

Policy Manual



WILLIAM JESSUP UNIVERSITY

William Jessup University provides written policies, practices, standards of conduct, and benefits and services solely as a means to facilitate the fulfillment of the mission of the University. Revisions and updated information concerning changes in policy are effective immediately upon publication (including online) unless otherwise noted. It is the Responsibility of the individual to familiarize themselves with the material in the manual. No university representative other than an Executive Administrator has any authority to modify these policies.

Introduction Statement:

William Jessup University is a Christ-centered institution of higher learning dedicated to the holistic formation of students—their academic, mental, physical, emotional, and spiritual formation. Together we covenant to love God, love others and love ourselves and, therefore, in these policies we are guided by the fundamental beliefs as described in our Community Covenant and other foundational documents.

Foundational Documents: 3
UNIV-University Policies 4
HR-Human Resources Policies..... 20
TECH- Technology Acceptable Use Policies..... 108
BUS-Business Office Policies 116
CS - Campus Safety Policies 127

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Foundational Documents:

[Mission, Vision, and Values of William Jessup University](#)

[Community Covenant](#)

[Chapter on Sanctity of Human Life](#)

[Chapter on Sexuality and Marriage](#)

[Chapter on Science and Faith](#)

[Chapter on Preservation of Unity and Community](#)

[10 Affirmations of Our Common Life](#)

[Thriving Spiritually](#)

[Quality Liberal Arts Education](#)

[Exceptionally Employable](#)

[The Future of Higher Education](#)

[Functional Organization Chart](#)

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UNIV-University Policies

UNIV 1.01 Conflict of Interest.....	5
UNIV 1.02 Anonymous Reporting	6
UNIV 1.03 Smoke and Drug Free Campus	8
UNIV 1.04 Use of University Equipment and Vehicles	9
UNIV 1.05 Pets and Service/Support Animals on Campus	10
UNIV 1.06 Event Facility Usage	11

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UNIV 1.01 Conflict of Interest

William Jessup University shall not fail to administer policy and procedures that prohibit actual or potential conflicts of interest.

Procedure:

The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Chief Financial Officer for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of William Jessup University. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of William Jessup University's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of William Jessup University as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which William Jessup University does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving William Jessup University.

William Jessup University employees may not accept gifts, gratuities, entertainment or favors, discounts and services, the value or significance of which might reasonably be expected to interfere with the exercise of independent and objective judgement. Typical gifts are free material items or free services which are not normally available to the general public. If the gift or favor is being offered to him/her or a member of his/her family because of their employment at William Jessup University and it is being offered by someone endeavoring to do business with the University or its students, then the gift should be politely declined. Acceptable gifts should be of nominal value--generally under \$50.00--and be usable in one's work or department rather than strictly of a personal nature. Examples of acceptable gifts are meals, small promotional items such as pens, note pads, calendars, key chains, etc. Should an employee desire to accept gifts/donations on behalf of the University, please contact the Development Office for proper recording as donations to William Jessup University.

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UNIV 1.02 Anonymous Reporting

William Jessup University shall not fail to provide an avenue for anonymous reporting of possible ethical violations.

Procedure:

William Jessup University is committed to the highest possible standards of ethical, moral and legal business conduct. In conjunction with this commitment and William Jessup University's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith. However, if an employee feels that their anonymity is not required then they should refer to our Problems Resolution/ Grievance policy for the proper procedure.

The whistle blowing policy is intended to cover serious concerns that could have a large impact on William Jessup University, such as actions that:

- May lead to incorrect financial reporting
- Are unlawful
- Are not in line with company policy
- Otherwise amount to serious improper conduct.

Regular business matters that **do not require** anonymity should be directed to the employee's supervisor and are not addressed by this policy.

Safeguard:

Harassment or Victimization of individual submitting hotline reports will not be tolerated.

Confidentiality: Every effort will be made to protect the reporter's identity by our hotline vendor. Please note that the information provided in a hotline report may be the basis of an internal and/or external investigation by our company into the issue being reported. It is possible that as a result of the information provided in a report the reporter's identity may become known to us during the course of our investigation.

Anonymous Allegations: The policy allows employees to remain anonymous at their option. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

Whistleblowers are protected by law in California against discipline and termination if the reporting employee believes there was a reputable violation. Malicious allegations may result in disciplinary action.

Reporting: The whistleblowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct, should be reported by:

- **Website:** www.lighthouse-services.com/jessup
or
- **Phone:** 844-490-0002

Evidence: Although you are not expected to prove the truth of the allegation, the employee submitting a report needs to demonstrate in their hotline report that there are sufficient grounds for concern.

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How the report will be handled:

The action taken will depend on the nature of the concern. The Human Resources department receives a copy of each report and will follow-up in an appropriate manner for the report received.

Initial Inquiries will be made to determine whether an investigation is appropriate, and the appropriate form needed. Some concerns may be resolved by agreed upon action without the need for a formal investigation.

Feedback to Reporter: The reporter, whether to personnel directly or through the hotline, will be given the opportunity to receive follow-up on their concern.

Further information may be sought from the reporter, depending on, the nature of the concern, and the clarity of the initial report.

Outcomes of Investigations may be available to the reporter at the discretion of William Jessup University and subject to legal and policy constraints.

UNIV 1.03 Smoke and Drug Free Campus

William Jessup University shall not fail to administer policy and procedures that ensure a smoke-free environment.

Procedure:

William Jessup University provides a smoke-free environment. It is our intent to maintain a drug-free campus where employees and students alike feel safe and secure and where access to support is made available.

No smoking or any other use of tobacco, smokeless tobacco and/or e-cigarettes is permitted on the William Jessup University campus, at its offsite locations, or at any University sponsored activity

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UNIV 1.04 Use of University Equipment and Vehicles

William Jessup University shall not fail to administer policy and procedures that guide the use of equipment and vehicles.

Procedure:

William Jessup University may provide equipment and vehicles essential in accomplishing job duties. Computers, equipment, vehicles, and all other University property must be maintained according to University rules and regulations.

They must be kept clean and are to be used only for work-related purposes. The University reserves the right to inspect all University property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence, whether or not such places are locked or protected by access codes. Employees should not have any expectation of privacy with respect to items owned by the University.

Personal use of vehicles, lawn and maintenance equipment is not permitted. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Use of the copy machines and other University office equipment is not permitted for personal or non-University business purposes. The coin operated copier, located in the library, may be used for personal copies.

University-owned office equipment may not be removed from University premises without written permission from the Business Office. Such permission will normally be granted on if the use is required for urgent University business that cannot reasonably be completed in any other way.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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UNIV 1.05 Pets and Service/Support Animals on Campus

William Jessup University shall not fail to administer policy and procedures that guide pets and service/support animals in the workplace.

Procedure:

The Campus Safety department of William Jessup University shall be responsible for the establishment of an environment that is safe for all.

Pets are not permitted on campus at any time. Service animals and support animals shall be permitted according to applicable state and federal laws. Police dogs and animals used in approved teaching, research, and clinical activities shall also be permitted.

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UNIV 1.06 Event Facility Usage

Policy:

The University shall administer its grounds and facilities in their entirety in a manner consistent with the University mission and purpose as a Christ-centered, Biblically-based community of higher learning and in compliance with applicable federal, state, and local guidelines. Only those events, activities, groups, individuals, and usages that operate within a context described in the University's core documents and doctrinal understandings as stated in the University's Mission Statement, Community Covenant, and Statement of Faith may be permitted access to the campus, its grounds, extension sites, and facilities.

Audio/ visual, Lighting, and Staging Design and Implementation:	12
Internal events:.....	13
Personal Usage events	15
Partnership Events.....	16
Sponsorship Events	18
External Events	19

Personnel Guidelines:

Site Coordinator			
Attendees	Coordinator	Cost	Minimum Hours
0-500	1	\$25/hr	2
500+	1-2	\$25/hr per coord.	2
Parking			
Attendees	Attendants	Cost	Minimum Hours
0-200	0-2	\$15/hr per attendant	2
200-500	4-6	\$15/hr per attendant	2
500+	8-10	\$15/hr per attendant	2
Porter			
Attendees	Attendants	Cost	Minimum Hours
0-200	1	\$15/hr per attendant	Event Duration
200-500	1-2	\$15/hr per attendant	Event Duration
500+	2	\$15/hr per attendant	Event Duration
Security			
0-200	0	0	0
200-500	1	\$15/hr per attendant	Event Duration
500+	2	\$15/hr per attendant	Event Duration
Media Services			
Location	Techs	Cost	Minimum Hours
Academic Warehouse	1-3	\$25/hr per tech	Event Duration
Lecture Hall	1	\$25/hr per tech	1
IMAG (upon request Acad. Warehouse only)	3-4	\$25/hr per tech	As Requested

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Audio/ visual, Lighting, and Staging Design and Implementation:

The Media Services Department shall not fail to establish policy and procedures related to audio/visual use, installs, and implementation in shared spaces on campus. The purpose of this policy is to ensure that audio/visual use across William Jessup University accommodates the needs of all parties and maintain fire and safety guidelines.

Procedure:

Media services and Events personnel are responsible to meet the requests of all events on the master calendar and must ensure venues will meet the needs of all parties and maintain fire and safety guidelines.

An approved operator must operate Media Services and Chapel warehouse equipment at all times.

Lighting, audio, or staging must be suitable for all events using the shared space. Plans for any audio, visual, lighting or staging configuration that would alter the standard configurations must be submitted in writing to the Media Services Director to ensure compliance.

All hired contractors must meet the minimum insurance requirements of William Jessup University. Before commencing work contractors must submit insurance documents to the Media Services Director. All lift operators must be certified.

Anyone using equipment owned by William Jessup University assumes responsibility for the care and maintenance of that equipment. All costs necessary to repair/ replace are the responsibility of the requesting department.

The Media Services Director must supervise hanging of decorations, lighting, and staging that are intended to be hung or rise above 10 feet off the ground. To protect student, employees, and guests, any use of lighting, audio, or staging not meeting fire and safety standards of Media Services, Events or Facilities will not be permitted.

Nothing is to be hung from pipe and drape structures. This includes lighting, string lighting, art, banners, etc. Exceptions may be requested in writing to the Media Services Director.

Any permanent installation of audio, video, lighting, or staging must be done in consultation with and under the direction of the Media Services Director.

Internal events:

Routine educational activities that are performed in support of the university's learning and educational outcomes and that are designated primarily for those within the WJU learning community, including, but not limited to student life and support services, academic and support services, educational programs, activities, and events. William Jessup assumes all liability.

Procedures:

Step 1: Check availability and REQUEST A ROOM at <https://midas.hosting/jessup/webrequest.pl>. (Please note that this is only a request until final approval has been received.) After placing your request, please wait for approval from the events office.

Step 2: Complete EVENT FORM at <http://my.jessup.edu/events-conferences/events-form-page/>.

Please be sure to complete the entire form, giving us specific details about your events. Completing the EVENT FORM will allow the Events team to generate a quote for your event. You will need this quote to complete step 3.

Step 3: If your department reports to the Provost Office, you are required to submit your Event quote (received through email after Step 2), to the Provost Office for approval. All events for these departments are considered tentative until an approval is received from the Provost Office.

Departments that report to the Provost Office: Academics (Faculty Administration, Library & Educational Learning Services, Educational Technology, Educational Effectiveness) and Student Life (Campus & Residential Life, Campus Ministries, Outreach and Title IX Coordination).

If you have any problems completing the electronic forms, please contact the events office at 916-577-2214 or events@jessup.edu

- Included (costs covered by William Jessup University):
 - Standard facility use
 - Standard setup – see *addendum for standard options*
 - WJU tables and chairs as available
 - Included staffing (per event), if required by Staffing Guidelines (not including athletic game)
 - 2 hour audio/IT tech (arrival 30 minutes prior to event)
 - 2 hour site coordinator (arrival time to be determined based on events needs)
- Billable fees
 - Staffing, based on Events Staffing Guidelines
 - Additional requested audio tech hours \$15.00/hr
 - Video recording \$15/hr (1 tech)
 - IMAG tem \$45/hr (3 techs) (recording included)
 - Additional tables, chairs or pipe and drape (costs subject to current rental company market rate, by quote)
 - Non-standard setup requests (\$150-\$300)
 - Non-standard staffing requests
- Catering
 - All catering requests will go through Bon Appetit directly. Please contact Harvey Smith at harvey.smith@cafebonappetit.com for all catering requests.

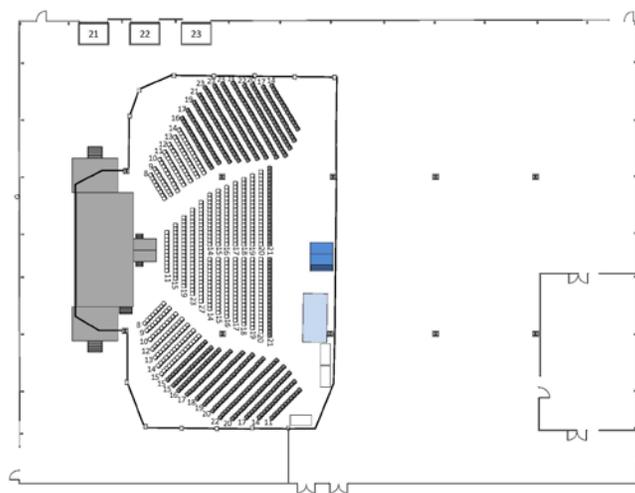
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Internal Policies:

1. All event details and information must be communicated by completing the Event Form at least 3 weeks prior to event to ensure that appropriate staffing may be arranged.
2. Changes or cancellations made within 7 days of event date are likely to incur quoted charges. Contracted labor rates may still be payable.
3. Upon request, limited 8 ft pipe and drape may be available. 14 ft pipe and drape will be used only in Academic Warehouse. It may not be moved to any other room on campus.
4. Events with 500+ attendees may be subject to a cleaning fee of \$250.
5. WJU does not permit the use of smoking or alcohol on campus.
6. No open flame is permitted in any WJU building.

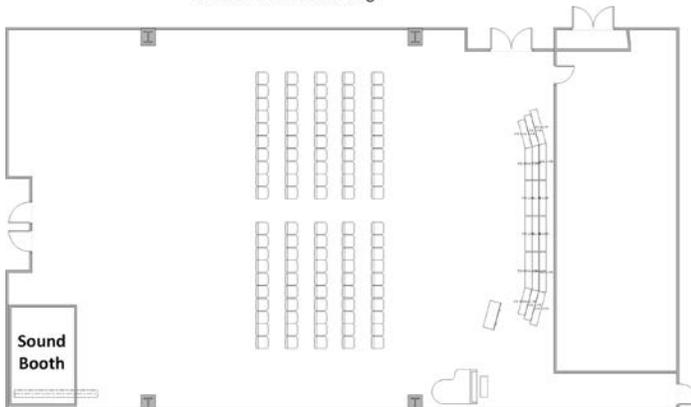
Layout Addendum:

Standard Layout for Academic Warehouse

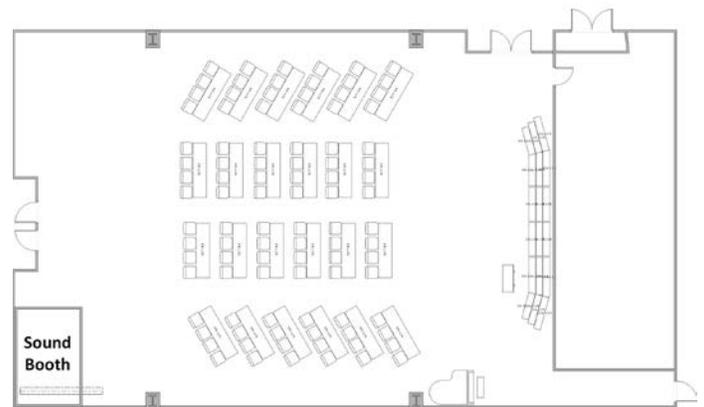


Standard Layout for Lecture Hall-Chairs:

Lecture Hall: 100 Seating



Lecture Hall: Regular Class Setting



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Personal Usage events

Personal or non- William Jessup University-sponsored events are defined as the occasional use of William Jessup University facilities by Faculty and Staff for personal activities. William Jessup University will discount the venue cost for faculty or staff personal use. Faculty and staff members are responsible to provide insurance and cover costs as indicated.

Procedures:

Step 1: Check availability and REQUEST A ROOM at <https://midas.hosting/jessup/webrequest.pl>. (Please note that this only a request until final approval has been received.) After placing your request, please wait for approval email from the events office.

Step 2: Complete EVENT FORM at <http://my.jessup.edu/events-conferences/events-form-page/>. Please be sure to complete the entire form, give us specific details about you events. Completing the EVENT FORM will allow the Events team to generate a quote for your event.

- Included (cost discounted by William Jessup University):
 - 50% Discount on Facility Rental Fees
 - William Jessup University tables and chairs as available
- Billable Fees:
 - Required Non-Standard Setup Fee (\$150-\$300)
 - Staffing based on Events Staffing Guidelines
 - Optional Staffing/Fees
 - Video recording or IMAG team
 - Video recording \$25/hr (1 tech)
 - IMAG team \$75/hr (3 techs; recording included)
 - Audio Tech \$25/hr
 - Additional tables, chairs, or pipe and drape costs according to rental company quote.
 - Catering: All catering requests go through Bon Appetit directly at Harvey.Smith@cafebonappetit.com

Policies:

1. All event details and information must be communicated by completing the EVENT FORM at least 3 weeks prior to even to ensure that appropriate staffing may be arranged.
2. Changes or cancellation made within 7 days of event date are likely to incur quoted charges. Contracted labor rates may still be payable.
3. Upon request, limited 8 ft pip and drape may be available. 14 ft pipe and drape will be used only in Academic Warehouse. It may not be moved to any other room on campus.
4. Events with 500+ attendees may be subject to a cleaning fee of \$250.
5. WJU does not permit the use of smoking or alcohol on campus.
6. No open flame is permitted in any WJU building.

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Partnership Events

Partnership events are defined as occasional activities that are performed in support of the University's learning and educational outcomes that include those within the William Jessup University learning community in addition to an external audience. William Jessup partners to host the event and shares the financial impact. Guests provide insurance and cover costs as indicated.

Additionally, William Jessup values our Church and Donors Partners and offers a partnership rate for occasional activities hosted by a William Jessup University church partner or donor.

A William Jessup team member from the partnering department must be identified to serve as the organizer of the event and communicate all event information and details to the Events office.

WJU Partner Representative Procedures:

Step 1: Check availability and REQUEST A ROOM at <https://midas.hosting/jessup/webrequest.pl>. (Please note that this only a request until final approval has been received.) After placing your request, please wait for approval email from the events office.

Step 2: Complete EVENT FORM at <http://my.jessup.edu/events-conferences/events-form-page/>. Please be sure to complete the entire form, giving us specific details about your events. Completing the EVENT FORM will allow the Events team to generate a quote for your event. You will need this quote to complete step 3.

Step 3: If your department reports to the Provost Office, you are required to submit your Event Quote (received through email after Step 2), to the Provost Office for approval. All events for these departments are considered tentative until an approval is received from the Provost Office.

Departments that report to the Provost Office: Academics (Faculty Administration, Library & Educational Learning Services, Educational Technology, Educational Effectiveness) and Student Life (Campus & Residential Life, Campus Ministries, Outreach and Title IX Coordination).

- Included (costs discounted/covered by William Jessup University
 - Discounted Facilities Rental Fees
 - William Jessup University tables and chairs (as available)
- Billable Fees:
 - Required Non-Standard Setup Fee (\$150-\$300)
 - Staffing based on Events Staffing Guidelines
 - Optional Staffing/fees
 - Video recording or IMAG team
 - Video recording \$25/hr (1 tech)
 - IMAG team \$75/hr (3 techs; recording included)
 - Audio tech \$25/hr
 - Additional tables, chair, or pip and drape costs according to rental company quote
 - Catering: All catering requested go through Bon Appetit directly at Harvey.Smith@cafebonappetit.com.

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Policies:

1. All event details and information must be communicated by completing the EVENT FORM at least 3 weeks prior to event to ensure that appropriate staffing may be arranged.
2. Changes or cancellation made within 7 days of event date are likely to incur quoted charges. Contracted labor rates may still be payable.
3. Upon request, limited 8ft pipe and drape may be available. 14ft pipe and drape will be used only in Academic Warehouse. It may not be moved to any other room on campus.
4. Events with 500+ attendees may be subject to a cleaning fee of \$250.
5. WJU does not permit the use of smoking or alcohol on campus.
6. No open flame is permitted in any WJU building.

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Sponsorship Events

Sponsorship events are defined as occasional activities hosted by an organization William Jessup University sponsors. WJU discounts or covers the venue cost for such relationships. Guests provide insurance and cover costs as indicated.

Sponsored group agrees to reflect the values of the sponsorship in/on promotional material.

Sponsored group agrees to WJU promotional materials being available at the sponsored event.

Procedures

Step 1: Contact the Events Team at Events@jessup.edu or 916-577-2214.

Step 2: Complete EVENT FORM at <http://my.jessup.edu/events-conferences/events-form-page/>

Please be sure to complete the entire form, giving us specific details about your events. Completing the EVENT FORM will allow the Events team to generate a quote for your event.

- Included (costs may be discounted/covered by WJU):
 - Standard Facility Use
 - Standard Setup Up
 - William Jessup University tables and chairs as available
- Billable Fees:
 - Required Non-Standard Setup Fee
 - Cleaning Fee, bases on event
 - Staffing based on Events Staffing Guidelines
 - Optional Staffing/Fees
 - Video Recording or IMAG team
 - Video recording \$25/hr (1 tech)
 - IMAG team \$75/hr (3 tech; recording included)
 - Audio Tech \$25/hr
 - Additional tables, chairs or pipe and drape costs according to rental company quote
 - Catering: All catering requests go through Bon Appetit directly at Harvey.Smith@cafebonappetit.com

Policies:

1. All event details and information must be communicated by completing the EVENT FORM at least 3 weeks prior to even to ensure that appropriate staffing may be arranged.
2. Changes or cancellation made within 7 days of event date are likely to incur quoted charges. Contracted labor rates may still be payable.
3. Upon request, limited 8ft pip and drape may be available. 14ft pipe and drape will be used only in Academic Warehouse. It may not be moved to any other room on campus.
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External Events

External events are defined as the occasional rental of William Jessup University facilities to external organizations. The guest organization must provide insurance and cover costs as indicated. William Jessup University accepts no legal nor financial responsibility.

Procedures:

Step 1: Contact the Events Team at Events@jessup.edu or 916-577-2214

Step 2: Complete EVENT FORM at <http://my.jessup.edu/events-conferences/events-form-page/>

Please be sure to complete the entire form, giving us specific details about your events. Completing the EVENT FORM will allow the Events team to generate a quote for your event.

Billable Fees:

- Standard Facility Rental Fee
- Required Staffing based on WJU Events Staffing Guidelines
 - Audio Tech cost \$40/hr
 - Video Tech cost \$40/hr
 - IMAG cost \$120/hr (3 techs)
 - Site Coordinator \$25/hr
 - Parking attendants \$15/hr per attendant
 - Porter \$15/hr per porter
 - Security \$25/hr per guard
 - Setup cost \$300-\$350 per event
- Additional table, chairs (costs according to rental company quote)
- Catering: All catering requests will go through Bon Appetit directly at Harvey.Smith @cafebonappetit.com.

Policies

1. All event details and information must be communicated by completing the EVENT FORM at least 3 weeks prior to event to ensure that appropriate staffing may be arranged.
2. Four week prior to event, renter must provide signed William Jessup University rental agreement and insurance rider listing William Jessup University as an additional insured.
3. 50% of quoted amount is due two months prior to event. Remaining balance will be billed after the event and due within 30 days.
4. Changes or cancellations made within seven days of event date will incur quoted staffing charges.
5. Upon request, limited 8ft pipe and drape may be available. 14ft pipe and drape will be used only in the Academic Warehouse. It may not be moved to any other room on campus.
6. Events with 500+ attendees may be subject to a cleaning fee of \$250.
7. WJU does not permit the use of smoking or alcohol on campus.
8. No open flame is permitted in any WJU building.

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HR-Human Resources Policies

HR-1.00 Policies	21	HR-4.07 Tuition Waiver.....	66
HR-1.01 Nature of Employment.....	21	HR-4.08 Health Insurance	69
HR-1.02 Employment Categories	22	HR-4.09 Life Insurance.....	70
HR-1.03 Equal Employment Opportunities	24	HR-4.10 Short-Term Disability	71
HR-1.04 Employee Resignation and Termination	25	HR-4.11 403(b) Savings Plan	72
HR-1.05 William Jessup University Property ..	26	HR-4.12 Ministerial Housing Allowance.....	73
HR-1.06 Business Ethics and Conduct.....	27	HR-4.13 Bridge of Services	74
HR-1.07 Hiring of Relatives	28	HR-5.00 Leave.....	75
HR-1.08 Immigration Law Compliance	29	HR-5.01 California CFRA/FMLA Leave	75
HR-1.09 Outside Employment	30	HR-5.02 California CFRA/FMLA Military-Related Leave	78
HR-1.10 ADA/ADAAA	31	HR-5.03 California Pregnancy-Related Disability Leave	83
HR-1.11 Job Posting/Promotions & Transfers.	33	HR-5.04 Time Off to Vote	85
HR-1.12 Discrimination and Harassment.....	34	HR-5.05 Bereavement Leave	86
HR-1.13 Progressive Discipline	41	HR-5.06 Jury/ Witness Duty	87
HR-1.14 Chapel Services	42	HR-5.07 Additional Leave	88
HR-1.15 Outreach Team Leader	43	HR-6.00 Payroll and Timekeeping	90
HR-1.16 Spiritual Formation Groups.....	44	HR-6.01 Timekeeping.....	90
HR-1.17 Recreational Activities	45	HR-6.02 Rest and Meal Periods.....	91
HR-2.00 Privacy and Confidentiality	46	HR-6.03 Work schedule, Workweek, and Workday	92
HR-2.01 Non-Disclosure/ Confidentiality	46	HR-6.04 Paydays	93
HR-2.02 Personnel Records	47	HR-6.05 Overtime and Makeup Time	94
HR-2.03 Medical Information Privacy	48	HR-6.06 Attendance/Unplanned Absences	95
HR-2.04 Social Security Number Privacy	52	HR-6.07 Administrative Pay Corrections	96
HR-3.00 Employment Records and Status	53	HR-6.08 Pay Deductions and Setoffs.....	97
HR-3.01 Employment Applications	53	HR-6.09 Employment Verification.....	98
HR-3.02 Personnel Data Changes	54	HR-7.00 Work Conditions	99
HR-3.02 Performance Evaluation	55	HR-7.01 Safety on Campus.....	99
HR-3.04 Job Descriptions.....	56	HR-7.02 Children in the Workplace	100
HR-3.05 Salary Administration.....	57	HR-7.03 Work Place Violence Prevention	101
HR-4.00 Benefits.....	58	HR-7.04 Drug free workplace/Drug and Alcohol Abuse Prevention	102
HR-4.01 Employee Benefits.....	58	HR-7.05 Personal Appearance.....	104
HR-4.02 Vacation Benefits.....	59	HR-7.06 Ergonomics	105
HR-4.03 Sick Leave Benefits	61	HR-7.07 Personal Use of Phone and Mail Systems.....	106
HR-4.04 Holidays.....	63	HR-7.08 Telecommuting	107
HR-4.06 Benefits Continuation (COBRA)	65		

William Jessup University provides written policies, practices, standards of conduct, and benefits and services solely as a means to facilitate the fulfillment of the mission of the University. Revisions and updated information concerning changes in policy are effective immediately upon publication (including online) unless otherwise noted. It is the Responsibility of the individual to familiarize themselves with the material in the manual. No university representative other than an Executive Administrator has any authority to modify these policies.

HR-1.00 Policies

HR-1.01 Nature of Employment

William Jessup University shall not fail to define the nature of employment and associated policy and procedures.

Procedure:

William Jessup University is an At-Will employer.

Employment with William Jessup University is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, William Jessup University may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between William Jessup University and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at William Jessup University's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the chief executive officer of William Jessup University.

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HR-1.02 Employment Categories

William Jessup University shall not fail to clarify the employment classifications that define employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and William Jessup University.

Procedure:

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by William Jessup University management.

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

- **Regular Full-Time**-employees are those who are not in a temporary position and who are regularly scheduled to work William Jessup University's full-time schedule. Generally, they are eligible for William Jessup University's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Regular Part-time**- employees are those who are not assigned to a temporary position and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by William Jessup University, subject to the terms, conditions, and limitations of each benefit program.
- **Part-time**- employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of William Jessup University's other benefit programs.
- **Temporary**- employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of William Jessup University's other benefit programs.
- **Student**- A fully matriculated (not provisionally accepted) William Jessup University student employed by the University. Students must be enrolled in at least 6 units. Student employees are not eligible for employee benefits except as mandated by applicable law.
 - A student employee's relationship to William Jessup University is primarily as a student, and secondarily as an employee. Therefore, the student employee's supervisor will cooperate with the student and the student's academic advisor to prepare, if possible, a work schedule which does not unduly interfere with the student's educational goals. However, the supervisor is not required to employ or continue to employ a student whose academic schedule might prevent the student from fulfilling job requirements. The

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maximum time a student may work is 25 hours per week while school is in session and 40 hours per week during breaks.

International students on F-1 visas have rigid INS rules associated with employment here in the US. An F-1 student may work on campus if enrolled for 12 or more units of study. Employment is limited to 20 hours per week while school is in session. Employment may be full-time during vacation periods. Employment on campus for F-1 students must end when the student completes a course of study or decides to take less than 12 units per quarter/semester.

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HR-1.03 Equal Employment Opportunities

William Jessup University shall not fail to provide equal employment and advancement opportunities to all individuals.

Procedure:

Employment decisions at William Jessup University will be based on merit, qualifications, and abilities. University policy prohibits unlawful discrimination based on race, color, gender, sex, national and ethnic origin, age, disability and perceived disability, or any basis prohibited by law in the administration of its policies, practices or procedures. As a religious organization, William Jessup University carefully preserves its right to select and maintain employees that affirm its doctrinal statement and will effectively advance its Christian mission.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees can raise concerns and make reports without fear of reprisal. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and/or Human Resources. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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HR-1.04 Employee Resignation and Termination

William Jessup University shall not fail to administer a fair and normative policy to allow both the employee and William Jessup University to have the right to terminate employment at will, with or without cause, at any time. Both the employee and William Jessup University have the right to terminate employment at will, with or without cause, at any time.

Procedure:

Resignation is a voluntary act initiated by the employee to terminate employment with William Jessup University. Although advance notice is not required, William Jessup University requests 2 weeks' written resignation notice from all employees. Employees must work on their final day of employment.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Termination of employment is an inevitable part of personnel activity within any organization. William Jessup University will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss employee benefits, conversion privileges, repayment of outstanding debts to William Jessup University, and return of William Jessup University-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination/resignation in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Employees will receive their final pay in accordance with applicable state law.

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HR-1.05 William Jessup University Property

William Jessup University shall not fail to maintain policy and procedures regarding the use and return of University Property.

Procedure:

Employees are responsible for all William Jessup University property, materials, or written information issued to them or in their possession or control.

All William Jessup University property must be returned by employees on or before their last day of work. Where permitted by applicable laws, William Jessup University may withhold from the employee's check or final paycheck the cost to replace any items that are not returned when required. William Jessup University may also take all action deemed appropriate to recover or protect its property.

Items may include:

- Laptop
- Credit card(s)
- Keys
- Badge
- Vehicles

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HR-1.06 Business Ethics and Conduct

William Jessup University shall not fail to administer policy and procedures that are built upon the principles of fair dealing and ethical conduct of our employees.

Procedure:

Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of William Jessup University is dependent upon our trust and we are dedicated to preserving that trust. Employees owe a duty to William Jessup University to act in a way that will merit the continued trust and confidence of the public.

William Jessup University will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation. If the individual does not feel they can discuss the situation opening, anonymous reporting is available. (See [Anonymous Reporting Policy](#))

Compliance with this policy of business ethics and conduct is the responsibility of every William Jessup University employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Please refer to our [Community Covenant and Foundation Documents](#).

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HR-1.07 Hiring of Relatives

William Jessup shall not fail to maintain policy and procedures regarding the employment of relatives.

Procedure:

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. If the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment.

HR-1.08 Immigration Law Compliance

William Jessup University shall not fail to administer policy and procedures for employing those authorized to work in the United States.

Procedure:

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with William Jessup University within the past three years, or if their previous I-9 is no longer retained or valid.

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HR-1.09 Outside Employment

William Jessup University shall not fail to administer policy and procedures regarding employees who hold a job outside the University.

Procedure:

All employees will be judged by the same performance standards and will be subject to William Jessup University's scheduling demands, regardless of any existing outside work requirements.

If William Jessup University determines that an employee's outside work interferes with performance or the ability to meet the requirements of William Jessup University as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with William Jessup University.

Outside employment will present a conflict of interest if it has an adverse impact on William Jessup University.

HR-1.10 ADA/ADAAA

William Jessup University shall not fail to administer policy and procedures that ensure accommodations for qualified person with disabilities.

Procedures:

It is the policy of William Jessup University to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the university policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

William Jessup University will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to William Jessup University. Contact HR with any questions or requests for accommodation.

All employees are required to comply with the university safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terms Used in This Policy

As used in this ADA policy, the following terms have the indicated meaning:

Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.

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Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

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HR-1.11 Job Posting/Promotions & Transfers

William Jessup University shall not fail to administer policy and procedures that allow employees opportunities to advance within the community.

Procedure:

William Jessup University provides employees an opportunity to indicate their interest in open positions and advance within the William Jessup University according to their skills and experience. In general, notices of all job openings are posted, although William Jessup University reserves its discretionary right to not post a particular opening.

Job openings will be posted on the William Jessup University's website. Each job posting notice will include the job title, department, and job description outlining essential duties and qualifications (required skills and abilities).

William Jessup University encourages employees to apply for positions of interest for which they possess the required skills, competencies, and qualifications. Although inside applicants will receive special consideration, positions will be filled with the candidate whose skills, experience, education, and other qualifications best match the position. To apply for an open position, employees should follow the process as described for all applicants.

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HR-1.12 Discrimination and Harassment

William Jessup University shall not fail to administer policy and procedures that create an atmosphere free from discrimination and harassment.

Procedures:

William Jessup University is committed to providing a work and learning environment where all persons who participate in University programs and activities can work and learn together in an atmosphere free from harassment, disrespectful, or other unprofessional conduct. In furtherance of this commitment, William Jessup University strictly prohibits all forms of unlawful harassment, including harassment on the basis of age (40 or older), ancestry, color, denial of family and medical care leave, disability (mental and physical), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth or breastfeeding), gender, or any other protected status in accordance with all applicable federal, state and local laws. To this end, the University's Human Resource Office will provide and manage a clear definition of harassment and procedures for receiving and responsibly processing all complaints and concerns, including possible subsequent appeals and consequences in accordance with expectations and regulations set forth in the California Department of Fair Employment and Housing, U.S. Equal Employment Opportunity Commission, and the U.S. Department of Education (Office for Civil Rights).

Similarly, William Jessup University is committed to complying with all laws protecting qualified individuals with disabilities. This policy extends to all aspects of William Jessup University's employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

William Jessup University will provide a reasonable accommodation for any known physical or mental disability of a qualified individual provided the requested accommodation does not create an undue hardship for William Jessup University and does not pose a direct threat to the health or safety of others in the workplace or to the individual. William Jessup University will not retaliate or discriminate against a person for requesting an accommodation for his or her disability, regardless of whether the accommodation was granted.

Definitions:

Harassment: Harassment occurs when unwelcome conduct is engaged in because of a protected status of an individual. Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire. Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

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- Unwanted sexual advances.
- Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity.
- Visual conduct, such as leering, making sexual gestures and displaying or posting sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances, propositions, requests or comments.
- Sending or posting sexually related messages, videos or messages via text, instant messaging or social media.
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual and suggestive or obscene letters, notes or invitations.
- Physical conduct, such as touching, groping, assault or blocking movement.
- Physical or verbal abuse concerning an individual's gender, gender identity or gender expression.
- Verbal abuse concerning a person's characteristics including remarks that a male is too feminine or a woman is too masculine.

Sexual harassment may involve incidents between any members of the University community, including faculty and other academic appointees, staff, coaches, students, and non-student or non-employee participants in University programs, such as vendors, contractors, visitors, and parents. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

Discrimination: In addition to the above listed conduct, William Jessup strictly prohibits harassment or discrimination concerning any other protected characteristic. Such prohibited harassment includes:

1. Racial or ethnic slurs, epithets and any other offensive remarks.
2. Jokes, whether written, verbal or electronic.
3. Threats, intimidation and other menacing behavior.
4. Inappropriate verbal, graphic or physical conduct.
5. Sending or posting harassing messages, videos or messages via text, instant messaging or social media.
6. Other harassing or discriminatory conduct based on one or more of the protected categories identified in this policy.

Complainant: The complainant is an individual or group of individuals who believe that unlawful discrimination or sexual harassment may have or has occurred.

Respondent: The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or sexual harassment is made.

Complaint: A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual harassment.

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Responsible Officer: The designated individuals (“Responsible Officer”) to process complaints under this procedure are as follows:

- Student (or Student Applicant) Complainants: Dean of Students/Title IX Deputy Coordinator
- Faculty: Provost and/or Designate/Title IX Deputy Coordinator
- All Other Complainants: Human Resources or Title IX Coordinator

In the interest of preventing sexual harassment, the University will respond to reports of any such conduct and will take reasonable steps to prevent discrimination and harassment from occurring. In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Harassment that is not sexual in nature, but is based on an individual's age (40 or older), ancestry, color, denial of family and medical care leave, disability (mental and physical), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth or breastfeeding), gender, or any other protected status in accordance with all applicable federal, state and local laws is also prohibited by the University's non-discrimination policies; if it is sufficiently severe to deny or limit a person's ability to participate in or benefit from University educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment.

Reporting an Incident of Harassment, Discrimination or Retaliation/Procedures for Processing Complaints

These procedures apply to the processing of complaints arising from alleged unlawful discriminatory actions including sexual harassment. Any member of the University community may report conduct that may constitute discrimination or harassment under this policy. In addition, supervisors, managers, and other designated employees are responsible for taking whatever action is necessary to prevent harassment, discrimination or retaliation, to correct it when it occurs, and to report it promptly to the Responsible Officer. Failure to do so may result in discipline.

Any person who feels he/she has been subjected to sexual or other harassment or inappropriate conduct based upon one or more protected characteristics by an employee or a non-employee shall immediately inform the offending party that the conduct is unwelcome and must be stopped. However, if the initial incident was severe or he/she feels uncomfortable doing so, or if after doing so the situation was not satisfactorily resolved, he/she should immediately report the incident-verbally, or in writing-within 30 days of the alleged unlawful discriminatory action or sexual harassment using either the Informal or Formal levels outlined below:

Informal Level (Optional)

A. Prior to or instead of filing a written formal complaint, any Complainant may seek to meet with the Responsible Officer to determine the nature of any discrimination/ harassment/retaliation complaint and to explore a resolution of the complaint. Such Complainant or person must be given information on how to file a formal complaint during this meeting. The Responsible Officer shall meet with the concerned individual to:

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1. Understand the nature of the concern;
2. Give to Complainant a copy of the University policy and procedure concerning unlawful discrimination and sexual harassment and to inform same of his/her rights under any relevant complaint procedure or policy;
3. Assist the individual in any way advisable.

B. The Complainant shall request this meeting no later than 30 days after the event giving rise to the complaint or no later than thirty days after the Complainant knew or reasonably should have known of the event giving rise to the complaint. The Complainant and Responsible Officer should meet as soon thereafter as possible.

C. The Complainant may have a representative present during the discussion of the complaint with the Responsible Officer.

D. If deemed appropriate, the Responsible Officer shall meet with the Respondent to inform him/her of the nature of the concern.

E. The Responsible Officer shall attempt to resolve the complaint at the Informal Level and if the parties agree to a proposed resolution that does not include disciplinary action, the resolution shall be implemented and the informal process shall be concluded. A resolution at the informal level shall be documented.

1. If, however, the Responsible Officer decides an informal resolution is inappropriate and/or that the circumstances described by the Complainant warrant investigation, the Responsible Officer will invite the Complainant to file a formal written complaint and the formal complaint procedures will be followed.
2. If the Responsible Officer concludes that an investigation is warranted but the Complainant declines to file a formal written complaint, the Responsible Officer shall nevertheless initiate a formal investigation and take appropriate actions as necessary to fully remedy any harm that occurred as a result of unlawful discrimination or sexual harassment and to prevent any further unlawful discrimination or sexual harassment.

F. The Responsible Officer shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the Complainant and the respondent and kept as part of the record. The response shall inform the Complainant of his/her option for filing a written formal complaint and the timeline for doing so.

Formal Level

Where informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the matter, the Complainant may file a formal written complaint with the Responsible Officer. The Complainant shall file the formal written complaint no later than 30 days after the event giving rise to the complaint or no later than 30 days after he/she knew or reasonably should have known of the event giving rise to the complaint. If the filing of a formal complaint is initiated by the resolution at the informal level, the formal written complaint should be filed within 10 days of receipt of the summary resolution letter.

A. If the Complainant chooses to file a written formal complaint, Complainant shall submit a signed statement containing all of the information below:

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1. Complainant's name, address, home and work phone numbers, and job title, if applicable;
2. Name(s) of the individual(s) involved;
3. The date(s) of the event(s) at issue;
4. A detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment;
5. Names, addresses and phone numbers of witnesses or potential witnesses, if possible;
6. Name, address and telephone number of the representative (if any);
7. Date the complaint was filed;
8. Complainant's signature.

B. Within 10 working days after the receipt of the signed complaint, the Responsible Officer will review the complaint to determine if it describes the kind of unlawful discrimination or sexual harassment which is prohibited under these procedures, and to determine whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the University investigates under these procedures, the Responsible Officer will respond to the Complainant in a timely manner, explaining why no investigation will be conducted. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

C. Within 15 working days of receiving the complaint or amended complaint, the Responsible Officer shall act as investigator or shall appoint one or more investigators to act alone, together or in conjunction with the Responsible Officer to investigate the charges, and shall notify the Chief Officer of the applicable administrative division of the University and the Respondent that a written complaint has been received and a formal investigation has begun.

D. The investigator(s) shall commence a thorough investigation of the alleged unlawful discrimination or harassment. The investigator(s) shall meet with the Complainant to review the nature of the complaint, identify the scope and nature of the investigation and, if applicable, review the Complainant's specific disagreements with the findings at the informal level. The investigator(s) shall also meet with the Respondent to present a copy of the complaint and this policy, to receive the Respondent's answer to the complaint and to review with the Respondent the scope and nature of the investigation.

E. After completion of the investigation, the Responsible Officer shall meet with the Provost if either party involved in the complaint is a faculty member and/or a student, or the Chief Officer of the applicable administrative division of the University if the complaint involves only administrative staff members. The Provost or Chief Officer of the applicable administrative division of the University shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any.

F. Within 60 calendar days of receiving the complaint, the investigation shall be completed and a determination shall be made. The Responsible Officer shall forward to the Complainant and Respondent all of the following:

1. A summary of the investigative report;
2. A written notice setting forth:

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- The findings of the Provost or Chief Officer of the applicable administrative division of the University as to whether unlawful discrimination or sexual harassment did or did not occur with respect to each allegation in the complaint;
- A description of actions taken, if any, to remedy any unlawful discrimination or sexual harassment that occurred, and to prevent similar problems from occurring in the future;
- The Complainant's and Respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

Appeal Procedures

A. If the Complainant or Respondent is not satisfied with the results of the formal level administrative decision, the Complainant or Respondent may appeal the determination by submitting a written petition to the University President within 5 calendar days of the receipt of the determination. The written petition shall include supporting documentation explaining the objections to the findings or to the appropriateness of the recommended actions. A copy of the petition and supporting documentation shall also be provided to the Responsible Officer.

B. The President shall, within 10 working days of receipt of the petition, select a person or committee to review the petition. The person or committee shall, within 3 working days of receipt of the petition, schedule a conference to consider the objections presented, review and evaluate the investigative report and findings of the Provost or Chief Officer of the applicable administrative division of the University including any actions taken, and reach a conclusion by majority vote.

C. The President shall issue a decision in writing to the Complainant and Respondent within 10 calendar days of the receipt of the person or committee's recommendation, which shall be the final decision of the University in the matter.

William Jessup University prohibits retaliation against those who report, oppose or participate in an investigation of alleged violations of this policy. Participating in an investigation of alleged wrongdoing in the workplace includes:

1. Filing a complaint with a federal or state enforcement or administrative agency.
2. Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the company regarding alleged unlawful activity.
3. Testifying as a party, witness or accused regarding alleged unlawful activity.
4. Associating with another employee who is engaged in any of these activities.
5. Making or filing an internal complaint with the company regarding alleged unlawful activity.
6. Providing informal notice to the company regarding alleged unlawful activity.

William Jessup University strictly prohibits any adverse action or retaliation against an employee for participating in an investigation of alleged violation of this policy. If an employee feels that he or she is being retaliated against, the employee should immediately contact the appropriate Responsible Officer. In addition, if an employee observes retaliation by another employee, supervisor, manager or nonemployee, he or she should immediately report the incident to the appropriate Responsible Officer.

Confidentiality: The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.

Resolution Options: Individuals are encouraged to use this procedure to resolve their complaints of unlawful discrimination or sexual harassment. However, they should also be aware that the Federal Equal

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Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks he/she has been harassed or that he/she has been retaliated against for resisting or complaining, he/she may file a complaint with the appropriate agency.

California Department of Fair Employment & Housing, Sacramento, CA (within 365 days), www.dfeh.ca.gov

U.S. Equal Employment Opportunity Commission, San Francisco, CA (within 300 days), www.eeoc.gov

U.S. Dept. of Education (ED)/Office of Civil Rights (OCR), Statute of limitations: 180 days, www.ed.gov/ocr

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HR-1.13 Progressive Discipline

William Jessup University shall not fail to administer a normative policy ensuring fair treatment of employees regarding disciplinary action.

Procedure:

The purpose of this policy is to state William Jessup University's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

William Jessup University's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with William Jessup University is based on mutual consent and both the employee and William Jessup University have the right to terminate employment at will, with or without cause or advance notice, William Jessup University may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

William Jessup University recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and William Jessup University.

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HR-1.14 Chapel Services

In support of institutional mission, William Jessup University shall not fail to administer policy and procedures regarding employee attendance at chapel services.

Procedure:

Chapel services are the heart of the community worship at William Jessup University and the place where we connect with faculty, administration, staff and students.

Regular-Full Time employees are strongly encouraged to attend chapel and are not required to clock out for the time away from their normal job duties. Regular-Part Time employees are encouraged to attend with approval from their supervisor and are not required to clock out for the time away from their normal job duties.

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HR-1.15 Outreach Team Leader

In support of institutional mission advancement and the qualified development of employees, the University will not fail to administer a fair and normative policy to allow employees who lead an authorized outreach team to receive a prescribed number of paid days-off from otherwise satisfying work routine responsibilities while in the execution of the outreach leadership role.

Procedure:

William Jessup University encourages staff and students to serve in as many different capacities as possible within the community and abroad and offers several domestic and overseas short-term mission opportunities.

With approval from the employee's direct supervisor, their Executive Administrator, and the Mission Trip staff coordinator, an employee may be granted up to 10 days of paid time, inclusive of holidays, if it is determined that the employee's participation is necessary for trip leadership. Any additional days are subject to Supervisor approval and must be recorded as vacation in the electronic timekeeping system.

Employees who are interested in leading an outreach team should contact Student Life. Once approved, Student Life will provide the employee with the Outreach Team Leadership agreement. The agreement must be signed by the employee's Supervisor and Executive Administrator.

Employees of the University that are interested in participating in University-sponsored trips must receive approval from their supervisor and are expected to use accrued vacation leave to participate. With approval from the employee's direct supervisor and the Mission Trip staff coordinator, with approval an employee may be granted up to 10 days of paid time, inclusive of holidays, if it is determined that the employee's participation is necessary for trip leadership.

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HR-1.16 Spiritual Formation Groups

In Support of institutional mission, William Jessup University shall not fail to administer policy and procedures regarding employees who lead Spiritual Formations groups.

Procedure:

All employees are encouraged to lead SFGs, with supervisor approval. Regular full-time employees are not required to clock out for the time away from their normal job duties.

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HR-1.17 Recreational Activities

William Jessup University shall fail to administer policy and procedures that guide employee attendance at University social events.

Procedure:

Periodically, the University may sponsor social events that employees are invited to attend and/or participate in (e.g., staff luncheons and departmental picnics).

All University-sponsored social events are attended on a voluntary basis by employees and are not part of their work duties or the University's business activities. These social events are intended only to provide recreation for employees.

The University and/or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

HR-2.00 Privacy and Confidentiality

HR-2.01 Non-Disclosure/ Confidentiality

William Jessup University shall not fail to administer normative policy and procedures to ensure confidentiality or University business information.

Procedure:

The protection of confidential business information and student information is vital to the interests and the success of William Jessup University and to the protection of our students.

In the course of employment with William Jessup University, an employee may have access to and become acquainted with information of a confidential or proprietary nature. It is expected that all employees will hold any confidential information received from William Jessup University in strict confidence and shall exercise a reasonable degree of care to prevent disclosure, whether directly or indirectly, to others unless authorized to do so in writing by a member of Executive committee.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

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HR-2.02 Personnel Records

William Jessup University shall not fail to administer policy and procedures to ensure the safekeeping of all personnel records as required by state and federal law.

Procedure:

Personnel files will be monitored, organized, and controlled by the Human Resources Department.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of William Jessup University, and access to the confidential information they contain is restricted. Generally, only supervisors and management personnel of William Jessup University who have a legitimate reason to review information in a file are allowed to do so.

Current and former employees who wish to review or receive a copy of their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in William Jessup University's offices and in the presence of an individual appointed by William Jessup University to maintain the files.

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HR-2.03 Medical Information Privacy

William Jessup University shall not fail to administer policy and procedures that maintain the confidentiality of employees' personal information in compliance with the Health Insurance Portability and Accountability Act. (HIPAA)

Procedure:

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by William Jessup University and how employees can get access to this information. This policy of privacy practices applies to the health plans of William Jessup University that are covered by privacy regulations, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy, or a revised policy, if applicable. The Human Resources Department is the designated Privacy Officer for all employee medical information.

The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except for the following purposes:

- **Treatment** - The Benefit Plans may disclose employees' protected health information, or employees' covered dependents' protected health information, to a health care provider or administrator for its provision, coordination, or management of the employees' health care and related services. For example, prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose employees' protected health information for treatment activities of a health care provider.
- **Payment** - The Benefit Plans may use and disclose employees' protected health information to facilitate payment of premiums for employees' coverage, and to determine and fulfill their responsibility to provide employees' medical, dental, and EAP benefits. For example, employees' protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose employees' protected health information to a health plan or administrator to determine employees' eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.
- **Health Care Operations** - The Benefit Plans may use and disclose employees' protected health information for their health care operations, or the health care operations of a third party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders, or sending employee's information about treatment alternatives or other health-related benefits and services. The Benefit Plans also may disclose employees' protected health information to another health plan or provider that has a relationship with an employee, so that it can conduct quality assessment and improvement activities (for example, to perform case management).
- **Disclosure to Employer or Operating Company** - The Benefit Plans may disclose employees' protected health information to William Jessup University, or to a company acting on the behalf of

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William Jessup University, so that it can monitor, audit, and otherwise administer the employee health benefit plan in which employees participate. William Jessup University and its operating companies are not permitted to use protected health information for any purpose other than administration of employees' health, dental, and EAP benefits. The Benefit Plans will not disclose protected health information to William Jessup University for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

- Disclosure to Health Care Vendors and Accreditation Organizations - The Benefit Plans may disclose employees' protected health information to companies with whom they contract, if they need it to perform requested services. For example, the Benefit Plans may provide protected health information to vendors who provide important information and guidance to plan members with chronic conditions such as diabetes and asthma. Protected health information may be disclosed to accreditation organizations such as the National Committee for Quality Assurance (NCQA) for quality measurement purposes. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect employees' protected health information.
- Public Health Activities - The Benefit Plans may disclose employees' protected health information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive such reports; 3) to report information about a product or activity that is regulated by the U. S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.
- Health Oversight Activities - The Benefit Plans may disclose employees' protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.
- For Research - The Benefit Plans may disclose employees' protected health information for medical research purposes, subject to strict legal restrictions.
- To comply with the Law - The Benefit Plans may use and disclose employees' protected health information to comply with the law.
- Judicial and Administrative Proceedings - The Benefit Plans may disclose employees' protected health information in a judicial or administrative proceeding or in response to a legal order.
- Law Enforcement Officials - The Benefit Plans may disclose employees' protected health information to the police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.
- Health or Safety - The Benefit Plans may disclose employees' protected health information to prevent or lessen a serious and imminent threat to employees' health or safety or the health and safety of the general public.
- Government Functions - The Benefit Plans may disclose employees' protected health information to various departments of the government such as the U. S. military or the U. S. Department of State.

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- Workers' Compensation - The Benefit Plans may disclose employees' protected health information when necessary to comply with workers' compensation laws.
- Other - The Benefit Plans may disclose employees' protected health information when necessary to file claims with re-insurers or stop-loss carriers, or to obtain coverage with re-insurers or stop-loss carriers. The Benefit Plans may also disclose employees' protected health information to subrogation vendors to recoup payments made by the Benefit Plans that were reimbursed by other insurance arrangements.
- Uses and Disclosures with Employees' Written Authorization - The Benefit Plans will not use or disclose employees' protected health information for any purpose other than the purposes described in this policy without the employees' written authorization. For example, the Benefit Plans will not supply protected health information to another company for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the Human Resources Department, but not with respect to any actions the Benefit Plans have already taken.
- Disclosure to Others Involved in an Employee's Care - The Benefit Plans may disclose protected health information about employees to a relative, a friend, the subscriber of employees' benefits, or any other person employees identify, provided the information is directly relevant to that person's involvement with employees' health care or payment for that care. For example, if a family member or a caregiver calls William Jessup University with knowledge of an employee's protected health information, William Jessup University may confirm protected health information or answer questions. Employees have the right to stop or limit this type of disclosure by contacting the Human Resources Department. If an employee is a minor, the employee also may have the right to block parental access to the employee's protected health information in certain circumstances, if permitted by state law.

Employees may request restrictions on the use and disclosure of the employee's protected health information for the treatment, payment, and health care operations purposes explained in this policy. While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain. Under limited circumstances, the Benefit Plans may deny employees access to a portion of their records. If employees request copies, the Benefit Plans may charge employees copying and mailing costs.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created the information that the employee wants to change, the employees should ask that person to amend the information.

Upon request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information. The accounting that the Benefit Plans provide will not include disclosures made before April 14, 2003, disclosures made for treatment, payment or health care operations, disclosures made earlier than six years before the date of the request, and certain other disclosures that

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are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans will charge those employees a reasonable fee for each accounting statement after the first one.

Employees may contact the Human Resources Department to obtain a paper copy of this policy, even if the employees previously agreed to receive notices electronically. Employees must also contact the Human Resources Department if they wish to make any of the requests listed above.

If employees want more information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit Plans made about access to protected health information, they may contact the Human Resources Department. Employees may also file written complaints with the Secretary of the U. S. Department of Health and Human Services. William Jessup University will not take any action against employees if they file a complaint.

William Jessup University may change the terms of this policy at any time. If William Jessup University changes this policy, William Jessup University may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before William Jessup University issued the new policy. If William Jessup University makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

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HR-2.04 Social Security Number Privacy

William Jessup University shall not fail to administer policy and procedures that protect personal information by prohibiting the use of employees' Social Security numbers except as allowed by law.

Procedure:

William Jessup University will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by William Jessup University.
- Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require an employee to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet web site.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

William Jessup University will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes.

Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by William Jessup University should contact the Human Resources Department.

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HR-3.00 Employment Records and Status

HR-3.01 Employment Applications

William Jessup University shall not fail to administer policy and procedures regarding application of employment.

Procedure:

All applicants of William Jessup University are required to complete a University employment application, and are expected to submit honest and truthful information.

William Jessup University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, William Jessup University may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If William Jessup University takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.

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HR-3.02 Personnel Data Changes

William Jessup University shall not fail to administer policy and procedures that maintain accurate information for all active employees.

Procedure:

It is the responsibility of each employee to promptly notify William Jessup University of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

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HR-3.02 Performance Evaluation

William Jessup University shall not fail to administer policy and procedures regarding annual performance evaluations.

Procedure:

Performance evaluations are a collaborative process between the employee and the supervisor designed to stimulate communication and discuss the level of performance associated with the employee's job duties and responsibilities.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months generally during the summer months. A Performance Improvement Plan will be completed for employees that receive an overall "unsatisfactory" performance rating and the employee will be re-evaluated within 60-90 days of the review.

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HR-3.04 Job Descriptions

William Jessup University shall not fail to administer policy and procedures that prescribe and maintain accurate jobs descriptions for all positions.

Procedure:

William Jessup University maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions should be reviewed and revised annually as part of the performance evaluations in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

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HR-3.05 Salary Administration

William Jessup University shall not fail to maintain policy and procedures that ensure equitable wages are established and administered campus wide.

Procedure:

William Jessup University is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

The salary administration program at William Jessup University was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to equal employment opportunities and offer competitive salaries within our labor market.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other similar employers. William Jessup University periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices.

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HR-4.00 Benefits

HR-4.01 Employee Benefits

William Jessup University shall not fail to administer policy and procedures that provide for adoptions and annual review of benefit options for employees. Such review also ensures that all programs are provided in a manner prescribed by law.

Procedure:

William Jessup University will provide eligible employees with a wide range of benefits. A number of the programs (such as Social Security and workers' compensation) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Health Insurance
- Tuition Waiver
- Short-Term Disability
- Vacation Benefits
- Sick Leave Benefits
- 403(B) Savings Plan
- Holidays
- Life Insurance
- Family Leave
- Jury Duty Leave
- Free Parking
- Voting Time Off
- Reduced Meal Pricing in Café
- Discounted Rate at Campus Store
- Optional Dental Insurance
- Optional Vision Insurance
- Supplemental Benefits options
- Other ancillary benefits as become available

Some benefit programs require contributions from the employee, but most are fully paid by William Jessup University.

As an exempt religious non-profit institution, William Jessup University does not contribute to Unemployment Insurance. For the same reason William Jessup University and William Jessup University employees do not contribute to State Disability Insurance.

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HR-4.02 Vacation Benefits

William Jessup University shall not fail to administer policy and procedures that provide employees with time away from work for personal use.

Procedure:

Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Accrual Rate

Employees in active service will accrue vacation leave at the rate listed in the following chart:

Hours worked per week	Years of employment	Hours accrued per pay	Hours accrued per year	Cap
Full Time 40 hrs/wk	1-2	3.34	80	120
	3-6	5	120	180
	7-19	6.67	160	240
	20+	8.34	200	300
$\frac{3}{4}$ Time 30-39 hrs/wk	1-2	2.5	60	90
	3-6	3.75	90	135
	7-19	5	120	180
	20+	6.25	150	225
Part Time 20-29 hrs/wk	1-2	1.67	40	60
	3-6	2.5	60	80
	7-19	3.34	80	120
	20+	4.17	100	150

Vacation leave does not accrue during any period that the employee is on an unpaid leave of absence.

Vacation Leave Usage

Vacation is requested and scheduled through the University electronic payroll record keeping system and approved by the employee's direct supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

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Vacation time off is paid at the employee's base pay rate at the time of vacation. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches the *cap*, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

In the event that an observed holiday occurs during the employee's vacation, he/she is not required to use a vacation day on that authorized holiday. When a major illness or injury occurs during a vacation period and is documented by a physician, available sick leave days may be substituted.

Maximum Accruals

Employees are encouraged to use accrued vacation on an annual basis. The maximum amount of vacation leave that can be accrued at any time will equal one and a half years' total accrual. For example, a full time employee who regularly accrues a total of 10 days (80 hours) of vacation in a year may not exceed a total accrual amount of 15 days (120 hours). If an employee's total accrual reaches the maximum accrual limit, vacation no longer accrues until the employee takes previously accrued time. In other words, when he/she reaches the maximum *or cap*, no more vacation will accrue until vacation is taken.

Recordkeeping

All staff employees (exempt and non-exempt) are expected to record their usage of vacation leave on a pay-period basis. Vacation leave accruals will be tracked and shown on the employee's paystub/earnings statement. University supervisors are responsible for consistently assuring accurate record keeping of employee absences during the payroll period that the absence occurs.

Overtime

Overtime is based on actual hours worked within the work week and not on hours paid. Vacation leave hours, for example, are not counted in determining overtime pay.

Upon termination of employment, employees will be paid for unused vacation time that has been accrued through the last day of work.

HR-4.03 Sick Leave Benefits

William Jessup University shall not fail to administer policy and procedures that provide employees time away from work to care for themselves and family members during illness or injury.

Procedure:

Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate listed in the following chart according to average number of hours worked.

Hours worked per week	Hours accrued per year	Hours accrued per pay
Full Time/40	80	3.34
3/4 Time/30-39	60	2.5
Part Time/20-29	40	1.67
Part Time/ 1-19 hrs	24 (upon DOH and 7/1 of each year)	Non-accrued, does not carry into following year

There is no minimum time increment for which sick leave must be taken. It is primarily for the purpose of continuing an employee's pay during periods in which he/she is unable to perform his/her job responsibility due to illness or injury. It may also be used to cover personal medical/dental appointments or other medical needs.

All regular employee in active service (excluding regular academic year employees) who work a minimum of 20 hours per week are eligible for paid sick leave according to the established accrual rate. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Regular part-time employees who work less than 20 hours are eligible for 24 hours of sick leave per fiscal year. Unused hours do not carry into the next fiscal year. These hours are usable as of date of hire and can be used for sick leave and family sick. This includes preventative care, treatment of existing health condition and specified purposes if you are a victim of domestic violence, sexual assault or stalking.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Before returning to work from a sick leave absence of 15 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

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Sick leave benefits may be used to supplement any payments that an employee is eligible to receive from disability insurance, or workers' compensation.

Sick leave may be accumulated up to a total maximum amount of 480 hours. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Unused sick leave will not be paid out upon termination of the employment relationship. In the event that the employee's illness or injury causes him/her to remain off the job more than the amount of sick leave available, he/she may elect to use accrued vacation leave. If an employee's sick leave exceeds 10 continuous working days, the employee's direct supervisor shall notify Human Resources. A doctor's certificate may be required to return to work, at the discretion of their direct supervisor or Human Resources.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Family sick leave/kin care

Family sick leave may be used to continue pay when the employee is needed to attend to the personal illness or injury of the employee's current spouse, children (including adopted children), parents, parents-in-law, grandparents, grandchildren, and siblings. Employees must record Family Sick Leave on the Employee Paid Leave Record and submit to the payroll department. Employees may use up to 5 days of Paid sick leave for Family sick/care. Expectations to the annual limit will be considered for critical/life threatening situations, with the joint approval of the employee's supervisor and the Human Resource Director. Part time employees working less than 20 hours can use all 24 hours.

Record Keeping

All staff employees are expected to record their usage of sick leave on a pay period basis. Sick leave accruals will be tracked and shown on the employee's paystub/earnings statement. University supervisors are responsible for consistently assuring accurate record keeping of employee absences during the payroll period that the absence occurs.

Employees shall request time off for Family Sick/Kin care leave on the University's electronic payroll record keeping system and note the familial relationship in the reason field (e.g. mother) By doing so, employee is acknowledging that the absence will be charged against his/her sick leave and counted as kin care, that the time off stated meets the definition of kin care and that providing false information about the use of sick leave, including the use of leave for kin care, is a violation of University policy.

Overtime

Overtime is based on actual hours worked within the work week. Sick leave hours are not counted in determining overtime pay.

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HR-4.04 Holidays

William Jessup University shall not fail to administer policy and procedures that provide employees with time away from work in celebrations of university recognized holidays.

Procedure:

Holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Easter Monday (Monday after Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Day before Thanksgiving (fourth Wednesday in November)
- Thanksgiving Day (fourth Thurs in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas week (varies)

Please reference current year's schedule available on My.jessup.edu.

William Jessup University will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the average number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

To be eligible for holiday pay, employees must be active in service.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

A 40 hour per work week employee receives 8 hours of pay for the holiday. Holiday pay is prorated for employees working less than 40 hours per week. A 3/4 time (30-39 hour per week) employee receives 6 hours of pay for the holiday and a part time (20-29 hour per week) employee receives 4 hours of pay for the holiday. A 3/4 or part time employee will receive the pro-rated pay for the holiday, whether or not he/she is regularly scheduled to work on the holiday.

The University, at its discretion may add a Personal Holiday to the holiday schedule. This Personal Holiday functions like a holiday but is subject to supervisor approval per a time-off request. It must be taken as a full day and must be requested through the electronic timekeeping system. A 3/4 time (30-39 hour per week) employee receives 6 hours of pay for the holiday and a part time (20-29 hour per week) employee receives 4 hours of pay for the holiday. This day does not carry over to the following year, and is not paid out upon termination.

The University academic calendar or an employee's department workload may necessitate that an employee work an observed holiday. If a regular employee must work on a designated holiday, he/she will be granted another paid day off (substitute holiday), at his/her regular rate and agreed upon between employee and his/her direct supervisor.

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HR-4.05 Workers' Compensation Insurance

William Jessup University shall not fail to administer policy and procedures regarding work-related injuries and illnesses.

Procedure:

Employees must report any work-related illness or injury to their supervisor or HR no later than 24 hours after the occurrence, regardless of how minor the injury or illness may appear. This will enable an eligible employee to qualify for coverage as quickly as possible.

If the illness or injury occurs after hours, is severe or life threatening, seek medical attention at the nearest available urgent care facility (or emergency room). Inform the medical provider that the injury is job related.

If the illness or injury is not life threatening, the University provides medical treatment for work-related illness or injuries through our Medical Network Provider, United Healthworks (2305 Sunset Blvd in Rocklin or 1893 Monterey Rd, Suite 200 in San Jose).

All employees who are injured in a work-related incident will be referred to United Healthworks, unless prior to a work-related injury, the University has received a Workers Compensation Pre-Designation form signed by the employee and the employee's regular physician.

The employee must complete a DWC Form 1, and return it to the Human Resource Department. The HR department will submit a claim to the University's workers' compensation insurance carrier. The employee will be contacted by the insurance carrier to confirm the details of the claim and for follow up information. The insurance carrier will work directly with the employee in regards to covered medical expenses, lost work time, etc.

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HR-4.06 Benefits Continuation (COBRA)

William Jessup University shall not fail to administer policy and procedures that provide employees with the opportunity to continue health insurance coverage when a qualifying event would normally result in the loss of eligibility.

Procedure:

In accordance with federal law, William Jessup University will provide the necessary information about COBRA to employees and their dependents.

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under William Jessup University's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at William Jessup University's group rates plus an administration fee. William Jessup University provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under William Jessup University's health insurance plan. The notice contains important information about the employee's rights and obligations.

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HR-4.07 Tuition Waiver

In support of qualified development of employees, William Jessup University shall not fail to administer a fair and normative policy to allow employees to receive tuition waivers.

Procedure:

William Jessup University values the role of education in personal growth and professional development for its employees and their families.

Definitions:

- Eligible employee (staff and faculty) – Regular full-time employees working 40 hours per week who have been continuously employed full-time for at least one year. Eligibility will be determined by the employee's status on the first day of class for each semester. Tuition waiver is not available while employees are on a Leave of Absence.
- Eligible spouse – employee's legally married spouse.
- Eligible dependents – any single dependent children (as defined by IRS regulations) living in the same household (as verified by the employee's tax return).
- Regular part-time employees who have been continuously employ as such for at least one year are eligible for 50% tuition waiver in the first year after conversion to regular full-time status.

1. UNDERGRADUATE

Tuition Waiver: Eligible employees, spouses, and dependents receive 100% tuition waiver. This benefit covers tuition costs only and does not include room and board, fees, and books. The William Jessup University tuition waiver, less any institutional aid, government or private grants or scholarships, cannot exceed the tuition amount and may not be accumulated or carried over to a following semester. Eligible dependents living on William Jessup University's campus, may use available federal aid to cover a portion of on campus room and board. This staff benefit does not extend to study abroad programs.

• Auditing Courses-

Eligible employees who wish to audit courses at William Jessup University are exempt from paying the Non-WJU Student registration fee.

Undergraduate Application Process

- Complete the "Free Application for Federal Student Aid" (FAFSA) by current year deadline prior to the initial tuition waiver year. This is a requirement of all employees and/or their spouses/dependents planning to receive the tuition waiver. A verification and update of the FAFSA application will be required in subsequent years.
- Submit a "GPA Verification Form" to the California Student Aid Commission in addition to the FAFSA, by the current year deadline, to determine if an employee is eligible to receive a Cal Grant. The GPA Verification Form can be found on <http://www.csac.ca.gov>.

Financial Aid verifies employee eligibility with Human Resources.

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1. Courses are to be taken outside of the work schedule. Classes must not interfere with the employee's regular work schedule or the performance of their work responsibilities. Unlike student employees, a regular employee's relationship to William Jessup University is primarily as an employee, and only secondarily as a student.
2. Admission into a course is on a space-available basis as determined for each program/course, and students on tuition waiver do not count toward the decision to cancel a class.

3. WILLIAM JESSUP UNIVERSITY GRADUATE PROGRAM DISCOUNTS

Tuition Waiver: A limited number of employees will be accepted into eligible graduate programs on a competitive basis. Eligible employees who meet the requirements for admission to the program and are selected by the admissions committee will receive 100% tuition waiver. This benefit is available to employees only and is limited to tuition costs only. It does not include fees and books. Based on the IRS code, tax-free waivers will have a maximum per year. Above that amount, any further tuition waiver will be added to employees' taxable wages and employment taxes must be withheld.

Graduate Application Process: Complete and submit the graduate application no later than six weeks prior to the start of the program. Each program has its own requirements. Refer to the program's admissions process which can be found online. In order to be considered for the tuition waiver, all employees must include a short paragraph indicating how this degree will enhance your current position at William Jessup University. *The Master of Arts in Teaching and 1 year MBA programs are not eligible for tuition waiver due to extensive internships.*

4. WESTERN SEMINARY (SACRAMENTO) TUITION DISCOUNTS

Employees who have been continuously employed full time for at least one year are eligible to receive a discount for Western Seminary (Sacramento, San Jose and Portland) classes. Distribution of this benefit will be as follows:

- Employees must be regular or annual contract employees
- Employees must have at least one year of continuous employment.
- Benefit priority will be given first to full time employees. If there are remaining unused funds, benefit priority will then be given to spouses of employees and finally to dependent children living in the same household.
- This benefit covers tuition costs only

To be eligible for consideration, the employee must 1) be accepted as a student of Western Seminary, 2) complete the William Jessup University Western Seminary tuition discount application and 3) submit it to the Director of Human Resources by the end of Western's open registration period for the desired semester. The award(s) will be granted on a year to year basis, subject to availability and annual renewal of benefit with Western. Classes must not interfere with your work schedule or the performance of your work responsibilities.

5. TUITION WAIVER EXCHANGE PROGRAM

Student applicants must be admissible at the host/importing institution in accordance with regular institutional admission standards and must comply with all of the host/importing institution's financial aid policies and procedures. Applicants must maintain good academic standing and satisfactory academic standing. William Jessup University provides written policies, practices, standards of conduct, and benefits and services solely as a means to facilitate the fulfillment of the mission of the University. Revisions and updated information concerning changes in policy are effective immediately upon publication (including online) unless otherwise noted. It is the responsibility of the individual to familiarize themselves with the material in the manual. No university representative other than an Executive Administrator has any authority to modify these policies.

progress.

Council of Independent Colleges Tuition Exchange Program (CIC-TEP)

As a member institution of the Council of Independent Colleges, we are eligible to participate in the CIC Tuition Exchange Program. More information is available at <https://www.cic.edu/member-services/tuition-exchange-program>

Council of Christian Colleges and University Tuition Waiver Exchange Program (CCCU)

William Jessup University participates in the Tuition Waiver Exchange Program sponsored through the Council of Christian Colleges and University (CCCU). More information can be found at <http://www.cccu.org/twep>. William Jessup University application deadline is June 1, however, each institution has its own deadline and applicants are encouraged to apply early.

If you have questions, all guidelines, procedures, and forms can be found on the respective websites or you may contact William Jessup University Director of Financial Aid.

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HR-4.08 Health Insurance

William Jessup University shall not fail to administer policy and procedures regarding a medical insurance plan review, selection, and access for eligible employees and their dependents.

Procedure:

Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees who work 30 hours or more.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between William Jessup University and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

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HR-4.09 Life Insurance

William Jessup University shall not fail to administer policy and procedures regarding basic life insurance for eligible employees.

Procedure:

Life insurance offers you and your family important financial protection. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees who work 30 hours or more

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between William Jessup University and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

HR-4.10 Short-Term Disability

William Jessup University shall not fail to administer policy and procedures regarding short-term disability (STD) benefits to eligible employees.

Procedure:

Employees in the following employment classifications are eligible to participate in the STD plan:

- Regular full-time employees who work 30 hours or more

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between William Jessup University and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD coverage.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about STD benefits.

Employees will become eligible for this insurance on the first day of the month coincident with active employment at William Jessup University. Partial wage-replacement benefits begin 15 days after the employee becomes totally or partially disabled because of an injury or sickness (may be reduced by deductible sources of income and disability earnings). Depending on the doctor's certification, the employee is eligible for up to a maximum 11 weeks.

William Jessup University's insurance is with a private carrier rather than the State Disability Insurance Program. William Jessup University employees are not eligible for, nor do they contribute to SDI- the state-sponsored insurance program that provides partial wage-replacement while on leave. See the Human Resources Department for further information.

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HR-4.11 403(b) Savings Plan

William Jessup University shall not fail to administer policy and procedures regarding a 403(b) plan option for eligible employees.

Procedure:

Eligibility:

Employees who work at least 20 hours per week are eligible to make salary reduction/deferral contributions upon their date of hire.

Match:

Employees are eligible to participate in the employer matching contribution, when available, after having completed one year of service and having attained age 21, provided that they're not an *excluded employee*, (see Human Resources for details).

Employees are immediately 100% vested in their deferral amount, plus the employer contribution. Please contact the Human Resources Department for a 403(b) Summary Plan Description and a Salary Reduction Agreement.

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HR-4.12 Ministerial Housing Allowance

William Jessup University shall not fail to administer policy and procedures regarding housing allowance for qualified licensed ministers.

Procedure:

Housing allowances may be requested by licensed ministers of the gospel who are employed at William Jessup University. Requests for board approval of ministerial housing allowances will be considered if the employee meets the criteria established by Internal Revenue Code and annually completes the William Jessup University Housing Allowance Exclusion Worksheet. The complete Ministerial Housing Allowance Policy and forms are available from Human Resources.

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HR-4.13 Bridge of Services

William Jessup University shall not fail to administer policy and procedures that bridge breaks in service.

Procedure:

If the break in service is less than 5 years, the employee's past service will be counted for purposes of vacation accrual, tuition benefit, longevity recognition and 403(b) matching.

If the break in service is greater than 5 years, past service will still be counted for vacation accrual and longevity. However, the waiting period for 403(b) match and tuition benefits will revert to the waiting period applicable to new employees.

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HR-5.00 Leave

HR-5.01 California CFRA/FMLA Leave

William Jessup University shall not fail to administer policy and procedures regarding leave in accordance to the federal Family and Medical Leave Act and the California Family Rights Act (FMLA/CFRA)

Procedure:

The federal Family and Medical Leave Act and the California Family Rights Act ("FMLA/CFRA") provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is 12 weeks within a 12-month period. Please note that leave taken under this policy and the Company's CFRA-FMLA Military-Related Leave Policy is counted against an employee's total CFRA/FMLA leave entitlement. For more information regarding leave under this policy, employees should contact Human Resources.

Eligibility

To be eligible for FMLA /CFRA leave under this policy, employees must:

Have worked at least twelve (12) months for William Jessup University in the preceding seven (7) years (limited exceptions apply to the seven-year requirement).

Have worked at least 1,250 hours for William Jessup University over the twelve (12) months preceding the date the leave would commence.

1. Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA and/or CFRA leave may be taken for any the following reasons:

1. Birth of a child, or to care or bond with a newly born child, including incapacity due to pregnancy or prenatal medical care.
2. Placement of a child with the employee for adoption or foster care or to care or bond with the child.
3. To care for an immediate family member (employee's spouse, child or parent) with a serious health condition.
4. Because of the employee's serious health condition that makes the employee unable to perform his or her job.

The maximum amount of leave that may be taken under this policy in a twelve (12) month period for all reasons combined is twelve (12) weeks. Also, in addition to leave available under the FMLA and the CFRA, female employees may be eligible for leaves of absence during periods of disability associated with pregnancy or childbirth. Please see the Pregnancy Disability Leave of Absence Policy for further information on this type of leave.

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Definitions

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of continuing treatment.

Identifying the 12-month Period

For the purposes of calculating the 12-month period during which 12 weeks of leave may be taken, William Jessup University uses a rolling 12-month period measured backward from the date and employee uses any FMLA/CFRA leave. In addition, FMLA/CFRA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

Intermittent Leave

Eligible employees may take FMLA/CFRA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care generally must be taken in at least two-week increments under the CFRA, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt William Jessup University's operations.

Procedures for Requesting Leave

1. The employee should contact their supervisor and Human Resources as soon as they realize the need for a FMLA/CFRA leave. The employee must consult with his/her supervisor regarding scheduling of any planned medical treatment in order to minimize disruption to the operations of the University. If the employee cannot provide thirty (30) days' notice, the University must be informed as soon as practical. For pregnancy, please notice HR as soon as possible. Any changes to this information should be promptly reported to William Jessup University.
2. The employee will submit a medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member and the start and end dates of the leave within fifteen (15) calendar days of the request for leave. Failure to do so may result in delay of the commencement of leave, withdrawal of a preliminary designation of FMLA/CFRA leave or denial of a leave request. Second or third medical opinions and periodic recertification may also be required.
3. The employee must provide periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
4. William Jessup University requires medical certification of fitness for duty before returning to work if the leave was due to the employee's serious health condition.

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Employer Responsibilities

To the extent required by law, William Jessup University will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, William Jessup University will provide eligible employees with a notice that specifies any additional information required as well their rights and responsibilities. William Jessup University will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for FMLA/CFRA leave William Jessup University will provide a reason for the ineligibility.

Use of Accrued Paid Leave

Paid leave may be substituted for unpaid leave by the use of accrued vacation leave or sick leave in the event of the employee's own serious health condition. Employees may use accrued vacation and up to 5 days of accrued sick leave to attend to the illness of a child, parent or spouse of the employee.

Employees may use accrued vacation if the leave is for bonding. Employees on FMLA/CFRA leave will not continue to accrue vacation/sick leave during unpaid FMLA/CFRA leave. Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy.

Note: William Jessup University does not contribute to or participate in the State Disability Insurance (SDI) program or the Paid Family Leave (PFL), the state-sponsored insurance program within the State Disability Insurance (SDI) system that provides partial wage-replacement while on leave.

Maintenance of Health Benefits

If employees and/or their families participate in William Jessup University's group health plan, William Jessup University will maintain coverage during FMLA/CFRA leave on the same terms as if employees had continued to work. William Jessup University will continue to make the same premium contribution as if the employee has continued working. If the employee contributes toward any health and welfare benefit plans, payment for same will be due at the time the payroll deduction would occur. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Return from Leave

So that an employee's return to work can be properly scheduled, an employee on FMLA/CFRA leave is requested to provide William Jessup University with at least two weeks advance notice of the date the employee intends to return to work. Upon returning from FMLA/CFRA leave, employees will typically be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave.

Failure to Return after FMLA/CFRA Leave

If an employee fails to return to work as scheduled after FMLA/CFRA leave or if an employee exceeds the 12-week FMLA/CFRA entitlement, the employee will assume that the employee has resigned. Likewise, following the conclusion of the FMLA/CFRA leave, William Jessup University's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

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HR-5.02 California CFRA/FMLA Military-Related Leave

William Jessup University shall not fail to administer policy and procedures regarding military-related leave in accordance to the Family and Medical Leave Act and the California Family Rights Act (FMLA/CFRA)

Procedure:

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act ("FMLA/CFRA") provide eligible employees the opportunity to take unpaid, job-protected leave for certain service-related medical and nonmedical needs of family members. There are two forms of such leave. The first is military caregiver leave, and the second is qualifying exigency leave. Each of these leaves is detailed below. The maximum amount of leave available under this policy is 26 weeks in a 12-month period. Please note that leave taken under this policy together with leave taken under William Jessup University's CFRA/FMLA Leave Policy is counted against an employee's total CFRA/FMLA leave entitlement. For more information regarding leave under this policy, employees should contact Human Resources.

Eligibility

To be eligible for leave under this policy, employees must meet all of the following requirements:

1. Have worked at least twelve (12) months for William Jessup University in the preceding seven (7) years (limited exceptions apply to the seven-year requirement).
2. Have worked at least 1,250 hours for William Jessup University over the twelve (12) months preceding the date the leave would commence.
3. Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Definitions

A "covered service-member" is either: (1) a current service-member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the service-member is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a "covered veteran" who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

A "covered veteran" is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009, and March 8, 2013, is excluded in determining this five (5) year period.

The definition of "serious injury or illness" for current service-members and veterans is distinct from the definition of "serious health condition" detailed in William Jessup's CFRA/FMLA Leave Policy. For purposes of this policy, the term "serious injury or illness" means an injury or illness incurred by the service-member in the line of duty while on active duty in the Armed Forces that may render the service-member medically unfit to perform the duties of the service member's office, grade, rank or rating, or one William Jessup University provides written policies, practices, standards of conduct, and benefits and services solely as a means to facilitate the fulfillment of the mission of the University. Revisions and updated information concerning changes in policy are effective immediately upon publication (including online) unless otherwise noted. It is the Responsibility of the individual to familiarize themselves with the material in the manual. No university representative other than an Executive Administrator has any authority to modify these policies.

that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty.

With regard to covered veterans, the serious injury or illness may manifest itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Identifying the 12-Month Period

William Jessup uses a rolling 12-month period measured backward from the date an employee uses any leave. However, the 12-month period for military caregiver eligibility is specifically defined below in the Military Caregiver Leave Eligibility section.

Military Caregiver Leave

In addition to the eligibility standards set forth above, to be eligible for military caregiver leave, an employee must be a spouse, son, daughter, parent or next of kin of the covered service member. "Next of kin" means the nearest blood relative of the service-member, other than the service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service-member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service-member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave. If the service member is not the son, daughter or spouse of the employee but is the "next of kin" of the employee, only FMLA leave will be used, not CFRA leave.

An eligible employee may take up to twenty-six (26) workweeks of military caregiver leave to care for a covered service-member in a single 12-month period. The "single 12-month period" begins on the first day leave is taken to care for a covered service-member and ends twelve (12) months thereafter, regardless of the method used to determine leave availability for other CFRA/FMLA-qualifying reasons. If employees do not exhaust their twenty-six (26) workweeks of military caregiver leave during this "single twelve (12) month period," the remainder is forfeited.

Within the "single twelve (12) month period" described above, an eligible employee may take a combined total of twenty-six (26) weeks of CFRA/FMLA leave, including up to twelve (12) weeks of leave for any other CFRA/FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the "single 12-month period," an eligible employee may take up to sixteen (16) weeks of CFRA/FMLA leave to care for a

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covered service-member when combined with up to ten (10) weeks of CFRA/FMLA leave to care for a newborn child.

Unpaid military caregiver leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a "covered service-member," which means: (1) a current member or veteran of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation or therapy or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves who was discharged or released under conditions other than dishonorable at any time within five years prior to the treatment that an eligible employee requests; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render current member medically unfit to perform the duties of the member's office, grade, rank or rating.

Military caregiver leave is not available to care for service-members on the permanent disability retired list. Serious injury or illness specifically includes, but is not limited to, aggravation of a preexisting condition while in the line of duty.

Military caregiver leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than twenty-six (26) workweeks of military caregiver leave, however, may be taken within any single 12-month period.

Qualifying Exigency Leave

Employees who meet the eligibility standards set forth above are eligible to request qualifying exigency leave. Although qualifying exigency leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed twelve (12) weeks in any 12-month period (with the exception of military caregiver leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Eligible employees may take unpaid qualifying exigency leave to tend to certain "exigencies" arising out of the duty under a call or order to active duty of a "covered military member" (i.e. the employee's spouse, son, daughter or parent). Up to twelve (12) weeks of qualifying exigency leave is available in any twelve (12) month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of military caregiver leave, which is subject to a maximum of twenty-six (26) weeks of leave in a single 12-month period). The maximum amount of qualifying exigency leave an employee may use to bond with a military member on short-term, temporary rest and recuperation during deployment is fifteen (15) days.

Persons who can be ordered to active duty include active and retired members of the Armed Forces, certain members of the retired Reserve and various other Reserve members, including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying exigency leave is available under the following circumstances:

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1. Short-notice deployment: To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
2. Military events and related activities: To attend any official military ceremony, program or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.
3. Child care and school activities: To arrange for alternative child care; to provide child care on an urgent, immediate need basis; to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility.
4. Financial and legal arrangements: To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state or local agency in connection with service benefits.
5. Counseling: To attend counseling (by someone other than a health care provider) for the employee, the covered military member or for a child or dependent when necessary as a result of duty under a call or order to active duty.
6. Temporary rest and recuperation: To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five (5) of days of leave for each instance of rest and recuperation.
7. Post-deployment activities: To attend arrival ceremonies, reintegration briefings and events and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.
8. Mutually agreed leave: Other events that arise from the close family member's call or order to active duty, provided that [Company Name] and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

Intermittent Leave

Eligible employees may take leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt William Jessup University's operations. Intermittent leave is permitted at the same intervals as provided in William Jessup University vacation, or sick leave policy.

Use of Accrued Paid Leave

Depending on the purpose of employees' leave request, employees may choose (or William Jessup University may require employees) to use accrued paid leave (such as sick leave, or vacation) concurrently with some or all of the leave taken under this policy. To substitute paid leave for FMLA/CFRA leave, eligible employees must comply with William Jessup's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Maintenance of Health Benefits

If employees and/or their families participate in William Jessup University's group health plan, William Jessup University will maintain coverage during FMLA/CFRA leave on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their share of health

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plan premiums while on leave. In some instances, William Jessup University may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Procedures

When seeking leave under this policy, employees must provide to Human Resources the following:

1. Military caregiver leave: Within fifteen (15) days of the request, an employee requesting military caregiver leave may be required to provide appropriate certification supporting the need for leave completed by an authorized health care provider.
2. Qualifying exigency leave: Within fifteen (15) days of the request, an employee requesting qualifying exigency leave may be required to provide appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member.
3. Both types of leave. An employee must provide periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. Leave under this policy will be governed by, and handled in accordance with, the CFRA and the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Employer Responsibilities

To the extent required by law, William Jessup University will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, William Jessup University will provide eligible employees with a notice that specifies any additional information required as well their rights and responsibilities. William Jessup University will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for FMLA/CFRA leave, William Jessup University will provide a reason for the ineligibility.

Job Restoration

Upon returning from FMLA/CFRA leave, employees will typically be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions.

If an employee fails to return to work as scheduled after FMLA/CFRA leave or if an employee exceeds the authorized FMLA/CFRA entitlement, the employee will be subject to William Jessup University other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other William Jessup University -provided leave available to her or him that applies to the continued absence. Likewise, following the conclusion of the FMLA/CFRA leave, William Jessup University's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

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HR-5.03 California Pregnancy-Related Disability Leave

William Jessup University shall not fail to administer policy and procedures regarding leave in accordance with the California Pregnancy-related disability leave policy.

Procedure:

William Jessup University provides female employees with job-protected unpaid leave, up to four months, for disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth). For the purposes of leave under this policy, “four months” mean the number of days the employee would normally work within four calendar months (one-third of a year equaling 17 1/3 weeks), if the leave is taken continuously, following the date the pregnancy leave commences.

William Jessup University also provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. In addition, a transfer to a less strenuous or hazardous position or duties may be available pursuant to an employee’s request, if such a transfer is medically advisable. Employees requesting a leave or reasonable accommodation should promptly notify Human Resources.

Eligibility

All employees who experience disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth) may request leave or a reasonable accommodation under this policy.

Requesting Leave:

When seeking leave or a reasonable accommodation under this policy, an employee must provide the following:

1. As soon as practicable and if possible prior to commencing leave, a statement from his or her healthcare provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee’s status and intent to return to work.
2. Upon return from leave, medical certification of fitness for duty before returning to work. The company will require this certification to address whether employees can perform the essential functions of their positions.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Employer responsibilities

To the extent required by law, the company will inform employees whether they are eligible for leave under this policy. Should employees be eligible for leave, the company will provide eligible employees with a notice that specifies any additional information required, as well as their rights and responsibilities.

As detailed in the California Family Rights Act (CFRA)-Family and Medical Leave Act (FMLA) Policy, William Jessup University will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against employees’ leave entitlements. If

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employees are not eligible for FMLA leave, William Jessup University will provide a reason for the ineligibility.

Additionally, William Jessup University will engage in an interactive process with employees who request a reasonable accommodation under this policy.

Use of accrued paid leave

Accrued paid sick leave must be used concurrently with leave taken under this policy unless the employee is eligible for William Jessup University's Short Disability program. Employees can use their accrued sick leave during the Short Term disability elimination period. Once the short term disability benefits have begun, the employee may choose to supplement those benefits with accrued paid sick leave. Paid sick leave and SDI benefits combined may not exceed 100% of regular pay.

Additionally, employees may choose to use accrued vacation leave, concurrently with some or all of the leave under this policy. If short term disability benefits are being paid, accrued paid leave and SDI payments combined may not exceed 100% of pay.

Vacation and sick leave will not accrue during a pregnancy disability leave.

Maintenance of health benefits

If employees and their families participate in William Jessup University's group health plan, William Jessup University will maintain coverage during leave under this policy on the same terms as if the employees had continued to work. If applicable, employees must make arrangements to pay their shares of health plan premiums while on leave. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Job restoration

An employee is able to return to work from a pregnancy disability leave upon submission of a medical certification. An employee will typically be restored to their original position or to equivalent position with equivalent pay, benefits, and other employment terms and conditions. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Failure to return after leave

If an employee fails to return to work as scheduled after leave under this policy, or if an employee exceeds the leave entitlement, the employee will be subject to the company's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other company-provided leave available to her that applies to the continued absence.

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HR-5.04 Time Off to Vote

William Jessup University shall not fail to administer policy and procedures that provide employees time-off to vote.

Procedure:

Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, William Jessup University will grant up to 1 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

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HR-5.05 Bereavement Leave

William Jessup University shall not fail to administer policy and procedures that provide employees time-off due to death of an immediate family member.

Procedure:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to up to 5 days of paid bereavement leave will be provided to eligible employees.

All regular staff employees in active service who work a minimum of 20 or more hours per week are eligible for paid bereavement leave. Active service commences with an employee's first day of work and continues there after unless broken by an absence without pay, a leave of absence, or termination of employment.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

William Jessup University defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

Record Keeping

Exempt and non-exempt employees shall request time off for bereavement leave on the University's electronic payroll recordkeeping system and note the familial relationship in the reason field (e.g. grandfather).

Overtime

Overtime is based on actual hours worked not paid hours. Bereavement leave hours are not counted in determining overtime pay.

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HR-5.06 Jury/ Witness Duty

William Jessup University shall not fail to administer policy and procedures that provide employees time-off to serve jury/witness duty when required.

Procedure:

Eligible employees include:

- Regular full-time employees
- Regular part-time employees

Any regular employees in active service called for jury or witness duty will be granted a leave of absence with full pay to serve, up to a maximum of (ten) 10 days during any consecutive 24-month period. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

For an employee serving on a jury or as a witness in which the trial extends beyond ten (10) working days, his/her absence will be excused until the trial is completed, even though he/she will be paid a maximum of ten (10) working days. If ½ day or more of work time remains after any day of jury selection or jury/witness duty, the employee is expected to return to work for the remainder of their work schedule.

Upon receipt of a summons for jury duty or a subpoena to appear in court as a witness, the employee shall notify his/her direct supervisor to discuss work schedule accommodations during the requested service period. Should a legitimate business need require it, the employee may ask for a postponement to a later date.

Recordkeeping

Exempt and non-exempt employees shall request time off for Jury/Witness Duty leave on the University's electronic payroll recordkeeping system. In order to authorize wage payment during the service period, employee shall submit a copy of the summons/proof of service from the court clerk and the certification of service receipt issued by the court at the end of the service period to the payroll department before the last day of the applicable pay period. University supervisors are responsible for consistently assuring accurate recordkeeping of employee absences during the payroll period that the absence occurs.

The minimal reimbursement by the court may be retained by the employee.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available vacation benefits, or may request an unpaid jury duty leave of absence.

William Jessup University will continue to provide health insurance benefits for a maximum period of thirty calendar days after the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by William Jessup University according to the applicable plans.

Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

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HR-5.07 Additional Leave

William Jessup University shall not fail to administer policy and procedures that allow employees to take additional unpaid time-off in accordance with California law.

Procedure:

William Jessup University provides leaves to all regular employees in accordance with California Law. Employees may choose to use accrued vacation time for these leaves that are unpaid.

Unpaid Leave

Other extended time off not covered by other leave policies are subject to supervisor and overseeing Executive and will be reviewed. Availability will be subject to University demands and necessity.

Domestic violence, sexual assault and stalking victims

Provides unpaid time off for victims of domestic violence to seek medical attention for injuries caused by domestic violence or sexual assault, to obtain services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to participate in safety planning or other actions as a result of domestic violence or sexual assault.

Crime victim-

Provides unpaid time off for a victim of a serious or violent felony to attend judicial proceedings related to the crime. The term "crime victim" applies to an employee who is a victim or the immediate family member of a victim.

Bone marrow and organ donors

Allows employees who have exhausted all available sick leave to take a leave of absence with pay for up to 30 days for the purpose of organ donation and up to five days for bone marrow donation.

Volunteer civil service/emergency responder leave

Provides unpaid time off to employees who are required to perform emergency duty as volunteer firefighters, reserve peace officers or emergency rescue personnel. Employees who serve as volunteer firefighters are permitted to take up to 14 days of leave per calendar year for the purpose of engaging in fire or law enforcement training.

Civil Air Patrol Leave

Provides at least 10 days per calendar year of unpaid Civil Air patrol leave to an employee responding to an emergency operational mission of the California Wing of the Civil Air Patrol. Civil Air Patrol leave for a single emergency operational mission cannot exceed a period of more than three days, unless an extension of time has been granted by the governmental entity that authorized the emergency operational mission and the extension of the leave is approved by William Jessup University.

Military and reserve duty leave

An employee who is a member of the reserve corps for the U.S. Armed Forces, the National Guard or the National Militia may take a leave of up to 17 days per year while engaged in military duty.

Military spouse leave

Provides an unpaid leave of absence for spouses of military personnel who work 20 hours or more per week and who provide notice that their spouse will be on leave from deployment.

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School visitation leave

Allows a parent, a grandparent (with legal custody), or a guardian to take up to 40 hours off per year to participate in activities at his or her child's school (grades K-12), including a daycare facility, if the employee provides William Jessup University with reasonable notice. This time off will not be counted against the attendance policy or otherwise held against the employee.

A parent or guardian of a pupil is able to take unpaid time off to appear in the pupil's school at the request of the pupil's teacher, if the employee, prior to taking the time off, gives reasonable notice to William Jessup University that he or she is requested to appear at the school. Employees are also able to take unpaid time off to find, enroll or reenroll their children in a school or with a licensed child care provider.

HR-6.00 Payroll and Timekeeping

HR-6.01 Timekeeping

William Jessup University shall not fail to administer policy and procedures to ensure accurate record of time worked.

Procedure:

Time worked is all the time actually spent on the job performing assigned duties. Accurately recording time worked is the responsibility of every non-exempt employee. Non-exempt hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Hours may not be pre-loaded but must be actual time worked. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work and missed meals must always be approved before it is performed.

Non-exempt salary employees should adhere to the work-week agreement signed by the employee at the time of hire or status change. The employee is responsible to record variances to this schedule, including sick, vacation and any overtime hours work in excess of 40 hours.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Exempt and Nonexempt employees must accurately record all paid leave, sick/family sick, vacation, and bereavement. It is the responsibility of the supervisor to insure that timecards are accurate and approved on time. The law does not allow non-exempt employees to donate their time to the University, except in roles that are completely unrelated to their department and job.

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HR-6.02 Rest and Meal Periods

William Jessup University shall not fail to administer policy and procedures that provide employees rest and meal periods.

Procedure:

It is required of employees to take a break prior to the sixth hour of consecutive work of (no less than) 30-minute meal period, if working 5 hours or more. The employee shall be relieved of all duty and the University shall permit employees a reasonable opportunity to take a meal break, relinquish control over all activities during the meal break and will not impede or discourage employees from taking a meal break. If 6 hours of work will complete the day's work, the employee and supervisor shall have a written agreement to waive the meal period, if desired.

Non-exempt employees are provided, and encouraged to take, a rest break of 10 consecutive minutes for each four hours (or major fraction thereof) worked. If the employee's total daily work time is less than 3.5 hours, a rest break is not required by law.

Meal and rest breaks should occur as near as possible to the middle of the work period.

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HR-6.03 Work schedule, Workweek, and Workday

William Jessup University shall not fail to administer policy and procedures that guide work schedules.

Procedure:

William Jessup University provides employees, with direct supervisor approval, the opportunity to work flexible schedules and allows employees to vary daily work hours to accommodate special departmental or employee needs.

This policy does not include Alternative Workweek scheduling, which has legal requirements as set forth in the Industrial Welfare Commission's Wage Orders.

Alternative Workweek: Any regularly scheduled workweek requiring an employee to work more than 8 hours in a 24-hour period.

Flexible Schedule: A workweek schedule of 8 hours per day where some employees begin the shift early in the day and others begin their work later in the day.

Workday: Any consecutive 24-hour period starting at the same time each calendar day. Jessup's workday runs from 12:01 a.m. to midnight.

Workweek: A workweek is any 7 consecutive 24-hour periods starting on the same calendar day each week. Jessup's workweek runs Monday through Sunday.

The University's normal work hours are 8:00 a.m. to 5:00 p.m. (with a one hour lunch, see [Rest and Meal Break](#) policy), Monday through Friday. Part time employees may work abbreviated schedules of less than 29 hours per week. Work schedules are generally determined at hire and outlined in the employee offer letter. Any modification to an employee's regular weekly work schedule (including work for another University department) that may affect benefit classification shall be approved by the supervisor in consultation with Human Resources.

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HR-6.04 Paydays

William Jessup University shall not fail to administer policy and procedures that guide established paydays.

Procedure:

William Jessup University employees are paid semimonthly on the 15th and last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation and the employee is not enrolled in the University's direct deposit program, the employee's paper paycheck will be available upon his or her return from vacation. To prevent such delays, employees are encouraged to have their pay directly deposited into their bank accounts by providing advance written authorization to William Jessup University. Employees will receive an itemized statement of wages when William Jessup University makes direct deposits.

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HR-6.05 Overtime and Makeup Time

William Jessup University shall not fail to administer policy and procedures that guide and provide payment for overtime hours work by non-exempt employees.

Procedure:

William Jessup University will provide payment for all overtime hours worked by non-exempt employees. Overtime must be approved, in advance, by employee's supervisor.

Overtime

Overtime is based on actual hours worked within the work week and not on hours paid. Vacation, sick and holiday leave hours, for example, are not counted in determining overtime pay.

Non-exempt employees must be paid overtime at the following rates:

- For hours worked beyond 8 in one workday, an employee must be paid at his/her regular rate of pay, multiplied by 1.5 (time-and-one-half).
- For hours worked beyond 40 straight-time hours in one workweek, an employee must be paid at his/her regular rate of pay, multiplied by 1.5 (time-and-one-half)
- For hours worked beyond 12 in one workday, and employee must be paid at his/her regular rate of pay, multiplied by 2.0 (double time).
- For hours worked up to 8 hours on the seventh consecutive day of the workweek, an employee must be paid at his/her regular rate of pay, multiplied by 1.5 (time-and-one-half).
- For hours worked beyond 8 hours on the seventh consecutive day of the workweek, and employee must be paid at his/her regular rate of pay, multiplied by 2.0 (double time).

Makeup Time

Non-exempt employees may request, on their own volition and unsolicited by the University, makeup time for a personal obligation, without receiving overtime pay. An employee can work no more than 11 hours on another workday, and no more than 40 hours in a workweek, to make up the time off. Prior to taking the time off or making up the time, he/she must submit a written Makeup Time Request Form for each occasion that makeup time is desired. For a recurring obligation of up to 4 weeks, a single request may be submitted. Makeup Time Request Forms shall be approved by the employee's immediate supervisor and submitted to the Payroll Department before the last day of the applicable pay period.

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HR-6.06 Attendance/Unplanned Absences

William Jessup University shall not fail to administer policy and procedures that guide attendance and unplanned absences.

Procedure:

It is important for employees to be punctual and regular in their attendance during their assigned working hours. Every employee in each role at William Jessup University is essential and valued; absences and tardiness can cause hardship to fellow employees and to the efficient functioning of each department.

Employees are required to properly account for hours worked or absent and expected to be punctual and regular in their attendance during their assigned working hours. Every employee in each role at the University is essential and valued; absences and tardiness can cause hardship to fellow employees and to the efficient functioning of each University department. All employees will use Jessup's electronic timekeeping system to properly document hours worked (non-exempt) and hours missed (exempt and non-exempt).

If a University employee has an unplanned absence or must be late to work, he/she must notify his/her direct supervisor as soon as possible but not later than one hour after their scheduled starting time. If an employee fails to report to work without any notification to his/her supervisor and his/her absence continues for a period of 3 days (unless said absence is approved by the supervisor or protected by law), the University will consider that the employee has abandoned their employment. Repeated unsatisfactory attendance or punctuality may result in disciplinary action or termination.

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HR-6.07 Administrative Pay Corrections

William Jessup University shall not fail to administer policy and procedures that ensure employees are paid promptly and accurately.

Procedure:

William Jessup University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll clerk so that corrections can be made as quickly as possible.

For hours worked but not recorded employees should promptly complete the *Missed Hours Report* and submit it to the payroll clerk.

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HR-6.08 Pay Deductions and Setoffs

William Jessup University shall not fail to administer policy and procedures that ensure deductions are applied in accordance with federal, state and local income tax laws.

Procedure:

Among these are applicable federal, state, and local income taxes. William Jessup University also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". William Jessup University matches the amount of Social Security taxes paid by each employee.

William Jessup University offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

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HR-6.09 Employment Verification

William Jessup University shall not fail to administer policy and procedures regarding requests for employment verification.

Procedure:

All requests for employment verifications should be submitted to the Payroll Department and will be processed in accordance with the following standardized procedure.

The Payroll Department will respond in writing only to those employment verification inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

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HR-7.00 Work Conditions

HR-7.01 Safety on Campus

William Jessup University shall not fail to administer policy and procedures that ensure a safe and healthy work environment for employees, customers, and visitors.

Procedure:

The Human Resources Department has responsibility for implementing, administering, monitoring, and evaluating the [Injury and Illness Prevention program](#) (IIPP). Its success depends on the alertness and personal commitment of all.

William Jessup University provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Human Resources Department. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

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HR-7.02 Children in the Workplace

William Jessup University shall not fail to administer policy and procedures that guide children in the workplace.

Procedure:

William Jessup University acknowledges that occasionally business or personal needs may require that children visit the campus and, more specifically, the employee's department.

While the University endeavors to provide an environment open to work and family issues, for safety, insurance and other business considerations, children should not spend extended periods of time in department work areas

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HR-7.03 Work Place Violence Prevention

William Jessup University shall not fail to administer policy and procedures prescribed to prevent workplace violence.

Procedure:

William Jessup University is committed to preventing workplace violence and to maintaining a safe work environment. William Jessup University has adopted the following guidelines to prevent, respond to, and control intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

William Jessup University encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. William Jessup University is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of William Jessup University without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor and/or campus safety. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to investigate or intercede.

William Jessup University will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, William Jessup University may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

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HR-7.04 Drug free workplace/Drug and Alcohol Abuse Prevention

William Jessup University shall not fail to maintain policies and procedures in accordance with the Drug-Free Schools and Communities Act of 1989 and the Federal Drug-Free Workplace act of 1988 and maintain a drug and alcohol free workplace.

Procedure:

William Jessup University strives to maintain a drug-free workplace for all employees. As such:

- William Jessup University expressly prohibits the possession, use, sale or distribution of illicit drugs and alcohol on University property, Jessup-affiliated properties, or when officially representing William Jessup University.
- William Jessup University prohibits providing alcohol on Jessup campuses, Jessup-affiliated properties or at Jessup-affiliated functions.
- Reporting to work or performing work for the University while impaired by or under the influence of drugs or alcohol is prohibited.

The Dangers of Substance Abuse in the Workplace

The illicit use of controlled substances and the abuse of alcohol and legal drugs while on the job can result in serious injury to the drug user and fellow workers. The abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. Serious injury or fatality of the drug abuser, other employees, or WJU students could result from the actions (or lack thereof) by an employee under the influence of drugs or alcoholic beverages.

Known health risks, resulting from the use of illicit drugs and/or alcohol, include damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver and kidney damage, and a variety of other possible consequences.

In addition to these physical dangers, an employee becomes subject to emotional trauma and workload hardships when he/she must work in the same department as a drug or alcohol abuser who is under the influence of those substances. Neither the abusers, their co-workers, WJU students, nor the institution are well served when substance abuse occurs on the job.

Treatment Programs

Any employee with a drug or alcohol dependency problem is encouraged to contact Kaiser Permanente for Chemical Dependency Services:

Kaiser Permanente Roseville Medical Center 1-(916) 784-4000 www.kaiserpermanente.org

The Lincoln Employee Assistance Program is available to University employees and their families for confidential substance abuse education, counseling or rehabilitation. 1-(888)-628-4824

In addition, employees may receive limited low-cost confidential counseling through William Jessup University's designated outside counseling service. Human Resources will direct the employee to the counseling agency.

Legal Sanctions

The California Penal Code states that "every person who possesses any controlled substance may be punished by imprisonment in the state prison or county jail," and that "every person who possesses for

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sale or purchases for sale any controlled substance may be punished by imprisonment in the state prison or county jail." Violation of federal statutes governing the possession and sale of controlled substances is punishable by imprisonment and/or fines or confiscation of personal property associated with the sale or possession of controlled substances.

William Jessup University will take appropriate action when it learns of any employee who has been convicted under a criminal drug statute.

Disciplinary Action

Employees found to have violated the tenets of this policy are subject to disciplinary action, up to and including the suspension or termination of employment.

Any employee engaged in abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on William Jessup University premises will be subject to immediate dismissal or termination of employment.

Employees found in violation of the California Penal Code may also be subject to arrest by local law enforcement. A review by Human Resources of the nature of the violation will determine the particular action to be taken.

Employment Conditions

To become or remain an employee of William Jessup University, an employee must agree to abide by this policy and agree to notify Human Resources within five working days if he/she were legally convicted of a drug violation that occurred while on the job at William Jessup University.

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HR-7.05 Personal Appearance

William Jessup University shall not fail to administer policy and procedures that guide proper workplace appearance.

Procedure:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image William Jessup University presents to the community. The employee's supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job they perform.

If the employee's supervisor determines their personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, they will not be compensated for the time away from work. The employee should consult their supervisor if there are questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

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HR-7.06 Ergonomics

William Jessup University shall not fail to administer policy and procedures regarding personal responsibility to ensure good work habits to prevent repetitive workplace injuries.

Procedure:

RMIs (repetitive motion injuries) are musculoskeletal injuries, identified and diagnosed by a licensed physician that can result from a job, process, or operation where employees perform the same repetitive motion tasks. Examples of repetitive motion tasks include, but are not limited to, sustained computer keyboard and mouse usage; assembling materials and products; or lifting, carrying, and loading objects.

Employees are provided with educational material that includes an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and the methods used to minimize RMIs.

All employees are encouraged to immediately report to the Human Resources Department all suspected RMIs, RMI symptoms, or other ergonomic concerns. All employees are required to report to the Human Resources Department all workplace RMIs as soon as possible after they have been identified and diagnosed by a licensed physician.

For further information, please contact the Human Resources Department.

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HR-7.07 Personal Use of Phone and Mail Systems

William Jessup University shall not fail to administer policy and procedures that guide personal use of phone and mail systems.

Procedure:

William Jessup University provides phones for employees to use for University related business during work hours.

University phones, including mobile, primarily are for University related business. Employees should use their break time and personal mobile phones to handle personal phone calls as much as possible.

Employees may be required to reimburse William Jessup University for any charges resulting from the occasional personal use of a University telephone.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

Please review the [Technology Acceptable Use Policy](#).

HR-7.08 Telecommuting

William Jessup University shall not fail to administer policy and procedures that guide telecommuting.

Procedure:

William Jessup University may offer work alternatives to some employees when it would benefit both the William Jessup University and the employee. Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace.

Telecommuting is an alternative method of meeting the needs of the William Jessup University and is not a universal employee benefit. As such, William Jessup University has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the William Jessup University.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

During working hours, the employee's at-home workspace will be considered an extension of William Jessup University's workspace. Therefore, workers' compensation benefits may be available for job-related accidents that occur in the employee's at-home workspace during working hours. All job-related accidents will be investigated immediately.

William Jessup University assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on William Jessup University's premises.

In the case of an injury while working at home, the employee will immediately report the injury to the Human Resources Manager to get instructions for obtaining medical treatment.

The employee should not undertake to provide primary care for a young child during at-home working hours. If a young child will be home during the employee's at-home working hours, some other individual should be present to provide primary care. However, if a young child is ill, the employee may, on a temporary basis, provide primary care for that child subject to approval of the employee's supervisor.

While working at home, the employee also should not undertake to provide primary care for an elderly adult, who would otherwise require the care of a nurse.

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TECH- Technology Acceptable Use Policies

TECH-1.01 Network and Technology Acceptable Use	109
TECH-1.02 Mobile Device Usage	113
TECH-1.03 Illegal Software/BitTorrenting	114

William Jessup University provides written policies, practices, standards of conduct, and benefits and services solely as a means to facilitate the fulfillment of the mission of the University. Revisions and updated information concerning changes in policy are effective immediately upon publication (including online) unless otherwise noted. It is the Responsibility of the individual to familiarize themselves with the material in the manual. No university representative other than an Executive Administrator has any authority to modify these policies.

TECH-1.01 Network and Technology Acceptable Use

William Jessup University shall not fail to administer policy and procedures that guide acceptable network and technology use.

Procedure:

This William Jessup University Network and Technology Acceptable Use policy regulates the direct and indirect use of technology resources, both on campus and off campus. Individuals are expected to be familiar with this Network and Technology Acceptable Use policy before utilizing university technology resources. Any of the following actions signifies that an individual has read this Network and Technology Acceptable Use Policy and agrees to comply with it: (i) logging into network accounts or signing the mobile device policy for, or (ii) any use of technology resources. The use of Jessup network property or resources is not permitted for purposes that may be deemed inconsistent with Jessup's mission, Statement of Faith, or Employee/Student Handbook.

Accessing Technology Resources

- Individuals are prohibited from disclosing their own password to anyone. Individuals must safeguard their account and its contents and will be responsible for any misuse. Individuals may not search for, access, copy, or use passwords of others.
- The account owner is responsible for all actions performed on university technology resources through the account owner's account. The University reserves the right to hold an account owner liable if, through negligence or deliberate action, university technology resources are misused in any way by the account owner or anyone using the account owner's account.
- Users who are not university users are not permitted access to non-public university technology resources. Questions regarding authorization and permitted uses must be referred to the IT System Administrator at Helpdesk@jessup.edu.
- Individuals may not attempt to gain access to university technology resources which they are not specifically authorized to access. Attempting to gain unauthorized access or assisting others in gaining unauthorized access to such university technology resources is strictly prohibited and may result in disciplinary action up to and including termination of employment or dismissal from the University.
- Individual accounts cannot be shared, transferred to or used by other users. Individuals may not access or copy directories, programs, files, data, or documents that do not belong to them without the permission of the account owner.
- Shared or role-based accounts, intended to be used by more than one user, are permitted with prior authorization from the IT Director staff
- After an account becomes inactive due to retirement, resignation, or termination of employment, all associated electronic data remains property of the University, including university-related files and all email. University data may be transferred to the supervisor of the employee after obtaining permission from, and at the sole discretion of, the IT Director. Prior to leaving, it will be the employee's responsibility to remove all non-business information that may have been stored on university resources prior to the establishment of this policy.

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- Without limiting its rights in any way, the University specifically reserves the right, in its sole discretion, to limit, restrict, suspend or terminate any user's account or use of university technology resources, for any reason.

Use of Technology Resources

- E-mail and other computer files (collectively, "files") should not be considered private, particularly in light of (i) the open nature of the Internet and related technology and (ii) the ease with which files may be accessed, copied and distributed. Individuals must not send messages by e-mail that include information protected by privacy laws such as FERPA or HIPAA.
- Equipment provided by William Jessup University is intended to be used in accomplishing the responsibilities of each employee's job. Use of company equipment to engage in non-work-related (personal) activities is generally not permitted and should be limited. Internet bandwidth and technology resources should be reserved for activities that support the teaching and learning process.
- William Jessup University's storage resources are to be used by employees in the performance of job duties. Employees will receive working directories on network storage. Any items that employees need to perform their duties should be stored here. It is the responsibility of the employee to clean up the storage space and ensure files that do not belong are removed.
- Individuals and Information Services may not copy any software unless they are licensed by the software licensor to do so.
- Individuals may not remove fixed university technology resources from their designated places without first obtaining written permission of the IT Services Department.
- Individuals may not use university technology resources to impede, interfere with or otherwise cause harm to others or their activities or create or constitute an unacceptable burden on university technology resources.
- Individuals may not use or permit another person or entity to use university technology resources (including without limitation processing power, memory, and connectivity to the Internet) for running online advertising, storing data, or engaging in distributed processing, other than such uses which are in furtherance of legitimate and approved university purposes.
- Individuals may not use university technology resources in connection with activities prohibited by any applicable William Jessup University policy or by any applicable laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction.
- Individuals may not use e-mail for unauthorized mass messaging, such as distribution of chain, spam e-mail, messages that do not adhere to the strict guidelines as defined by the Federal Trade Commission: (<http://www.business.ftc.gov/documents/bus61-can-spam-act-compliance-guide-business>), or phishing messages, which cause excessive strain on electronic communications resources.
- William Jessup University prohibits the use of peer-to-peer file sharing software and protocols. Use of this type of software will result in the disabling of the applicable network port and may lead to disciplinary action.

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- Individuals may not use university technology resources to send, forward, or otherwise disseminate nuisance messages. Nuisance messages include, without limitation, knowing or reckless distribution of unwanted messages, messages that would constitute a violation of the University's harassment policies and messages to a recipient who has previously notified the individual that any messages (or messages of a particular type) from the sender are not welcome.
- Use of any packet-capturing ("sniffing") software, keystroke loggers, or any other device or software product that, in the sole discretion of the IT Services Department, can be used (or is deemed to be used) to circumvent security controls is strictly prohibited.

Privacy of Technology Resources

- All systems that contain sensitive or protected data that is under the stewardship of the University, including but not limited to, social security numbers, academic records, protected health information, and financial data, must be protected regardless of the media on which it resides. Use and storage of protected information must follow approved business processes that contain adequate technical controls to mitigate the risk of unauthorized disclosure. The university IT Director will work with the IT Service Department to ensure that adequate protection mechanisms are in place.
- The privacy and security of files, electronic communications, and other information belonging to individual university users will be protected to the extent reasonably possible. However, computers, computer systems and networks generally, and the University network specifically, must never be considered private, particularly in light of (i) the open nature of the Internet and related technologies, and (ii) the ease with which files and data can be accessed, copied and distributed. Users must take all appropriate precautions to protect sensitive and confidential information stored on their systems.
- Computer systems and network devices may be monitored to ensure the security and protection of university technology resources. The Information Services Director may take action when he/she determines that there is a potential or actual threat to the security or integrity of university computers, computer systems or networks or their authorized use.
- All software applications, whether hosted on the University network or by a third party, that are intended to hold, process or otherwise handle protected information (including, but not limited to social security numbers) must be first reviewed by the University's IT Services Department prior to the purchase or implementation of application occurs. Such software applications must conform to federal, state or other regulatory requirements as well as university policy

Security Controls for Technology Resources

- IT Services has the right to perform security assessments on any software or device that utilizes the University network.
- IT Services is responsible for configuring and managing the University network as well as all wired and wireless connectivity to the University network. Devices connected to the University network must be approved by IT Services to ensure that the security and availability of our network is maintained.
- The System Administrator is responsible for determining the level of authentication required for remotely accessing systems containing sensitive or protected data.

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- All IP-capable devices installed on the University network shall have an IP address issued by IT Services. Operating equipment that supports the issuance of IP addresses, such as Dynamic Host Configuration Protocol (DHCP), is prohibited without prior written approval from IT Services.
- IT Services may filter network traffic to exclude malicious traffic on both an incoming and an outgoing basis. Malicious traffic may include malware and unsolicited commercial e-mail.
- The purchase and use of information security tools including, but not limited to, firewalls, intrusion detection/prevention systems and security diagnostic/hacking tools is prohibited.
- The use of VPN software that prevents packet analysis on the University's network is prohibited.
- Access to all university data centers and processing facilities shall be restricted to properly authorized users. Access is granted by the IT System Administrator.

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TECH-1.02 Mobile Device Usage

William Jessup University shall not fail to administer policy and procedures that guide university owned mobile device usage.

Procedure:

William Jessup University provides cellular mobile devices to some employees whose department or position necessitates.

Includes: Laptops, mobile phones, tablets, wireless access devices, accessories, etc.

University owned mobile devices are intended for business-related use. Occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored.

Employees are prohibited from incurring any fees or charges as a result of personal use of university-provided devices and subsequently billing those fees and charges to the University, including the cost of unapproved software applications and programs. If laptop, mobile phone, tablet computer, accessory and service fees or charges result from personal use of university-provided equipment, the user is responsible for making payment for those fees and charges and any related billing costs. Users are prohibited from installing unapproved software on university-provided devices. Employees shall refrain from downloading additional software and services, including distinctive ring tones, games and other applications. No sensitive, proprietary, or confidential information is to be stored on mobile devices at any time. This includes, but is not limited to, un-encrypted lists of William Jessup University passwords and data. If a university-provided mobile device is lost, stolen or misplaced, the user must notify the William Jessup University IT Helpdesk at helpdesk@jessup.edu regardless of time of day or day of week so that appropriate steps can be taken to suspend device's voice and data services.

University-purchased laptops, mobile phones, tablets, and wireless access devices/hotspots remain in the perpetual possession and ownership of the University. Mobile devices and the device's telephone number are provided to the end user only while in the employment of the University.

Employees who have access to a cell phone while in their cars must remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones to conduct business while driving.

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TECH-1.03 Illegal Software/BitTorrenting

William Jessup University Shall not fail to administer policy against illegal downloading of software and BitTorrenting.

Rational:

- **It is stealing.** (Exodus 20:15; Ephesians 4:28) Artists, writers, musicians, and other creators of intellectual property rely upon copyright to protect their works. Without copyright, there would be no way to protect their income and no incentive to make their works available to us through books, music CDs, videos, etc. When you violate copyright by downloading and sharing these works, you are stealing by depriving the artist of real income.
- **It is illegal.** (Romans 13) Both the U.S. Copyright Act, and the Digital Millennium Copyright Act of 1998, prohibit the distribution or sharing of copyrighted works without the copyright owner's permission. Research has "...found that 89 percent of the [BitTorrent] files...sampled were confirmed to be illegally shared, and most of the remaining ambiguous 11 percent were *likely* to be infringing." (<http://arstechnica.com/tech-policy/2010/07/only-03-of-files-on-bit-torrent-confirmed-to-be-legal/>) Individuals who participate in illegal file sharing may be prosecuted by law.
- **It is dangerous.** The "peer-to-peer" software that is used for file sharing may bypass your computer's operating system security and open your entire computer, along with your personal information, to anyone on the Internet.
- **It degrades our network performance.** Because it is the nature of these programs to share your files with as many computers as possible, the resulting volume of network traffic can slow down or disable our entire network (i.e. other users).

Definitions:

- **BitTorrent** – BitTorrent is a peer-to-peer (P2P) file sharing protocol designed to reduce the bandwidth required to transfer files. It does this by distributing file transfers across multiple systems, thereby lessening the average bandwidth used by each computer. For example, if a user begins downloading a movie file, the BitTorrent system will locate multiple computers with the same file and begin downloading the file from several computers at once. <http://www.techterms.com/definition/bittorrent>
- **File-sharing software/P2P** – Stands for "Peer to Peer." In a P2P network, the "peers" are computer systems which are connected to each other via the Internet. Files can be shared directly between systems on the network without the need of a central server. In other words, each computer on a P2P network becomes a file server as well as a client. While P2P networking makes file sharing easy and convenient, is also has led to software piracy and illegal music downloads. Therefore, it is best to be on the safe side and only download software and music from legitimate websites. <http://www.techterms.com/definition/p2p>

Procedure:

Illegally downloading or sharing copyrighted materials, including music, games, and/or videos using William Jessup University's computer network is strictly prohibited.

If your computer contains illegal files or file-sharing software, the IT Services Help Desk will no longer provide you with support services of any kind. If your computer is detected engaging in illegal file sharing, your connection to the University network will be immediately terminated. Before your connection can be restored, you will be required to read and sign an agreement stating that you have removed the offending

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files and software from your computer, and that you will no longer engage in the illegal downloading and sharing of copyrighted material.

Repeat offenders will be permanently removed from the network and will be referred for disciplinary action. If appropriate, you may also be reported to the police or other government officials.

If you are illegally downloading or sharing copyrighted material, we urge you to immediately remove these materials and file-sharing software from your computer. If you need help removing these files, contact the William Jessup University IT Services Help Desk (916-577-2345) and we will assist you without penalty.

Our mission is to provide our students with a safe and powerful computing environment. Therefore, we cannot permit our computer resources to be used for illegal purposes. It is our intention to strictly enforce William Jessup University policy and we will obey and comply with all legitimate government laws and regulations.

There are legal alternatives to unauthorized downloading. For a list of legitimate download sites, please go to: <http://www.educause.edu/legalcontent>

Adapted from: <http://www.temple.edu/cs/VPannouncements/filessharingpolicy.html> *Used with permission.*

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BUS-Business Office Policies

BUS-1.01 Contractual Commitment & Purchasing 117
BUS-1.02 Business Travel Expenses 118
BUS-1.03 Accountable Expense & Reimbursement Policy..... 119
BUS-1.04 University Credit Card Administration 125
BUS-1.05 University Credit Card Usage 126

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BUS-1.01 Contractual Commitment & Purchasing

William Jessup University shall not fail to administer policy and procedures regarding contractual commitment and purchasing.

Procedure:

Only Executive Administrators authorized by the Board to bind the University to contractual commitments may enter into any agreement on behalf of William Jessup University.

Please be extremely careful when dealing with sales people or any other parties not to make representations to others which may be interpreted as a commitment on behalf of the University. If an employee is in doubt concerning the scope of their authority or responsibility, please contact the Business Office for direction and clarification.

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BUS-1.02 Business Travel Expenses

William Jessup University shall not fail to administer policy and procedures regarding business travel expenses.

Procedure:

William Jessup University will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by William Jessup University. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by William Jessup University may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 60 days. Reports should be accompanied by receipts for all individual expenses. The required forms can be found on my.jessup.edu.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

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BUS-1.03 Accountable Expense & Reimbursement Policy

William Jessup University shall not fail to administer policy and procedures regarding expense reimbursement.

Procedure:

William Jessup University maintains an expense reporting/reimbursement system for WJU credit cards and out-of-pocket reimbursements for staff to receive non-taxable funds (to the extent allowed by the IRS) to carry out their job related duties. Just as other companies reimburse certain business expenses for employees, William Jessup University offers a similar system because it is financially advantageous to our staff. As such, the expense reimbursement policy only allows for non-taxable reimbursements. William Jessup University does not reimburse expenses that would be taxable compensation.

1. Compliance with IRS regulations-

WJU maintains what the IRS considers to be an accountable reimbursement plan. The regulations that apply to WJU as a non-profit are similar to regulations that apply to businesses in how expenses are handled. Compliance with IRS regulations is important both personally for employees and for WJU organizationally. In addition, we have a moral imperative to handle money with integrity and in compliance with the law.

2. Business Expense Report and Due Dates-

When an employee requests reimbursement for an expense that he/she has personally paid to accomplish WJU business purposes, he/she must submit a [Business Expense Report](#) with accompanying documentation. This report also applies to WJU provided Business Credit Card and Debit Card reconciliations. NOTE: Employees should continue to use the [Payment Request Form \(PRF\)](#), found on My.Jessup, for all check requests and payments to vendors (non-employees).

a. Expense Reimbursement to WJU Employees

- i. Business Expense Report form must be received at least 7 days prior to the mid-month and end of month payroll dates (this will generally be on the 8th or 23rd/24th) to be included in that payroll cycle. Reports not received by this time will be processed with the following payroll.
- ii. Reports must be received in the Business Office within:
 1. 60 days of when the expense was incurred (meaning the date on the receipt), OR if there is an invoice, 60 days from the billing date on an invoice (the date the invoice was created- no the due date, or the date on a credit card statement). If there is no billing date on the invoice, we will use the last day of service for which the bill applies.
 2. When expense reports are received in the Business Office, they are time-stamped to determine the date received. Reimbursements submitted older than 60 days will not be reimbursed (IRS requires a reasonable limit to request a business expense). Employees may be able to claim the unreimbursed business expense on their personal tax return and should consult their tax advisor for more information.

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b. *University Issued Visa Card-*

Expense reports are due back to the Business Office within 30 days of receiving the monthly statement.

c. *University Issued Debit Card-*

Expense reports are due back to the Business Office within 30 business days of making purchases or return from travel.

3. **Submitting Expense Reports-**

The Business Office will review the Business Expense Report to ensure that it is filled out correctly and there is sufficient documentation. If for any reason an item on the expense report needs to be clarified, or documentation is incomplete, the Business Office will contact and/or return the Business Expense Report to the employee to obtain the necessary documentation. Expense reports cannot be process unless accompanied by all the necessary documentation and receipts for the expenses. Receipts are required for all expenses over \$25.

All Business Expense Reports require hi/her direct supervisor's signature and the Budget Manager of the department being charged (if different from the supervisor). Business Expense Reports totaling over \$5,000 require an additional Executive Team member's signature. Appropriate signatures are required for each department charged, incomplete forms will be returned.

a. *Expense Report Form Documentation*

- i. Receipt/Mileage Date: Date the item/service was purchased or the billing date on the invoice.
- ii. Receipt: All expenses over \$25 must be documented by turning in the original receipt attached to the report, copies will not be accepted in order to prevent duplicate submissions. Fill out the report by inputting expenses in date order, oldest to most recent, then attaching receipts to correspond to the order of receipts on the expense report with the amount being reimbursed highlighted on each receipt.
- iii. Who: Who was involved: the name of employees and/or guest(s). Please include first and last names.
- iv. What: Simple, specific explanation of what was purchased
- v. Why/Destination: "Why"- should include a brief statement of how the expense relates to WJU's business purpose. You do not have to go into great detail, but assume that an outside person reading the expense report is not familiar with the activity. "Training/Equipment/Travel/etc." is not an adequate purpose statement. Employees must describe how this expense relates to a specific WJU function in conjunction with the "What". For mileage reimbursements, include starting and destination addresses. "Destination"- should include the starting and ending destinations for you mileage reimbursement. Please include city and state for each destination.

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- vi. Accounts #: Choose appropriate expense account. Questions should be directed to budget managers first, and then to Business Office for further clarification.
- vii. Department #: Choose appropriate department to charge the expense. Appropriate signatures are required for each department charged, incomplete forms will be returned.
- viii. Amount: Amount in US Dollars
- ix. Mileage: Must list the beginning city/state and destination city, state. Attach a Google Maps, etc. printout of actual miles driven. Refer to Exhibit A below for the full mileage policy.

b. *Travel and Entertainment/Guest Meal Expenses Documentation-*

IRS requirements for substantiating travel and entertainment expenses are more stringent and require the following additional elements:

- i. Travel: Dates, # of days spent on business/personal, destination, business purpose/benefit gained.
 - 1. Travel expenses may be entirely reimbursable if the trip is entirely job related. If employees extend their stay for vacation, make non-job related side-trips, or engage in other personal activities during the trip (i.e. sightseeing excursions, free time activities), these additional expenses are considered to be personal and are not reimbursable. Lodging invoices/folios/receipts must be submitted regardless of the amount.
- ii. Entertainment/Guest Meal: Date, Name and Location/Address of place of entertainment, type of entertainment, business purpose/ benefit gained, nature and duration of discussion, and identities of persons who took part in both business discussion and entertainment/meal.

c. *Thoroughness and Reasonableness of the Information-*

Each expense report must stand on its own, and should include all the necessary information apart from any other report. An outside auditor or third party (not familiar with WJU or any employee's job related duties) should be able to understand the written details on each individual report, and the reasonableness of the expense for the duty. More information is better than less. On each report. If several expenses related to the same event or trip, it may be explained once and then referred to in subsequent purpose/explanation lines. If acronyms are used in the report, please spell out the whole item the first time along with acronym. Then the acronym may be used for the remainder of the expense report. This is true for each expense report.

4. ***Items for Reimbursement-***

A comprehensive but not exhaustive catalog of expenses that are allowed and disallowed is available in the Expense Reimbursement Fact Sheet (Exhibit A?). Many answers to specific issues can be found there. Employees may be reimbursed for ordinary and necessary expenses

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that have been originally paid by cash, check, or credit/debit card. Employees cannot be reimbursed for using credit card rewards (or airline miles) or store credit used to pay expenses. Until a Business Expense Report is submitted, employees will be considered personally liable for all WJU related purchases made with University issued credit and debit cards, as well as purchases made with personal cash, check, and credit/debit card. See WJU business card policy and agreement.

5. ***Copies of Expense Reports-***

Employees should keep a copy of all expense reports and documentation that has been submitted. Please do not submit the same item on multiple expense reports.

6. ***Getting Help-***

Please call or email the Business Office at businessoffice@jessup.edu to receive help or further clarification on policies and procedures.

Expense Reimbursement Fact Sheet

- A. Books-** Books relating to an employee's business role with WJU are reimbursable. Books purchased for personal interest are not a reimbursable expense. The book title and business purpose needs to be clearly explained on the expense report.
- B. Dues and Subscriptions-** Dues and subscriptions for professional organizations and publications are reimbursable if related to a business purpose role with WJU.
- C. Entertainment & Meals-** The IRS allows the reimbursement of meals and entertainment expenses only if they are ordinary (commonly accepted in the employee's line of work), necessary (helpful and appropriate), and directly related to the WJU business. Meals exclusively with immediate family (like husband and wife going out to dinner) are not reimbursable, even if business-purposes are discussed. Occasional lunch meetings with employees and team meals are allowable only if they serve a defined business purpose, meaning that the purpose of the meal is business related. Employees must provide the name, address or location of the place of entertainment, type of entertainment (if not otherwise apparent), business purpose of the expense or business benefit gained or expected to be gained. Employees must provide the names of the participants and their business relationship.
- D. Gifts to University Donors-** Gifts to donors need to be approved by Chief Development Officer and cannot be used in quid pro quo for a donation, as it will reduce the tax deductibility of the donation. Please provide a description of the gift, the business purpose, and the business relationship of the recipient to the employee, on the expense report.
- E. Gifts to Employees-** Gifts to employees may be reimburse if given for a clear business purpose. Any cash equivalent or gift card, regardless of the amount will be added to the receiving employee's W-2 taxable amount. For further clarification as to when gifts to employees will be recorded on the recipient employee's W-2, please review the following IRS policy. <https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits> .
- F. Honorarium-** (payments to non-WJU employee) Honorarium payments are considered a 1099 amount by the IRS and needs to be paid directly by employees or by University track the 1099 amounts. Honorarium may not be paid directly by employees or by University credit/debit card to recipients and are not reimbursable. Both a Payment Request Form (PRF) and accompanying W-9 form must be submitted before the honorarium payment can be processed.
- G. International Travel-** For reconciling international expenses where a foreign currency is used, a credit card statement/currency exchange receipt must be turned in to clearly document the exchange rate, then convert foreign currency expense back to US dollars. If the exchange rate is not clearly recorded, this website will convert foreign currencies into US dollars based on historical foreign exchange rates: [http:// www.oanda.com/currency/historical-rates/](http://www.oanda.com/currency/historical-rates/) . Choose the correct currency, Range: Dates of Travel, Price: Midrange, Values: Rate, Frequency: Daily, Choose Table tab, and look off of Period Average to record the average currency exchange rate for the dates of purchase.
On the rare occasions that a receipt is unavailable, employees must immediately document on the day of purchase (date of purchase, amount spent, location/store, what was purchased, and why) to be turned in with the reconciliation as substitute receipt.
- H. Lodging-** Lodging is reimbursable for overnight travel related to business. If employees are traveling with dependents and require a second room, the additional expense related to the dependent is not reimbursable. The dates of the travel, destination, and business purpose must be provided on the expense reimbursement form. For lodging expenses to be reimbursable, a

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receipt must be provided regardless of the amount of the expense, even if the expense is under \$25.

- I. **Lodging Provided for Guests-** Actual costs incurred for housing business related guests may be reimbursed if substantiated; however, a flat rate or estimated cost is not sufficient documentation for reimbursement.
- J. **Meals-** (Personal Meals While Traveling) Meals for employees while on a work-related overnight trip are reimbursable. Meals during non-overnight travel are allowable only if the meal is business-related (business meeting, donor visit, etc). See the documentation requirements under entertainment. Meals for dependents are not reimbursable under any circumstance.
- K. **Mileage-** may never exceed the cost of available alternate transportation, e.g. the reimbursement for mileage cannot exceed the lowest train or airfare available. In cases where the employee elects to drive rather than travel by plane or train, the lower of of the available alternative will be reimbursed to the employee.
 - a. WJU reimburses at the IRS's Standard Mileage rate.
 - b. Employees cannot request mileage reimbursement and charge for gas or other vehicle related to expenses (extra Toll charges are allowed). The mileage rate paid by WJU includes reimbursement for such expenses.
 - c. Employees must break out the mileage per trip on the Business Expense Report listing starting location and destination addresses and submit a Google/Yahoo/etc. maps to substantiate miles driven. For travel between the Rocklin campus and Bay Area campus, maps do not need to be attached and 150 miles can be claimed each way. Also refer to Section 3, II, B. for additional requirements.
 - d. Personal commuting expenses are not reimbursable (i.e. Transportation expenses between home and primary office). Any employee that has a work space at the university must count the university as their primary office even if work is done from home. employees that qualify for a "home office" must not "Home is primary office" on the Business Expense Report when they submit the request. Normal commuting mileage may reduce the allowable mileage for a trip if the employee leaves from home.
- L. **Professional Services-** (consulting, legal, website development, referee, etc.) The reimbursement of professional service fees may only be paid directly by the Business office to the recipient in order to track the IRS 1099 amount. Professional service payments may not be paid directly by employees or University credit/debit cards to recipients and are not reimbursable. Both a Payment Request Form (PRF) and accompanying W-9 form must be submitted before the service payment can be processed.
- M. **Rent-** (team office space, business facilities, event location, etc.) Please submit a Payment Request Form with an accompanying W-9 form so that WJU can issue a 1099 at the year-end.
- N. **Rental Cars-** The cost of renting a care (including gas and rental insurance) is a reimbursable expense if used for business-related travel. If the travel is not entirely business-related, then only the portion of the rental care expenses related to business travel is reimbursable. Please provide a breakdown of the expenses on the Expense Report, allocating what is business and what is personal. Mileage is not reimbursed on borrowed or rented cars, only the cost of gas.
- O. **Travel-Non-Overnight-** Expenses related to commuting to a main job location are considered personal and are not reimbursable. However, travel expenses (transportation costs, tolls, parking, etc.) from a main job location to other locations for business purposes are reimbursable.

This fact sheet applies to all current WJU employees. This fact sheet is not exhaustive. For specific questions or additional help please contact the Business Office.

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BUS-1.04 University Credit Card Administration

The Executive Team shall not fail to maintain policies that require the appropriate administrators to maintain the university's credit integrity, while providing maximum flexibility to credit card holders as determined by job function; and the Business Office shall not fail to create procedures to implement the policy in order to maximize efficient engagement in University business.

Procedure:

WJU credit cards will be issued to employees only upon the approved request of their Executive Administrator. The approval for a card is based on one of the following criteria:

- Director level 3 position, Deans or Department Heads as determined by job function
- Employees engaged in regular travel for the University as defined by:
 - Average of at least 4 separate overnight travel events during the year.

Credit Limit:

Approval for a credit card is subject to available organizational credit limit. William Jessup will not issue cards in which the combined individual card limits exceed the organizational maximum credit limit underwritten by the card company.

Fulfillment:

1. A card will be ordered after the Business Office has received the following:
 - a. [Credit Card Request Form](#), signed by the ET member
 - b. Employees must read the [University Credit Card Usage](#) policy and sign the [Cardholder Agreement](#).
2. Employees will generally receive their card by 7-10 business days after receipt of the previously stated signed documents.

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BUS-1.05 University Credit Card Usage

William Jessup University shall not fail to administer policy and procedures regarding University issued credit cards.

Procedure:

WJU seeks to remain in compliance with IRS regulations related to sustaining an accountable reimbursement plan as defined by tax code. This policy is intended to communicate the terms and conditions of the usage of the William Jessup University credit card.

The William Jessup University credit card should only be used to cover certain business expenses as defined in the [Accountable Expense and Reimbursement Policy](#). For example, travel or other expenses may be charged when it is not practical for the cardholder to complete a Payment Request Form (PRF). The credit card should not be used frequently for normal operating expenses, which should be handled through the normal check request and invoicing procedures.

*The Business Expense Reports (BER) for the university issued credit cards are due to the Business Office no later than 2 weeks after the monthly statement is available.

Steps:

1. When the business Office receives the monthly credit card statements, the cardholder will receive an email notification indicating that the online statements are available.
2. The cardholder is to log in, print a copy of the statement, complete a Business Expense Report (BER) and email the Excel file of the BER to accountspayable@jessup.edu.
3. The cardholder should print the BER, obtain the required signatures, and attach the credit card statement and receipts to the BER. Turn in all of the documents to the Business Office for processing.

Cardholders will receive 3 reminder emails. If the required documents are not received by the date specified in the 3rd reminder, the card will be suspended. After all of the documentation has been received, the card may be reinstated.

Should it be deemed that the holder of the card is using the card in a manner that is inconsistent with that which is outlined in this document or for personal expenses, the card will be confiscated from the holder.

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CS - Campus Safety Policies

CS-1.01 Use of Equipment and Vehicles	128
CS-1.02 Emergency Closings	129
CS-1.03 Security Inspections	130
CS-1.04 Skateboard, Hoverboard, and other Motorized Device Policy	131
CS-1.05 Employment Identification Cards	132
CS-1.06 Vehicle Code.....	133

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CS-1.01 Use of Equipment and Vehicles

William Jessup University shall not fail to administer policy and procedures that guide the use of equipment and vehicles.

Procedure:

William Jessup University may provide equipment and vehicles essential in accomplishing job duties. Computers, equipment, vehicles, and all other University property must be maintained according to University rules and regulations.

They must be kept clean and are to be used only for work-related purposes. The University reserves the right to inspect all University property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence, whether or not such places are locked or protected by access codes. Employees should not have any expectation of privacy with respect to items owned by the University.

Personal use of vehicles, lawn and maintenance equipment is not permitted. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Use of the copy machines and other University office equipment is not permitted for personal or non-University business purposes. The coin operated copier, located in the library, may be used for personal copies.

University-owned office equipment may not be removed from University premises without written permission from the Business Office. Such permission will normally be granted on if the use is required for urgent University business that cannot reasonably be completed in any other way.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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CS-1.02 Emergency Closings

William Jessup University shall not fail to administer policy and procedures that guide emergency closings.

Procedure:

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt University operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work may be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Emergency closures will be communicated to you through our emergency notification system using your cell phone and Jessup email.

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CS-1.03 Security Inspections

William Jessup University shall not fail to administer policy and procedures that guide security inspections.

Procedure:

William Jessup University strives to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials.

William Jessup University prohibits the possession, transfer, sale, or use of such materials on its premises.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of William Jessup University. Accordingly, they can be inspected by Campus Safety at any time, either with or without prior notice.

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CS-1.04 Skateboard, Hoverboard, and other Motorized Device Policy

The Campus Safety department shall not fail to provide an environment that is safe for all.

Skateboards, bicycles, scooters and other non-prohibited human powered conveyances may be operated on campus for transportation-related purposes in permitted areas at safe speeds.

WJU prohibits the use, possession, storage, or charging of motorized skateboards, including self-balancing boards (e.g., hoverboards)/scooters and other similar equipment in all university-managed residence halls and apartments, until safety standards for them have been adequately developed and implemented across all models.

Operation of motorized devices such as drones, Segways, electric bikes and recreational motorized scooters are not allowed on University property except for approved educational purposes only.

CS-1.05 Employment Identification Cards

William Jessup University shall not fail to administer policy and procedures regarding employment identification cards.

Procedure:

William Jessup University will issue a photo identification (ID) access card will be issued to all employees.

This card provides access to designated work areas. The Jessup ID card is nontransferable and may not be used by anyone but the employee. In addition, employees can purchase credit on their ID card (through a declining balance scan card system) for meals in the Cafe or the Shack at <https://jessup.campuscardcenter.com/ch/login/html>. Employees will surrender their I.D. cards upon employment separation.

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CS-1.06 Vehicle Code

William Jessup University shall not fail to administer policy and procedures regarding the campus vehicle code.

Procedure:

The following regulations apply to all students, employees, guests and visitors of the university.

All individuals who operate a vehicle on the William Jessup University campus agree to:

1. Be currently registered, licensed and insured in accordance with California law.
2. Will hold the university and its employees exempt from all claims of injuries to persons or damage property.
3. Obtain a William Jessup University issued parking permit by the add/drop date of any semester of enrollment.
4. Will update William Jessup University as to any changes to vehicle information or residency status.

William Jessup University neither warrants the safety of vehicles nor assumes the responsibility for loss due to theft, vandalism, accident, or damage while the vehicle is on university property.

Exemptions

Campus Safety vehicles are exempt from rules and regulations in performance of office duties.

All provisions of the California vehicle code (per CVC21111.3) are applicable on the university campus except as modified by the William Jessup University vehicle code.

Parking on Campus

Handicap parking: reserved for disabled persons at all times. Only vehicles properly displaying a special handicap state license plate or state issued placard as pursuant to Section 22511.5 of the California State Vehicle Code are able to park in such designated spaces. *Vehicles illegally parked in a handicap space will receive a ticket/fine of \$250.*

Illegal parking: No person shall stop, park, or leave running any vehicle, attended or unattended, in any of the following places:

1. On a sidewalk, lawn, or landscaped area
2. In a passageway, walkway, or doorway of any building
3. Blocking or obstructing handicap ramp or access
4. Posted fire lane
5. Red Zone
6. Parked or blocking driving lanes
7. Double parked or blocking other vehicles
8. Within 15 feet of a fire hydrant
9. Anywhere outside the "ring-road" (Atherton Way)

Residential Parking: Residential parking is located throughout campus. Specific parking locations for commuters and residents will be published before the start of each school year.

1. Apartment parking spaces are reserved for apartment residents only.
2. Dorm specific parking is now located in the parking lot adjacent to Phillips and Rispoli halls.

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3. Overnight guests of residents are required to submit their parking information to Campus Safety.

Driving on Campus

Failure to obey: No driver shall disobey any traffic control sign, or roadway marking while on campus.

Excessive speed: No person shall operate a vehicle exceeding 25 MPH.

Unsafe passing: Vehicles stopped for pedestrians; passing without sufficient clearance; when view is obstructed.

Permitted person(s) to ride where unlawful:

1. No driver shall allow any person(s) to ride on any vehicle or upon any portions thereof not designed or intended for the use of passengers.
2. No person(s) shall ride on top of any vehicle or upon any portions

Hitching rides: No driver of a motor vehicle shall allow any person on a motorcycle, motorized bicycle, bicycle, roller skates, in-line skates, skateboard, or toy vehicle to be attached to a vehicle in any way.

No driving on sidewalks, landscaped areas, off-road, Federally Protected wetlands, or Cross-country course of the university is permitted. Maintenance and Campus Safety staff is exempt in the performance of their duties.

Helmets are required: The driver and any passenger on a motorcycle, scooter, moped, or motorized bicycle must wear a properly fitting safety helmet [per CVC27802 (A)]

Sound amplification devices: No driver shall operate or permit the operation of a radio system on campus that can be heard 50ft or more outside the vehicle.

Headsets or Earplugs: No person operating any motor vehicle or bicycle shall wear any headset or ear plugs in both ears while on campus. Hearing devices are exempt.

Reckless Driving: No person shall drive any vehicle on university property in a manner demonstrating a willful or wanton disregard for the safety of any persons or property.

Exhibition Speed: No driver(s) will race or break traction with the roadway surface while on university property.

Failure to Obey Directions: No driver shall fail to obey any order, sign, or direction of any Maintenance or Campus Safety Personnel.

Failure to Stop/evading: No driver shall fail to stop, evade, flee, or otherwise attempt to elude university personnel.

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Vehicle Alarms: Any vehicle that has sounded for more than 15 minutes, or has produced a complaint directed to the Department of Campus Safety, will be in violation of excessive noise.

1. First offense will constitute a written warning.
2. Second offense could result in a warning and fine.
3. Third offense will constitute a fine with an order that the system must be adjusted with proof of repair or adjustment.
4. Fourth offense will constitute loss of parking privileges on campus until proper proof of repair or adjustment can be shown and the problem has been resolved.

Note: Failure to comply with Article 3, Sections 1, 10, 11, 12 may result in loss of driving and parking privileges, a \$20 fine or both.

Loss of Parking Privileges:

Habitual Traffic Offender:

1. Any person(s) who has received three or more warnings from the university during the academic year (July 1- June 30).
2. Any person(s), students or employee that is in violation of, and does not comply in a timely manner with (Article 1, Section 2b), regarding current registration, license and insurance in accordance with California Law [California vehicle code, (per CVC 21111.3)].

Note: Any person(s) in violation of the above listed policy may face loss of all driving and parking privileges on the William Jessup University campus and/or may be subject to a \$20 penalty.

Fines

Fines listed are for the offense of that violation.

5.1.1 No valid parking permit displayed	\$20.00
5.1.2 Unauthorized use of disabled parking	\$250.00
5.1.3 Parked in no parking space/area	\$20.00
5.1.4 Parked in reserved space/ visitor parking / restricted lot	\$20.00
5.1.5 Parked in two spaces	\$20.00
5.1.6 Blocking driveway or access	\$20.00
5.1.7 Blocking fire lane access	\$50.00
5.1.8 Driving on sidewalk, off-road, or landscaped area	\$50.00
5.1.9 Exhibition of speed, unsafe passing, or excessive speed	\$50.00
5.1.10 Reckless driving, failure to obey directions , failure to stop	\$50.00
5.1.11 Failure to register vehicle information with WILLIAM JESSUP UNIVERSITY	\$100.00
5.1.12 Failure to keep vehicle registered according to state law	\$20.00
5.1.13 Habitual traffic offender	\$20.00
5.1.14 Vehicle alarm nuisance	\$20.00

Payment of fines: Fines will be added to the student account. Offenders will have 20 days from the issue date to submit a parking citation appeal to the Campus Safety.

Stored, Abandoned, or Disabled Vehicles

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No faculty, staff or student may leave a vehicle unattended or parked for longer than ten days.

1. Vehicles that remain parked or unattended (not being used regularly) will be considered a “stored” vehicle. This vehicle will be issued a written notice and will have seven (7) days to remove the vehicle from campus.
2. Inoperable or abandoned vehicles may be towed away at owner’s expense. [Per CVC 22658 (A)].

No student shall initiate major repairs of a vehicle on the campus without securing written permission from the Director of Campus Safety in advance of the work to be completed.

- If you change your engine oil, it must be disposed of according to city regulations, which means under no circumstances is waste oil to be poured on the ground, placed in a school dumpster, or flushed down a toilet. Waste oil must be delivered to a recycling center.
- Dead auto batteries must also be disposed of legally; they may not be placed in or near the campus dumpsters. Batteries must be delivered to an appropriate recycling center.

Parking Appeals

Administrative Review

An administrative review of all citations will be granted if the appeal is made within 20 calendar days of the issuance of the citation. A parking citation appeal form should be submitted to the campus security office by using the online appeals form on <http://my.jessup.edu/campussafety/parking/parking-appeals/>. After a decision for the appeal has been rendered by the appeals committee, you will be notified in writing.

Appeals committee

The appeals committee will be comprised of the Campus Safety Parking Officer, Lead Officer, and the ASB Judicial Officer, with the ASB Judicial Officer as chair of the committee. The appeals committee will report directly to the Director of Campus Safety.

Appeals hearing

Appeals hearings will be performed to review all citation appeals on a weekly basis. Students may specifically request an in-person hearing. Student requesting an in-person hearing must also submit a written appeal using the online form with their request for an in-person hearing.

This vehicle code applies to all vehicles operated on the William Jessup University campus and properties under its control for educational or residential purposes. The operation of a motorized vehicle, bicycle, roller blades, or skateboard on the William Jessup University campus is a privilege granted by the university administration to facilitate vehicular movement, maximize parking, and enhance safety. It is the expectation of the university that employees, students, and visitors will comply with this vehicle code for the sake of safety and consideration of others.