whom they are substituting.

## **STANDARDS OF GRADING**

The determination and assigning of final grades is strictly up to the instructor in charge of the class. However, since the Academic Deans and other administrative personnel often must report and verify academic progress to governmental and financial aid agencies and mediate from time to time in grade disputes between instructors and students, it is necessary that final grades be clearly supported by a reasonable schedule of quizzes, midterm exams, homework assignments, and other assessment measures.

It is recommended that a student's final course grade will be based on a minimum of four evaluative measures throughout the quarter: for example, a midterm exam, two quizzes, and a final exam. The instructor is free to use any combination of evaluative tools that provide an opportunity for the student to demonstrate improvement and growth throughout the quarter. In no case, however, should a student receive a grade of C or better unless that student is prepared to advance to the next class with reasonable prospects of success.

No attempt is made by the administration of Humphreys University to set goals or quotas on the number of A's, B's, C's, etc., that should be given in a particular class. As a guideline, however, it can reasonably be assumed that the student body of Humphreys University is representative of the total University population. It would be unlikely that classes of more than ten or twelve students would contain all A students or all F students. It is more likely that the grades would be normally (bell-shaped) distributed with more in the middle (B or C) and fewer A's, D's and F's.

Very small classes are different, as the probability of getting three, four, or five of the best (or worst) students is much greater than in a larger class. Thus, it would not be so unusual to have a class of four or five, all of whom received A's; however, it would be expected that the grades over several quarters of small classes, if combined, would be more evenly distributed.

## **GRADES**

**A:**Excellent (4 grade points)

**B:**Above Average (3 grade points)

**C:**Average (2 grade points)

**D:**Passing but Below Average (1 grade point)

**F:**Failure (0 grade points)

**INC:**An Incomplete may be issued at the discretion of the instructor if the student has satisfactorily completed a minimum of 75% of the required work for the course and is otherwise passing. An INC must be made up by the end of the 5th week of the quarter immediately following the quarter in which it was received (including the summer quarter). Otherwise, it will automatically turn into an F at that time.

**W:**Withdrawal from class

**NG:**No grade issued

Grades may be modified by plus (+) or minus (-). However, these indicators are for the student's information only and do not influence the grade point average.

## **FINAL GRADES**

Students need to know their grades as soon as possible so that they know what classes to take in subsequent quarters. For this reason, final grades are due on or before Monday following the end of the quarter.

Please refer to the Humphreys University general catalog for policies regarding academic standards and definitions not found in this handbook.

## **FACULTY GRIEVANCE PROCEDURE**

Any full-time faculty member who believes that their professional or academic rights have been violated may complain to their department chair or immediate supervisor. Such complaint must be made within ten (10) working days of the alleged incident and must be in writing. The department chair or immediate supervisor will then have ten (10) days in which to investigate the incident and to propose a solution. In the event that a solution, which is acceptable to both the department chair or immediate supervisor and the grievant cannot be found, the case will be appealed to the Dean. The Dean shall have ten (10) days from receipt of the complaint to investigate and recommend a solution to the grievance.

In the event that the Dean is not able to present a solution agreeable to all parties concerned, the case will be referred to a grievance committee made up of the President or their appointee, the Dean, and two faculty or staff members acceptable to the President, the Dean, and the grievant. This grievance committee shall have ten (10) working days from receipt of the complaint to investigate and propose a solution to the matter. The judgment and recommendation of the grievance committee will be final.

## **GENERAL INFORMATION**

**Library:** The Library is for use of students and faculty. The Library consists of the main study area, stacks, reading and lounge areas, a computer lab with internet access and access to Humphreys e-library and electronic research databases, and individual private study and conference rooms.

To put materials on reserve in the Library for student use, the instructor should coordinate with their department chair. Reserve materials must be labeled with the instructor's name and the relevant course. To put Library materials on reserve, the instructor must fill out the appropriate form, which can be obtained from the librarian.

**Other Facilities:** Faculty Offices are open and staff available from 9:00 a.m. to 7:00 p.m., Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Fridays.

**Mail:** Each faculty member has a mailbox in the Faculty Office. Each instructor should check the mailbox regularly for phone messages or correspondence from the Dean, the Registrar, or students.

**Security:** Maintenance staff are on premises during school hours. Faculty and students should park in designated areas.

**Copying:** All faculty are provided with a copy code for use in making copies of materials relevant to their courses. All copying of materials for classroom use or for research must conform to federal guidelines concerning copyrights. It shall be the responsibility of the faculty member to see that no infringement occurs.

Faculty members may reproduce up to 100 copies per month. If an amount in excess of that is anticipated, faculty members should have all the materials reproduced and placed in the bookstore for sale to the students at a reasonable cost. No faculty member will be reimbursed for outside copying unless there is prior approval by the Dean.

If faculty members require examinations to be copied, the materials should be turned into the Faculty Aide at least one week before the examination.

**Food or Drink in the Classrooms:** Students and faculty are not permitted to smoke or to consume food or beverages in the classrooms. Instructors should remind students of this policy and regularly enforce it. Eating is permitted in the courtyard areas. Smoking is permitted in designated areas only.

**Equipment:** Audio-visual equipment is furnished in all classrooms. If you need assistance with the AV equipment, please contact the IT Department.

## **APPENDIX A**

### **THE ACADEMIC COUNCIL**

### **BYLAWS OF THE ACADEMIC COUNCIL**

Amended: February 2022.

#### ***Preamble***

The name of this body shall be the Academic Senate of Humphreys University, hereinafter called the Senate.

#### **I. Function**

The Senate shall serve as a forum for shared governance and as an advisory body to the undergraduate academic leadership of the University.

#### **II. Scope and Goals**

- A. Discuss and review the academic goals, objectives, and programs of the University.
- B. Advise the President regarding academic plans of the University.
- C. Monitor and facilitate the coordination and integration of lower-division with upper-division and general education with technical or specialty subject areas.
- D. Review major changes in course content, prerequisites, sequencing of courses, changes in major requirements, and any other issues affecting the above-listed objectives; consult recommendations that have a fiscal impact with the Budget Committee, before they are submitted to the President.
- E. Promote the development and maintenance of educational effectiveness within the framework of academic freedom and professional responsibilities and ethics.
- F. Fulfill its governance role as it is specified in the Shared Academic Governance Policy, including the Matrix of Shared Academic Governance.

#### **III. Membership**

- A. The Senate shall consist of the Dean of Undergraduate Studies, program Chairs/coordinators, Dean of Institutional Research, Associate Dean of Academic Administration, Director of the Modesto campus, and the Director of the Library & Learning Center as members *ex officio* and of faculty members representing the University's academic departments. Each program shall be entitled to one member.
- B. The Senate will select at least two adjunct faculty members, with one designated as a liaison for adjunct faculty concerns.
- C. Faculty members will be selected at the first meeting in the fall quarter for two-year staggered terms. They shall not be eligible to serve consecutive terms, unless suitable replacement cannot be found.
- D. Each program shall be responsible for filling a vacancy from that program. The Senate will fill any other vacancies.

#### IV. Officers

- A. Chair: The Senate shall nominate and elect by secret ballot a Chair who shall serve a term of one year. No person elected as Chair shall be eligible for election to more than three consecutive full or partial terms in that office. Any member of the full-time faculty is eligible to serve as the Chair. The Chair shall take office starting with the meeting following his/her election.

The Chair shall:

- compose the agenda for, and preside at, meetings,
- see that resolutions of the Senate are carried out,
- maintain contacts between the President and the Senate to discuss matters of mutual concern,
- organize educational effectiveness workshops,
- administer the Senate budget,
- set up standing and *ad hoc* committees and serve as their *ex officio* member,
- maintain the official Senate file.

If the office of Chair becomes vacant, the most senior member of the Senate shall become an Acting Chair who shall call a special election to elect a new Chair. Such an election shall be conducted at the earliest Senate meeting.

- B. Secretary. The Senate shall nominate and elect by secret ballot a Secretary who shall serve a term of one year. No person elected as Secretary shall be eligible for election to more than two consecutive full or partial terms in that office. Any member of the full-time faculty is eligible to serve as the Secretary. The Secretary shall take office starting with the meeting following his/her election.

The Secretary shall:

- keep the minutes of the Senate meetings,
- distribute the agenda for Senate meetings and the minutes of the previous meeting,
- file the original copy of the minutes.

If the office of Secretary becomes vacant, a new officer will be elected at the beginning of the next Senate meeting.

#### V. Meetings

- A. The Senate shall meet regularly at least once each quarter, no later than the 5<sup>th</sup> week of the fall, winter, spring, and summer quarters. The Chair may call special meetings.
- B. Members of the Senate shall serve in person or remotely, if necessary.
- C. Meetings shall be open to the University community. Guests are welcome to attend and observe, but not otherwise participate, except as agreed to by the Senate.
- D. Its time, place, and agenda shall be posted at least three days before the scheduled meeting.
- E. Each Senate member has one vote. In the case of a tie, the Chair may cast a deciding vote. The Chair may vote during the election of officers.

- F. A simple majority of the members shall constitute a quorum. In instances when a quorum is not present, the meeting can proceed but actions cannot be decided.
- G. Actions shall be taken only on items listed as such on the mailed agenda.
- H. No voting, except elections of the officers, shall be by secret ballot.
- I. Meetings of the Senate shall consist of an information section and an action section. During the information section, departments present minor changes in their programs that do not substantially affect other departments and do not require any action by the Senate. The action section of the meeting deals with those issues that represent major changes in courses or programs and may have interdepartmental impact, such as those listed in the Matrix of Shared Academic Governance.
- J. When faculty members intend to introduce items requiring Senate action according to the Matrix of Shared Academic Governance, they shall develop a proposal. The proposal shall be presented to the Senate for the first reading; it is either approved or returned to the program faculty for consideration of comments made by the Senate. If not approved at the first reading, the proposal shall be presented at the next Senate meeting; at the second reading, the Senate shall have three choices: approval, denial, or return to the program faculty for further review and revision. If the department does not present its proposal for the second reading, it will be considered abandoned and might be reintroduced at a future meeting for a first reading.
- K. *Robert's Rules of Order Revised* will govern the conduct of the Senate activities in all cases not provided for in these bylaws.

## **VI. Committees**

- A. The Senate may set up such standing and *ad hoc* committees as necessary. Members of the committees shall be drawn principally from the Senate and other faculty members. The Senate may invite other persons to the committees as non-voting members.
- B. The officers of the committees shall be elected by the committee members themselves.

## **VII. Publication**

Copies of the bylaws shall be available to the faculty in the office of the Senate Chair. Each new faculty member shall receive a copy upon his/her appointment. When these bylaws are amended, each faculty member shall receive a copy, duly revised.

## **VIII. Amendments**

Amendments to these bylaws shall require:

- A. Presentation — in writing — at a Senate meeting.
- B. Approval at subsequent meeting by a two-thirds of the Senate membership.

## **IX. Effective Date**

The bylaws and any amendments shall become effective on the date they are approved by the President.

## APPENDIX B

### SHARED ACADEMIC-GOVERNANCE MATRIX: UNDERGRADUATE AND GRADUATE (NON-LAW)

HUMPHREYS UNIVERSITY						
SHARED ACADEMIC-GOVERNANCE MATRIX						
UNDERGRADUATE AND GRADUATE (NON-LAW)						
AUGUST 30, 2022 (APPROVED)						
	<b>INPUT</b>	<b>DECISION</b>	<b>PRELIMINARY APPROVAL</b>	<b>APPROVAL 2</b>	<b>APPROVAL 3</b>	<b>FINAL APPROVAL</b>
<b>Community</b>						
University Website Additions	Faculty	Academic Department	Dean			President
University Website Corrections		Academic Chair				
Department Budgets	Faculty	Academic Department	Dean	Provost	President	Board
Professional Development	Faculty	Academic Department				Dean
Symposia/Forums		Faculty				Academic Department
Catalog Copy	Faculty, Academic Department, Academic Senate/ Graduate Council	Dean	Provost			President
Community Newsletter	Faculty, Dean					Editorial Staff
<b>Development</b>						
Course Syllabus Content		Faculty				Academic Department
Syllabus Requirements	Faculty, Academic Department, Dean					Academic Senate/Graduate Council
Creation of a New Course	Faculty, Dean	Academic Department	Academic Senate/Graduate Council	Dean	Provost	
Creation Of A New Degree Plan	Faculty, Academic Department	Academic Senate/Graduate Council	Dean	Provost		President



Creation of a New Program/Dept/Major/Minor	Faculty, Academic Department	Dean	Academic Senate/Graduate Council	Provost	President	Board
Stockton/Modesto Program Offerings	Faculty, Academic Department, Academic Senate/Graduate Council	Dean				Provost
Change Existing Degree	Faculty	Academic Department	Academic Senate/Graduate Council	Dean		Provost
Closure of a Degree Program	Faculty, Academic Department	Academic Review Committee	Provost	President		Board
Advising						
Class Size	Faculty	Academic Department	Dean			Provost
Academic Advising	Faculty, Academic Department	Chairs Committee				Dean
Articulation/Transfer Agreements	Faculty	Academic Department	Dean	Provost		President
CLEP/AP	Faculty	Academic Department				Dean
Challenge Exams			Faculty	Academic Department		Dean
Course Scheduling	Faculty	Academic Department	Dean			Provost
Two-year Schedule	Faculty	Academic Department				Dean
Entrance Requirements	Faculty	Academic Department	Dean			Provost
Academic Probation/Dismissal	Faculty, Academic Department	Academic Policies*				

	ent					
Meeting Graduation Reqs	Registrar	Academic Department				Dean
Teaching						
Teaching Assignments	Faculty	Academic Department				
Textbook Selection		Faculty				Academic Department
Pedagogy	Academic Department	Faculty				
Grading	Academic Department	Faculty				
Attendance Policy		Faculty				Academic Department
Learning Center	Faculty	LLC	Dean			Provost
Office Hours	Dean	Faculty				Academic Department
Library Acquisitions	Faculty, Academic Department		LLC	Dean		Provost
Full-time Faculty Hiring	Faculty	Academic Department	Dean	Provost		President
Adjunct Faculty Hiring	Faculty	Academic Department				Dean
Performance Reviews-Faculty	Faculty	Academic Department				Dean

Assessment						
Program Assessment	Faculty, Academic Department, Dean, Provost	Program Review Committee*				
Other						
Faculty Section of Employee Handbook	Faculty, Academic Department, Academic Senate/G raduate Council, Executive Committee	Dean	Provost			President
Performance Reviews- Chairs	Faculty, Academic Department					Dean
Salary Placement	Faculty, Academic Department	Dean				Provost
Ranking	Faculty	Academic Department	Dean			Provost
Academic Calendar	Faculty, Academic Department, Academic Senate/G		Provost			President

	Graduate Council, Dean					
<b>Faculty and Chairs are represented on a number of important committees which are structured by committee rules.*</b>						
Strategic Planning Committee	Faculty	Strategic Planning Committee		Provost	President	Board
Academic Policies Committee						Academic Policies Committee
Academic Senate/Graduate Council	Faculty, Academic Department	Academic Senate/Graduate Council		Provost	President	Board
Chairs Committee	Faculty, Academic Department	Chairs Committee				Dean
Executive Committee	Faculty, Academic Department	Executive Committee				President
Academic Review Committee	Faculty, Academic Department, Dean	Academic Review Committee		Provost	President	Board
Program Review Committee	Faculty, Academic Department, Dean					Program Review Committee
Shared Governance Matrix Committee	Faculty, Academic Department, Dean	Academic Senate/Graduate Council	Provost			President

## **APPENDIX C**

### **PEER-REVIEW POLICY**

August 2004, updated August 2022

The Full-time Faculty Workload & Responsibilities states: The teaching of each full-time faculty member will be reviewed by peers and/or Chairs once each academic year. Each full-time faculty member will participate as a reviewer on at least one peer-review sessions each academic year, including peer reviews of adjuncts. Peer reviews will follow the Humphreys University Peer Review Policy. The documents resulting from peer reviews will be used in performance reviews.

#### **Purpose:**

The purpose of peer reviews is to provide instructors with information that may improve and/or confirm their teaching effectiveness. Reviews also provide peer observers with information that may impact their own teaching. At Humphreys, peer reviews are designed to identify how an instructor incorporates the elements of Humphreys University's C-DATA model of educational effectiveness. A review of a single class session will likely not provide a definitive picture of an instructor's teaching effectiveness. However, a review can provide some indication of effectiveness and highlight areas where an instructor can improve.

#### **Procedure Preparation:**

**Chair Responsibility:** The department chair is responsible for ensuring department full-time faculty are peer reviewed once by November 1 each year.

**Chair Communication with Faculty:**

The chair is to reach agreement with the faculty member on which class session will be observed and the date of observation, being careful to avoid a class session during which students are taking a test or quiz. The chair should receive the latest version of the course syllabus and should give the faculty member a Self-Reflection Form (discussed later).

**Assembling the Review Team:**

The chair of the department will ask a minimum of one full-time faculty member to participate as peer reviewers. The faculty member and the chair will comprise the review team. (The chair may invite other Chairs to participate.) Since the review does not focus on content knowledge, it is not necessary for peers to be in the same vocational or academic field. Since full-time faculty members are to participate as observers for at least one peer review, they may wish to contact Chairs to communicate their availability.

#### **Observation:**

**Review of Information and Procedures:** The chair should provide team members the date/time of the review, the course syllabus, and peer observation forms. The chair should confirm that team members understand how to use the form.

**Beginning the Observation:**

The observation team should begin its review at the beginning of class to avoid interruption. Team members, if possible, should sit in the back of the room. Team members should avoid interruptive conversation with the instructor, students, and fellow team members.

Using the Observation Form: Parts of the Peer Observation Form can be filled out during observation.

#### Community:

The purpose of the Community section is to comment on instances in which the faculty member relied on a context broader than course text and materials to teach students. Thus, for the Observation Form, “community” refers to people, places, things, ideas, and activities that connect course subjects and students to the world outside the classroom.

#### Development:

The purpose of the Development section to ensure the course syllabus meets the syllabus requirements identified in the Faculty Handbook. This section can be completed either before or after the class observation.

#### Advising:

The purpose of the Advising section is to reflect on how observations might be used to improve not only the instructor’s teaching but also the observer’s teaching. This section should be completed after classroom observation.

#### Teaching:

The purpose of the Teaching section is to record the method(s) used to engage students in learning and the apparent effectiveness of the method(s).

#### Assessment:

The purpose of the Assessment section is to identify how the faculty member confirmed that students were learning or how students communicated their comprehension of course content beyond the taking of tests and quizzes. This section is meant to observe in-class student behaviors that reflect engagement and learning resulting from teaching methods.

Ending the Observation: After at least one hour, the chair should confirm with the team that continued observation is needed or is likely to be superfluous. Team members should exit quietly.

### **Completion**

Completing the Peer Observation Form: By the end of the next workday, team members should complete the Peer Observation Form and give it to the chair.

Completing the Self-Reflection Form: By the end of the next workday, the faculty member should provide to the chair a copy of the completed Self-Reflection Form. The form is an opportunity for the faculty to reflect on teaching the course, not a single class session.

#### Community:

The purpose of the Community section is to make specific connections between professional development activities and the improvement of teaching.

#### Development:

The purpose of the Development section is to examine ways in which communication with students can be improved by enhancing and enriching the content of the course syllabus.

#### Advising:

The purpose of the Advising section is to reflect on major obstacles that have been overcome and primary successes in preparing for and teaching the course.

**Teaching:**

The purpose of the Teaching section is to generate ideas for pursuing a greater variety of delivery methods that will hold students' interest and develop their learning.

**Assessment:**

The purpose of the Assessment section is to encourage a dynamic learning environment where students are clearly interacting with course subject matter.

**Chair Summary of Peer Review:**

Once in receipt of all forms, the chair should produce a one-page summary of the observation that identifies areas for discussion during the upcoming performance review. If there are areas that necessitate immediate commendation or recommendation, they should be included in the summary and pursued by the chair. The Chair Summary should be completed no later than one week after the observation, with a copy emailed to the Academic Dean.

**Chair Communication with Faculty:**

The chair should provide copies of all completed forms and the Chair Summary to the faculty member. Either the faculty member or the chair may initiate a conversation with the other about the peer review process and/or resulting documentation. The chair should provide the faculty member with the copies no later than one week after the observation.

**Maintaining Teaching Portfolios:**

Both the faculty member and the chair are to maintain copies of all documentation in a portfolio to be used in the upcoming performance review. The chair should provide written notification to team members and their Chairs of participation in a peer review; this notification should be made within one week of the observation and should be maintained in portfolios by the receiving faculty members and Chairs as evidence of peer review participation.

**Peer Reviews and Performance Reviews:**

Peer reviews reports may be cumulative and are to be included in annual performance reviews as an indicator of teaching effectiveness.

## **APPENDIX D**

### **WRITING-ACROSS-THE-CURRICULUM POLICY (LIBERAL ARTS DEPARTMENT)**

It is a goal of the Liberal Arts Department that students learn to write well. The Department believes that students develop better writing skills in part by engaging in and completing writing assignments. The Department also believes that writing is an effective learning strategy that complements instructional methods. To encourage students to engage in and complete writing assignments, the Department has instituted a Writing-across-the-Curriculum (WAC) program, which applies to all Liberal Arts courses. The program mandates that all Liberal Arts courses contain required writing assignments that factor into course grades.

For lower-division courses (numbered 40-199), the minimum requirement is that all courses contain essay assignments relevant to course material. For the purposes of the Department's WAC program, essay assignments are concerned with those topics, subjects, or questions that do not require extensive, in-depth, or exhaustive treatment – the type of treatment necessary for longer academic papers. Essay assignments may take many forms, including but not limited to essay questions on tests and quizzes, topical essays, summaries, and/or in-class writing assignments. Although longer academic papers are not a requirement for lower-division courses, they may be appropriately assigned, and instructors should require them to achieve course objectives if they deem it necessary either in lieu of or in addition to the essay requirement.

For upper-division courses (numbered 200-299), the minimum requirement is that all courses contain academic paper assignments relevant to course material. For the purposes of the Department's WAC program, academic paper assignments are concerned with those topics, subjects, or questions that require extensive, in-depth, or exhaustive treatment. Academic paper assignments may take many forms, including but not limited to research papers, term papers, or professional papers. The Department strongly recommends that all academic papers be typed or computer-printed and conform to Modern Language Association (MLA) standards. Instructors of upper-division courses may, and perhaps should, make use of essay assignments, though not in lieu of an academic paper assignment.

All writing assignments should be given with the expectation that the final product (1) reflects the student's own work, (2) evinces critical thinking, and (3), when possible, synthesizes thought processes and knowledge gained in other Liberal Arts courses. Additionally, all writing assignments should reflect a relatively firm grasp of mechanical correctness (grammar, punctuation, syntax, structure, etc.).

The program does not mandate the number, beyond one, of writing assignments, nor does it mandate assignment length, writing approaches, writing processes, or writing modes. How writing assignments are graded and what weights they carry in the course grade are at the discretion of the instructor. The number of assignments and their grading should, however, reflect the importance of the Department's goal that students learn to write well.

In the library or on the Internet, instructors can find information about Modern Language Association (MLA) standards and about writing in a University environment. Instructors can direct students who need assistance with their writing assignments to the Learning Center. Its hours and services are available on Humphreys University's Web site.

The instructor can greatly help students with their writing assignments by taking class time to clearly explain what is required, what is expected, and when the assignment is due. The Department recommends that writing assignment information be included in the course syllabus.



## **APPENDIX E**

### **PLAGIARISM: LEVELS AND SANCTIONS**

Effective October 16, 2002

The Academic Council supports Humphreys University's position on plagiarism as stated in the General Catalog:

Plagiarism is not condoned or excused. Term papers, research reports, and essays are expected to be the individual work of the student. References and sources of information should be identified and accurately documented within the body of any written work.

Violation of the honor code or plagiarism is cause for dismissal.

Plagiarism occurs when a student presents someone else's work without crediting the source. The Academic Council recognizes that instructors can reduce the number of plagiaristic incidents by:

- Explaining to students what constitutes plagiarism
- Explicitly prohibiting plagiarism on the course syllabus
- Sanctioning students for plagiarism
- Insisting students adhere to MLA standards of documentation
- Developing written assignments which are unique/specific to the course
- Requiring proposals, thesis statements, progress reports, and/or drafts prior to the due date

Instructors should be especially diligent in providing explanations and directions in courses which do not have English 101 Written Communications as a prerequisite.

The Academic Council recognizes there are various levels of plagiarism and that, therefore, there should be various levels of sanctions placed on students caught plagiarizing.

If an instructor determines most or all of an assignment is plagiarized, the instructor should award the grade of "F" on the assignment and communicate with the student about why the grade was awarded. Such assignments should not be allowed to be re-done. The instructor should deliver written explanation and documentary evidence to the chair of their department. In turn, the coordinator will present the evidence to the Academic Dean. The documentation should consist of the work the student turned in and a copy of the work plagiarized.

The Dean will send to the student a letter of final warning, which briefly summarizes the case and makes clear that another such incident will result in dismissal from Humphreys University. The letter offers the student an opportunity to respond to the charges by a specified date. The Dean will place a copy of the letter in the student's academic file in the Registrar's office and will maintain another copy of the letter and the documentary evidence in a file for reference in the event the student is caught plagiarizing a second time.

If a second substantiated act of plagiarism is brought to the attention of the Dean, the Dean will send a letter of dismissal to the student.

If, instead of an entire paper, sentences, paragraphs, and or sections of a paper are plagiarized or if material is not properly cited, at the discretion of the instructor, the student should receive a lowered grade on the assignment. In such a case, it is not necessary for the instructor to notify the Dean. Still, the instructor should communicate with the student and view the situation as an opportunity for teaching the correct methods of research and MLA documentation.

## **APPENDIX F**

### **COURSE CHALLENGE POLICY**

Effective July 1, 2005

Students may challenge certain courses by taking a comprehensive examination after meeting specific requirements. Up to 12 units may be challenged.

The course-challenge option is available for certain courses, as determined by the academic chair of each department, for a student who can provide evidence that they substantially knows the material covered in a particular course and who has completed at least twelve units at Humphreys University and has a cumulative grade-point average of at least 2.5. The evidence the student must provide may include college transcripts and course descriptions of a similar course taken at another college. Other evidence may include a letter and/or official job description from a place of employment that clearly substantiates the student has applied the knowledge and/or skills taught in the Humphreys University course. Students are encouraged to obtain from the academic chair a copy of the course syllabus before deciding to challenge a course.

Since the student essentially claims to already know the material covered in the course, the student should not expect to be provided with a textbook or other material to study.

To challenge a course, a student must complete the Course Challenge Petition Form (on the back) and gather the appropriate signatures as sequentially indicated on the form. The first signature to gather is that of the academic chair responsible for the course to be challenged. The student must provide the chair with copies of transcripts, letters of recommendation, job descriptions, or other written evidence supporting the student's claim that they already knows the material covered in the course.

The chair should read the evidence documents provided by the student and compare them to the course learning objectives of the course to be challenged to ensure the student has at least evidentiary knowledge of the course content. If necessary, the chair should converse with the student about their knowledge and/or experience and consult with appropriate faculty members.

If the chair signs the form, then the chair should recruit a full-time faculty member to develop a comprehensive examination that tests the student in demonstrating the knowledge or skills covered in the course learning objectives. The chair should give the form and documents back to the student to have it signed by the instructor. The instructor should not sign the form until the challenge examination is ready to be administered. Once the instructor signs the form, the student should retrieve it and proceed to secure the signature of the Business Services Manager, who will collect a non-refundable \$100 fee. The student should then present the form and accompanying documents to the Registrar. Once the Registrar signs the form, then they will contact the instructor and the student to signal that all requirements have been met and that the student may take the challenge examination. Once this occurs, the student has one week to complete the challenge examination.

The instructor has two weeks after the examination is complete to correct and score it. A student must pass the examination with a score of 75% (C) or higher. Once the instructor has scored the examination, they should contact the Registrar to report the score. If the student passed the challenge examination, the Registrar will award the student the units for the course with a grade of 'P,' which is not calculated in the student grade-point average. If the student fails the exam, the student will not be allowed to challenge the course a second time. The Registrar will contact the student to report the grade and will retain the challenge form and documentation in the student's file.

## **ADDENDUM LAW FACULTY**

The Employee Handbook applies equally to Humphreys University Drivon School of Law and the faculty of the Law School, except in the following instances:

### **COMMITTEES**

The Law School's Committees are listed and described below. The Law School's Committees are comprised of Law School faculty as appointed by the Dean of Law. Other permanent or temporary committees may be formed as need arises.

- Admission Committee: Reviews applications for admission to the Law School.
- Law Council: Performs the same role as the Graduate Council and Academic Senate, except as pertaining to the Law School. The Law Council is comprised of the members of the Law School's Admission Committee, Retention Committee, and WASC Committee.
- Retention Committee: Reviews petitions and applications of law students who are eligible for probation or who have been academically disqualified by the Law School.
- WASC Committee: Assesses student achievement relative to the Law School's Program Learning Outcomes and performs other duties related to accreditation.

### **ACADEMIC METHOD OF INSTRUCTION**

Those who pursue a legal career have attained special knowledge and professional skills, and they bear a special responsibility to their clients, their associates, their communities, and the fair administration of justice. The Law School seeks to prepare students to competently and responsibly fill the many roles performed by members of the legal profession.

In the law program's courses, instructors generally use the casebook method of instruction, together with lecture materials and projects to expand upon the cases and further students' understanding and professional development.

### **ATTENDANCE AND GRADING POLICIES**

Classroom attendance is considered an important aspect of the law school learning process. Experience has shown that there is a strong relationship between attendance and academic progress. Regular attendance in class should be an obligation which the student assumes at the time of registration. By being absent from class, the student misses the content of the session, the continuity of the course, and does not contribute to or benefit from the interaction of the classroom participants.

### **STANDARDS OF GRADING**

Unless a course is designated as Pass/No Pass, final grades for a course must fall in a range between 50 and 100. Refer to the Law Catalog for student advancement policy and grade scale. The Law School does not adhere to the letter-based grade scale used by the remainder of Humphreys University.

### **STUDENT COUNSELING REGARDING GRADES**

Law students are encouraged to consult directly with their instructors to identify ways in which their exam answers may be improved. These consultations offer a valuable opportunity for students and law faculty are expected to provide them whenever reasonable to do so.

## EXAMINATIONS

The number and interval of exams are generally at the discretion of the law instructor. The instructor should keep in mind the development of good legal writing and analytical skills when preparing exams. Essay exams are the usual testing format. Normally, the question should consist of a fact pattern requiring students to spot issues, state rules of law, analyze the facts and apply the law, and reach a conclusion.

All examinations shall be graded and delivered to the Law School Registrar no later than the second Monday after the eleventh week of the quarter. Law students' grades must be submitted in numerical form. Law students should only use their student numbers on exam answers; Law School testing is anonymous.

## COURSE CHALLENGE POLICY

The Law School does not honor a course challenge option.

## PEER-REVIEW POLICY

The Law School uses the same peer review process used by the rest of Humphreys University, except that the Law School's committee that conducts peer reviews is an ad hoc committee consisting of rotating law faculty and the Dean of Law.

## COURSE EVALUATION PROCESS

The Law School uses the same course evaluation process used by the undergraduate division of Humphreys University.

<b>LAW MATRIX</b>	INPUT	DECISION	PRELIMINARY APPROVAL	APPROVAL 2	APPROVAL 3	FINAL APPROVA L
11/4/22 Approved by Law Council						
Community						
University Website Additions		Dean				President
University Website Corrections	Registrar					Dean
Department Budgets	Faculty	Law Council	Dean	Provost	President	Board
Professional Development	Faculty					Dean
Symposia/Forums	Faculty					Dean
Catalog Copy	Faculty, Registrar		Provost			Dean
Community Newsletter	Dean					Editorial Staff
Development						
Course Syllabus Content		Faculty				Dean
Syllabus Requirements	Council					Dean
Creation of a New Course	Faculty, Registrar		Law Council			Dean
Creation Of A New Degree Plan	Faculty		Law Council	Dean	Provost	President
Creation of a New Program/Dept/Major/Minor	Faculty	Law Council	Dean	Provost	President	Board
Stockton/Modesto Program Offerings	Faculty	Dean				Provost
Change Existing Degree	Faculty		Law Council	Dean	Provost	President
Closure of a Degree Program	Faculty	Law Council	Dean	Provost	President	Board
Advising						
Class Size	Faculty					Dean

Academic Advising	Faculty					Dean
Articulation/Transfer Agreements	Registrar	Dean				
CLEP/AP	Registrar	Dean				
Course Scheduling	Faculty, Registrar	Dean				
Two-year Schedule	Faculty, Registrar, Law Council	Dean				
Entrance Requirements	Faculty, Law Council	Admission Committee				Dean
Academic Probation/Dismissal	Registrar	Retention Committee				Dean
Meeting Graduation Reqs	Registrar					Dean
Teaching						
Teaching Assignments	Faculty	Dean				
Textbook Selection		Faculty				Dean
Pedagogy	Law Council	Faculty				Dean
Grading	Law Council, Dean	Faculty				
Attendance Policy	Faculty	Law Council				Dean
Learning Center	Faculty	LLC	Dean			Provost
Office Hours	Dean	Faculty				Law Council
Library Acquisitions	Faculty, Law Council		LLC			Dean
Full-time Faculty Hiring	Faculty, Law Council	Dean	Provost			President
Adjunct Faculty Hiring	Faculty, Law Council	Dean				
Performance Reviews-Faculty	Faculty	Law Council				Dean
Assessment						
Program Assessment	Faculty, WASC Committee, Dean, Provost	Law Council				
Other						
Faculty Handbook	Faculty, Law Council	Dean	Provost			President
Salary Placement	Faculty	Dean				Provost
Ranking	Faculty	Dean				Provost
Academic Calendar	Faculty, Registrar, Law Council, Dean		Provost			President

### **AT-WILL EMPLOYEE ACKNOWLEDGMENT & AGREEMENT**

I have reviewed my copy of Humphreys University's Employee Handbook and applicable addendum pertaining to my position classification. I have read and understand each of the policies in the Handbook and addendum and agree to abide by Humphreys University's policies. This is to acknowledge that this Handbook sets forth the terms and conditions of my employment, as well as my rights, duties, responsibilities, and obligations of my employment with the University. I further understand that I am bound by the provisions of this Employee Handbook.

I understand and agree that my employment is at-will and may be terminated by me or Humphreys University with or without advance notice and with or without "cause." This Acknowledgment and Agreement sets forth the entire agreement between Humphreys University and me regarding the nature of my employment and is the final expression of our agreement. This Acknowledgment and Agreement supersedes any and all prior agreements or understandings, written or oral, regarding the nature of my employment.

I understand and agree that my at-will status can be changed only by a written employment agreement signed by the President of Humphreys University and me that expressly provides for a relationship other than at-will employment.

I understand and agree that, except for the at-will relationship Humphreys University may change any policy or practice and/or my hours, wages, working conditions, job assignments, position, title, compensation rates and benefits in its sole discretion.

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*Employee Name*

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*Employee Signature*

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*Date*

## **CONTRACT EMPLOYEE ACKNOWLEDGMENT & AGREEMENT**

I have reviewed my copy of Humphreys University's Employee Handbook and applicable addendum pertaining to my position classification. I have read and understand each of the policies in the Handbook and addendum and agree to abide by Humphreys University's policies. This is to acknowledge that this Handbook sets forth the terms and conditions of my employment, as well as my rights, duties, responsibilities, and obligations of my employment with the University. I further understand that I am bound by the provisions of this Employee Handbook.

Except for my employment contract terms, this Acknowledgment and Agreement sets forth the entire agreement between Humphreys University and me regarding my employment and is the final expression of our agreement. Except for my employment contract, this Acknowledgement and Agreement supersedes any and all prior agreements or understandings, written or oral, regarding the nature of my employment.

I understand and agree that, except my employment contract, Humphreys University may change any policy or practice and/or my hours, wages, working conditions, job assignments, position, title, compensation rates and benefits in its sole discretion.

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*Employee Name*

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*Employee Signature*

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*Date*