

# **FRESNO PACIFIC UNIVERSITY**

## **STAFF HANDBOOK**

**July 2008**

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# FRESNO PACIFIC UNIVERSITY HANDBOOK FOR STAFF EMPLOYEES

The following policies are considered applicable to all university Staff employees and will remain in effect from date of issue, unless changed in writing.

Any employee, or a group of employees, may initiate a recommendation for a policy addition, modification, deletion, or exception. Recommendations shall be made in writing to the Staff Personnel Committee. The Personnel Committee and Human Resources Director will review the proposed recommendation(s) and forward the request to the President, who will review the recommendation and solicit comments from appropriate parties. The President will either forward the request to the Board of Trustees or return the request to the initiator with an explanation.

All policies are considered final only after approval by the Board of Trustees. Unless otherwise stated, any such changes, modifications, additions, or deletions supersede previous policies.

All employees affected by a change in policy will be notified of that change.

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## **FOREWORD**

Employees of Fresno Pacific University:

Fresno Pacific University is a place where education and commitment meet. This is true for university personnel as well as students. While administrative and support staff are not formally employed as instructors, all employees are representatives of the university and have an important role to play in the process of education.

This Handbook is designed to serve as the primary record of personnel policy and procedure for university Administrative and Staff employees. All employees are asked to be familiar with its contents and to operate within its policies. It has been prepared to assist each employee in developing a thorough understanding of their work and to encourage maximum efficiency in job performance. In return, the employee should receive a high degree of personal satisfaction in knowing his/her work has met institutional standards, and has contributed to the performance of the basic function of the university - that of providing the finest educational opportunities.

While this Handbook will answer many questions, others may not be addressed or ambiguity may occur. If you have questions about anything contained in the Handbook, or about an issue that is not addressed here, please contact the Human Resources Office. Employees are asked to take note of any updates to this Handbook which will be issued from time to time.

We begin with the Fresno Pacific Idea which outlines our goals as a Christian University, Community and place of employment.

# FRESNO PACIFIC UNIVERSITY HISTORY

Ever since its origins as a denomination in Russia in 1860, the Mennonite Brethren church has considered education important. Educational institutions developed following the Russian Mennonite migration to North America in the 1870s: in the United States, Tabor College was founded in Hillsboro, Kansas, in 1908, and later, Pacific Bible Institute in Fresno in 1944. An underlying concern was the need to ensure that young people would be educated in denominational understandings of biblical doctrines, theology, and missions.

As Mennonite settlements in the west grew, so did interest in education. The MB churches in the western states were interested in providing young people with a religious education. In 1941 the Pacific District Conference formed the "Permanent School Committee" to consider the establishment of a post-secondary school. In 1944 Pacific Bible Institute opened in a large residence on Van Ness Avenue with 28 students. Having outgrown its original campus, PBI moved in 1946 to a former YWCA building in downtown Fresno. The student body reached a peak of 178 students in 1948-49.

In the 1950s a declining enrollment was interpreted as a need to change to a broader curriculum and a move to another location in order to attract more MB and other students. As a result, PBI moved to the present campus on Chestnut Avenue. A junior college program was introduced in 1956, and in 1960 the name was changed to Pacific College. In 1963 a four-year liberal arts program with biblical studies at its core was added. By 1965 the college earned full accreditation as a four-year liberal arts institution; in the spring the first senior college commencement was celebrated on the new Chestnut Avenue campus in southeast Fresno. In the 1970s graduate classes in education were added, and in 1975 the college was accredited to offer Master's degrees; a year later the name was changed to Fresno Pacific College. In the early 1970s a program was developed which offered in-service training to teachers in central California. Originally called the In-Service Education program, it is now the School of Professional Studies. SPS includes a program which enables working adults to complete a baccalaureate degree offered by the Center for Degree Completion.

In an attempt to understand the changes in MB higher education in the 1960s, President Arthur Wiebe encouraged the faculty to rethink and clarify institutional mission and identity. The outcome of the process was the formation of the "Pacific College Idea," a statement of vision, adopted in 1966, which shaped the development of the college through subsequent decades.

In 1979 the sponsorship of the two U.S. Mennonite Brethren colleges shifted from the U.S. conference to the district conferences: Tabor College to the Southern and Central districts, and Fresno Pacific College to the Pacific District Conference. This shift initiated a new era of growth and development.

In the early 1980s, the board encouraged President Edmund Janzen to formulate a plan to extend the mission of the college beyond its denominational boundaries. The college faced the need to increase the number of students and faculty and expand its financial base. This plan was articulated as "Broadening the Base." It included expanding campus facilities, broadening the curriculum, developing new strategies for public relations and fund development, and making a more deliberate effort to relate to non-MB churches, including representation of board members from beyond the MB constituency. The "Fresno Pacific Idea" continued to serve as a guiding concept during this time of transition and change.

In response to growth, development, and change, the institution became Fresno Pacific University in 1997 with three schools: Fresno Pacific College, Fresno Pacific Graduate School, and Fresno Pacific School of Professional Studies. Related to the university are the Center for Conflict Studies and Peacemaking, Older Adult Social Services (OASIS), and the Multimedia Arts Center.

The commitment to be a community of learners guided by the principles of the Kingdom of God, a community which seeks to use education as a means to serve God and others around the world, has remained the enduring, stable core throughout this history of growth and change. The scope of education has broadened from the earlier institute education, but only to bring Christian faith to bear on larger arenas of life and to prepare persons for broader involvement in the life of the church and contemporary society.

For further reading:

*Mennonite Idealism and Higher Education: The Story of the Fresno Pacific Idea*, edited by Paul Toews.

*Remembering...Reaching, A Mission of Service: A Fifty Year History of Fresno Pacific College*, by Joel A. Wiebe.

# THE FRESNO PACIFIC IDEA

The Fresno Pacific Idea reflects the university's interpretation of what it means to be a community of learners committed to a distinctive vision of Christian higher education. The Idea serves as a center for reflection and action and as a guide for forming a vision of the future. Rooted in the past and continuously re-shaped by the present, the Idea provides a foundation for the university's understanding of itself and of the mission to which it is called.

In pursuing this mission, the university affirms the significance of knowledge which is a foundation for wisdom and virtue. As a Christian liberal arts community, Fresno Pacific University is an integral part of the mission of the church. From this Christian and liberal arts center the university seeks to engage members of its community in a collaborative search for knowledge and experience which lead toward a perceptive and creative relationship with God, humanity, and the natural world. On this foundation, the university seeks to build and to extend the Kingdom of God by enabling persons to serve church and society.

The Fresno Pacific Idea articulates the university's primary identity, its vision of community, and its relation to the larger world. The parts of the Idea are not mutually exclusive, but complementary. Together, they form an organic whole.

## **Fresno Pacific University is a Christian University**

Fresno Pacific University seeks to be a collegium centered upon Christ and His church. It is committed to the ideals of God's Kingdom and to the perspective of the liberal arts in which integration of faith, learning, and action is a primary goal.

With others in the Anabaptist-Mennonite and Believers Church tradition, the university encourages voluntary acknowledgment of the sovereignty of God, of the triumph of God's Kingdom, of the presence of God's Spirit in the life of the church, and of the Lordship of Christ in all of life.

As an extension of the educational mission of the Mennonite Brethren Church, the university affirms the authority of the Bible over all matters of faith and life; the church as a community of redeemed people; a life of discipleship leading to holiness, witness, and service; the call to serve Jesus by ministering to human need and alleviating suffering; the practice of reconciliation and love in settings of violence, oppression, and injustice; and the development of spiritual maturity through disciplines such as prayer, study and meditation.

All authentic knowledge and experience are unified under God. All aspects of reality are understood to be parts of a larger whole. There is no contradiction then between the truth of revelation, of scholarly investigation, and of action. The university encourages members of the Fresno Pacific community toward a reflective and critical perspective on the nature of humanity and its relation to the world. Thus the liberal arts enlarge the foundation for life-long learning and for advanced study in a discipline or profession. The university affirms that wisdom grows out of commitment to Christian faith and to the integrative perspective of the liberal arts. Both are essential to developing a holistic view of God, self, and the world.

Since education is understood to be a life-long process, the university programs include a variety of academic and professional undergraduate, graduate, and non-degree programs. Each program builds on the integrative foundation of the liberal arts, encouraging thoughtful reflection on those beliefs and values that contribute to personal and societal wholeness. The intersection of Christian belief, the liberal arts, and an ethic of service provide an educational perspective that leads to an examined understanding of God, self, and the world, uniting theory with practice.

## **Fresno Pacific University is a Community of Learners**

Fresno Pacific University recognizes the importance of the interpersonal dimension of the learning process. The university believes that community grows out of common commitments, and that learning is the result of interaction between persons, ideas and experience. Thus the university seeks to provide settings in which individuals can achieve such interaction within a community committed to learning and service. It believes that as individuals become more responsible with, and accountable to, one another, they are better able to understand themselves and to make thoughtful commitments to God, the church, and the world.

The university seeks to accept each member of the community as unique, with purpose and value. Ethnic and religious identity is affirmed as a basis for respectful pluralism. While acknowledging individual differences, the university also holds to the Believers Church expression of community as a body which transcends individualism and those cultural, national, and ethnic boundaries which separate and alienate.

Believing that the Gospel transcends the limitations of all cultures and ideologies and that inclusiveness enriches community, Fresno Pacific University welcomes those of different cultural, national, ethnic, and religious backgrounds to participate in its educational experience. The university invites those from other church traditions, both as faculty and students, to enter into dialogue and faithful practice with those in the Anabaptist and Believers Church tradition in following Christ and in sharing the university's mission. In keeping with its voluntaristic church tradition, the university affirms the community formed as individuals relate to God and does not discriminate against students who cannot freely and honestly make such a commitment. The university encourages persons to serve across cultures and throughout the world as compassionate disciples of Christ and as constructive members of society.

The university believes that knowledge and understanding are formed in community; that learning takes place through dialogue and discourse between people who have different experiences and perspectives, and that such wisdom begins with humility. These understandings join teachers and students as partners in a mutual search for truth and wholeness.

The university's belief in community expresses itself in patterns of leadership and governance that are servant oriented and participatory and which lead toward consensual decision making.

The university seeks to carry out its educational mission through faculty, students, staff and board who participate in church and society, share a mutual respect for educational goals and community standards and are committed to enhancing the quality of the educational experience for all its members.

## **Fresno Pacific University is Prophetic**

Fresno Pacific University believes that to be prophetic is to serve the church and society by engaging in dialogue with and critique of contemporary culture and practice. The university encourages informed reflection on personal, institutional and societal values which contribute to developing a vision for wholeness, justice and reconciliation. It offers leadership to the church and the world by enabling persons to extend perceptive, creative, and skillful responses to current issues; to illuminate darkness with light and dispel ignorance with wisdom and understanding. It seeks to bring an integrative, Christian ethic and perspective to present day thought and experience and to a common search for the better way.

Fresno Pacific University understands learning to be a journey; a journey of exploration, reflection and transformation; a journey toward deepened meaning and faith growing out of creative encounter with Christ and the world. The university believes that such learning may be nurtured through many different modalities and in many different settings and that it should be encouraged to continue throughout life. Thus the university values imaginative, experimental and innovative

ways of engaging students and faculty in the process of learning even as it seeks to remain faithful to its core values and identity.

Fresno Pacific University is a deliberate and continuing attempt to realize the vision expressed in the Fresno Pacific University Idea. The Idea gives the university reason for existence, courage for growth, and stimulus for adventure.

# UNIVERSITY THEOLOGICAL ORIENTATION

Fresno Pacific University is sponsored by the Pacific District Conference of the Mennonite Brethren Churches. The school is deeply and intentionally rooted in the Anabaptist Mennonite movement, representative of the radical wing of the Protestant Reformation. As such, it is committed to Anabaptist and evangelical ideals, including: the reconciling power of God's Spirit; an emphasis on voluntary discipleship; radical obedience to Jesus as Lord; the global mission of the church; the church as the community of the new covenant; mutual care and holistic concern for members of Christ's body; and the call to address, in pastoral and prophetic fashion, the peace and justice concerns of the world.

The theological position of the university is represented in the following tenets, compiled from the *Confession of Faith of the General Conference of Mennonite Brethren Churches*. Whereas Fresno Pacific University enthusiastically embraces this theological tradition, it seeks to do so with charity and humility. In keeping with an expressed desire of its sponsoring body in the early 1980's to "broaden the base" of the institution, the university has deliberately chosen to include students, faculty, staff, administrators, and board members from diverse Christian traditions, who at the same time are supportive of its distinctives and goals. This represents an attempt to embody the New Testament notion of ecumenicity, rooted in a personal relationship with God through Jesus Christ as Lord and Savior, and marked by a fervent commitment to a particular core of beliefs and behaviors by people from greatly diverse races, ethnicities, and nationalities. Accordingly Fresno Pacific University stresses the following convictions in guiding and shaping the educational community.

## **God**

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe in God the Father, the Creator and Sustainer of this universe, who in infinite wisdom and love planned the redemption of humanity and accomplished it through Jesus Christ. We believe in Jesus Christ, truly God and truly human, who was born of the virgin Mary, lived a perfect life, was crucified for our sins, rose from the dead and was exalted to the right hand of God. We believe in the Holy Spirit who effects redemption in the lives of those who believe in Christ. He convicts, guides, teaches, rebukes, indwells, empowers, comforts, intercedes, unites believers into one body, and glorifies Christ.

## **The Revelation of God**

We believe that God has made His power and deity known in creation. He revealed Himself also in word and deed in the Old Testament. God revealed Himself supremely and finally in the Lord Jesus Christ, as recorded in the New Testament. We believe that all Scripture is inspired by God as people of God were moved by the Holy Spirit. We accept the entire Bible as the infallible Word of God and as the authoritative guide for the faith and life of Christian discipleship.

## **Humanity and Sin**

We believe that humanity was created in the image of God, sinless and in fellowship with God, with a free will to make moral choices. Man and woman chose sin and thus brought death upon the whole human race. As a consequence all people are sinful by nature, guilty before God and in need of forgiveness and restoration.

## **Salvation by Grace**

We believe that there is one God and mediator between God and humanity. Jesus Christ, who by his substitutionary death, has redeemed humanity from the power of sin, death and eternal punishment. We are saved by God's grace through faith in Christ. Those who repent receive

forgiveness of sins and by the power of the Holy Spirit are born into the family of God and, as faithful disciples, joyfully obey God's Word.

### **The Christian Life**

We believe that the Holy Spirit indwells every believer and transforms him/her to witness to Christ in daily life. The Christian lives in fellowship with God and other believers and joins a local church at baptism. The believer contributes to the building of the body of Christ with his/her material and spiritual gifts. By the means of grace provided by Christ, the believer seeks to grow to maturity, as this is expressed particularly in the "fruit of the Spirit." Since the Christian's body is a "temple of the Holy Spirit," believers refrain from those things which harm the body and the mind. In striving for perfection the believer recognizes his/her complete dependence on God and the constant need for God's forgiving and cleansing grace.

### **The Church of Christ**

We believe that the Church was established through Christ's redemptive work in history, and that it is comprised of all who put their faith in Him and who are baptized by the Spirit into one body, regardless of nation, race or social class. Despite the diversity in congregations, and denominations, the Holy Spirit creates unity among all the people of God. The local church is an association of baptized believers. Believers manifest loving concern for each other and submit to mutual admonition and discipline. Those who fail and refuse to be corrected are excluded from the fellowship of the church; those who repent are forgiven and restored.

### **The Mission of the Church**

We believe that the Gospel is "the power of God unto salvation," and that the command to make disciples of all nations is the primary task of the church. Every member of the church is called to participate in the mission of the church as he/she is enabled by God's grace.

### **The Christian Ministries**

We believe that God through the Holy Spirit has endowed all believers and gifts for Christian ministries. Some members of the church, however, are called to lead, to preach, to teach, to evangelize, to nurture; others perform deaconal ministries. The church commissions or ordains people for such ministries and loves, respects and supports those who serve faithfully. Those in leadership are to live exemplary Christian lives.

### **Christian Baptism**

We believe that Christians should be baptized upon the confession of their faith in Christ. Baptism by water is a public sign that a person has repented of sins, received forgiveness of sins, died with Christ to sin, been raised to newness of life and received the Holy Spirit. By baptism a believer enters into the fellowship of the local church and commits him/herself to a life of discipleship and service.

### **The Lord's Supper**

We believe that the Lord's supper is instituted by Christ, whose body was broken for us and whose blood was shed to assure salvation for believers and to establish the new covenant. The supper expresses the fellowship and unity of all believers with Christ. It is a supper of remembrance, celebration and praise which strengthens believers for true discipleship and service. All believers examine themselves in preparation for the fellowship of the Lord's supper.

### **Marriage and the Christian Home**

We believe that God instituted marriage for the intimate companionship of husband and wife, and for the procreation and nurture of children. We also believe that God honors singleness. Believers who marry should have a common Christian commitment; a believer should not marry an unbeliever. We believe that divorce is a violation of God's intention for marriage. We believe that God's love, forgiveness and reconciliation is available also to those who experience brokenness in marriage.

### **The Lord's Day and Work**

We believe that God has called us to work and that work is honorable. However, the Christian also needs to have time for worship, instruction in faith and fellowship. Therefore, following the example of the New Testament church, believers gather on the Lord's Day for spiritual upbuilding and limit their labors on that day to work of necessity and deeds of mercy.

### **Christian Integrity**

We believe that Christians are obligated to speak the truth at all times. As a witness to our integrity we refuse the making of oaths, in keeping with what Jesus taught in the Sermon on the Mount. Also, we avoid holding membership in lodges and secret societies, but seek rather to foster fellowship among believers.

### **The State**

We believe that God has instituted the state. Our chief concern and primary allegiance, however, is to Christ's kingdom. We pray for our government, respect those in authority, pay taxes, obey all laws not in conflict with the word of God, and witness against corruption and injustice in society.

### **Love and Nonresistance**

We believe that God in Christ reconciles people to himself and to one another, making peace through the cross. We view violence in all forms as a contradiction to the new nature of the Christian. We believe that the evil and inhuman nature of such actions are contrary to the gospel of love and peace. In times of national conscription or war, we believe we are called to give alternative service where possible. Our bond with other followers of Jesus transcends all racial, social, and national barriers.

### **Christ's Final Triumph**

We believe that God will some day bring His purposes to a final consummation. When Christ returns, the dead in Christ will be raised and together with the living believers they will be transformed and they shall be forever with the Lord. In the end all evil powers will be defeated, and whereas the ungodly shall suffer eternal punishment, the saints shall enjoy eternal bliss in the presence of God.

# **EMPLOYMENT POLICIES AND STANDARDS**

## **BASIC STANDARDS**

Each employee brings individual skills and abilities to his/her position. While the university strives to recognize these differences, it is desirable that all personnel operate within the same basic philosophy and administrative framework. Such a framework is designed to promote respect for the institutional mission, efficiency of work, safety and consideration of others, and foster a positive public image of the university in the community. The following guidelines have been established as personnel standards for employees of the university and constitute an agreement between the university and the employee.

Fresno Pacific University is a Christian institution owned and operated by the Pacific District Conference of the Mennonite Brethren Churches. While the university intentionally employs individuals from a wide variety of church backgrounds and memberships, all employees are asked to respect and be sensitive to the theology and ethics of the university's sponsoring constituency.

The university employee's primary time commitment is to the university and their work at the university should have priority over outside commitments. An employee of the university will be asked to justify and/or cease outside activities or employment, if in the opinion of the university, such non-school employment and/or activities are detrimental to the interests of the university.

Employees shall familiarize themselves with their job description, professional duties, institutional policies and regulations of the university and conduct themselves accordingly. Employees shall be responsible for the careful maintenance of buildings and equipment, and cooperate to maintain a high level of efficiency throughout the institution as a whole.

## **ACCOUNTABILITY STATEMENT**

It is the responsibility of all employees of the university to maintain a consistent witness to their faith before each other and our students, and to be accountable to each other and to the university for their moral and lifestyle choices. General behavioral standards are outlined in the Fresno Pacific Idea received at the time of hire, and in various other places in official FPU publications. In all cases and activities FPU employees are to be role models for students, and to reflect the Lordship of Jesus Christ in their lives, at home, in relationships, in church service, and while at their various occupations.

All employees of the university must affirm their faith in Christ, active participation in the church and their commitment to this purpose to be considered for employment and to continue in current positions. The staff and administration of the university play a vital role, not only in performing valuable and important tasks and providing useful and needed service, but in creating the moral and spiritual atmosphere of the university. Behavior that does not reflect these commitments may be considered grounds for discipline or in extreme cases, for dismissal from employment at the university. In all cases we will all work together to encourage, reconcile and heal, admonish and correct when necessary, and discern our responsibility and accountability to each other and the university.

## **POLITICAL ACTIVITY**

Employees of the university are also members of the larger community and are encouraged to exercise the political rights of their citizenship. The university, however, consciously maintains a non-partisan stance, so when employees engage in political activities, they do so as private persons and must avoid creating the impression that they speak or act on behalf of the university.

University stationary or any other material bearing the university name or logo is not to be used in connection with political activities, and employees will not allow their names to be used in political activities in a manner that suggests that they speak for the university. The campus mail service is not to be used for the distribution of campaign materials.

## **HARASSMENT AND SEXUAL HARASSMENT**

The Fresno Pacific University community believes that all individuals have the right to study, teach, work and live free from harassment. As a Christian Community we will model and work with each other in ways that respect and encourage full acceptance of all persons, and the full exercise and development of our individual gifts and vocations. Harassment of a student or an employee of the university by other students, employees, supervisors, or agents of Fresno Pacific University will not be tolerated. All reports of harassment will be taken seriously, promptly investigated and addressed.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status, (2) submission to or rejection of such conduct by an individual is used as a basis for an employment decision or performance evaluation affecting an individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating, or offensive working/learning/living environment, (4) or when submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through Fresno Pacific University.

Examples of harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwelcome sexual advances, invitations, flirtations, propositions, or comments whether spoken or written, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, suggestive or obscene comments, letters or notes;
- Display of derogatory and/or sexually-oriented objects, photography, cartoons, drawings or posters;
- Physical conduct such as sexually-oriented gestures, assault, inappropriate touching, blocking normal movement, or interfering with work;
- Threats, demands or subtle pressure to submit to sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss, making or threatening reprisals after a negative response to sexual advances, and offers of preferential treatment in return for sexual favors;
- Retaliation for having reported or threatened to report sexual harassment

***Approved by FPC Board of Trustees 6/8/96***

## **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

### **PROCEDURES**

Harassment based upon any of the characteristics described above, including sexual harassment is absolutely prohibited.

- Student - Student** sexual harassment is prohibited.
- Student - Employee** sexual harassment is prohibited.
- Employee - Student** sexual harassment is prohibited.
- Student - Faculty** sexual harassment is prohibited.
- Faculty - Student** sexual harassment is prohibited.
- Employee - Employee** sexual harassment is prohibited.

**Falsely accusing members of the community of sexual harassment is prohibited.** Due process is available to victims of complaints that are investigated and proven to be false or unfounded.

## **PROCEDURES FOR FILING A COMPLAINT**

### **What to do if you experience or observe Sexual Harassment**

Employees or students who believe that they have been subjected to conduct of a harassing nature are encouraged to promptly report the incident (either verbally or in writing) to one of the university officials most closely connected to the individual(s) involved. If that is not possible a report should be made to the human resources director, a dean, a vice president or the provost.

Employees or students who observe sexual harassment are also encouraged to report the incident.

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the university reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Protection against retaliation**

It is against the university's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## **DISCRIMINATION**

Fresno Pacific University provides equal opportunity for employment without regard for race, color, national origin, gender, age, or disability. Discrimination is any act that makes a difference in treatment in favor of one person over another; which creates an intimidating, hostile, or offensive environment for work, including conduct which insults, ridicules; or demeans individuals or groups on the basis of race, national origin, ethnic or cultural background, sex, or disability.

Employees are entitled to freedom from discrimination in employment and personnel practices at the university and are expected to conduct themselves in their relationships with other members of the university community so as to avoid discrimination. Persons found to be in violation of these policies are subject to appropriate discipline up to dismissal from employment for flagrant and/or repeated violations.

## **DRUG FREE SCHOOL AND CAMPUSES DRUG PREVENTION PROGRAM**

In accordance with the **Drug Free Schools and Campuses Act (34 CFR part 86)** certification, FPU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of its activities. Federal regulations also mandate that each employee and student receives a written notice of these policies. Therefore provided here for the benefit of each student and employee are standards of conduct, and legal and disciplinary sanctions for unlawful possession, use and/or distribution of illicit drugs and alcohol.

### **Standards & Conduct**

Fresno Pacific University recognizes that drug and alcohol abuse is a major societal concern and problem. Such abuse leads to health problems, decreased productivity, crime and a general weakening of our world's moral fabric. Alcohol and drug abuse is especially destructive to the education process, inhibiting educational, social and interpersonal development. It is for these

reasons and our commitment to abide by our standards as a Christian institution that all students and employees are strictly prohibited from unlawful possession, manufacture, use, and/or distribution of illicit drugs and alcohol on property owned or used by the university. As a member of the FPU community, you are also prohibited from using or serving drugs or alcohol as part of any university sponsored activity, whether on or off campus. This policy extends to sites such as Bakersfield.

### **Legal Sanctions**

Students or employees found in violation of any University policies or any local, state or federal law regarding the use, possession, or distribution of alcohol or other drugs will be subject to legal penalties in addition to any appropriate University personnel or disciplinary action.

### ***Alcohol***

The University's policy with respect to alcohol follows the laws of the State of California and the City of Fresno. All persons, regardless of age or status, are governed by these laws and regulations. State and city laws, prohibit: (1) the purchase or sale to, possession of or consumption of alcoholic beverages by anyone under 21; (2) the serving of alcohol to an already intoxicated person; and (3) the manufacture, use or provision of a false state identification card, driver's license, or certificate of birth or baptism. If convicted for violating these laws, punishment—up to and including jail sentence—may result. Penalties for alcohol violations are governed by the California Business and Professions Code and Alcoholic Beverage Control Act.

### ***Illegal Drugs***

Federal and State laws on drug abuse provide for stringent penalties for illegal possession, manufacture, cultivation, sale, transportation, use or administration of any narcotic drug; more stringent penalties for those convicted of previous narcotics offenses than for first offenders; and extremely stringent penalties for those who in any way involve minors in the use of narcotics. A person is subject to prosecution if he or she illegally uses or is under the influence of narcotics, or knowingly visits a place where illegal narcotic use is occurring. Marijuana and other illegal organic substances are covered by similar laws, and there is an additional violation against the cultivation or processing of these drugs in this state. The barbiturates (e.g. yellow jackets, red devils), and amphetamines—e.g. bennies, dexies—called restricted dangerous drugs in the California Narcotic Act—are similarly covered. Penalties for those convicted of illegal possession, manufacture, cultivation, sale, transportation, use or administration of these drugs are severe. In 1966, LSD and related hallucinogenic drugs were added to the list of restricted dangerous drugs, and their use for other than authorized research was prohibited by California law. Penalties for drug use and possession are governed by the California Health and Safety Code, Subtitle C. Specific penalties may vary, depending on the type and amount of drug in question.

### **Disciplinary Process/Responses**

As in all disciplinary actions, University personnel attempt to deal redemptively toward renewal of health and reconciliation in matters such as drug use. All students and employees are expected and required to obey the law, to comply with the Fresno Pacific University institutional behavioral standards & expectations, and with directives issued by administrative officials in the course of his/her authorized duties. Any student or employee who engages in conduct that is prohibited by FPU standards, or by federal, state, or local law is subject to either student discipline, appropriate personnel action, or legal sanction.

Any employee or student who is found unlawfully using, dispensing, or selling controlled substances will be subject to disciplinary action including requirements of immediate ceasing of this activity and participation in rehabilitation counseling. Successful rehabilitation is a condition of continued employment. Drug abuse in the workplace may result in suspension and/or termination. Any use of an unlawful substance, or giving or selling of such to students or employees is grounds for immediate expulsion.

Guidelines and procedures regarding FPU discipline and disciplinary sanctions are included in the Student Handbook ([http://sunone.fresno.edu/dept/student\\_life/handbook/](http://sunone.fresno.edu/dept/student_life/handbook/)) and the Employee Handbook.

### **Drug & Alcohol Programs**

Drug and alcohol abuse counseling and referral are available through the FPU Counseling Center for students and the Human Resources office for employees. As a benefit, an Employee Assistance Program is available to employees through Health Management Center (HMC). In both cases referrals, counseling, and treatment programs are confidential. All students and employees are encouraged to participate in Drug Awareness programs offered through the Counseling and Health Centers. Additional information both on the effects of specific drugs and alcohol and drug counseling resources in Fresno and surrounding areas are available in the Counseling Center, the Health Center and the Internet.

### **Health Risks**

Alcohol and other drug use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual's well-being or survival.

### **Consequences:**

Negative consequences may be exhibited through physical dependence (the body's learned requirement of a drug for functioning) and/or psychological dependence (the experience of persistent craving for the drug and/or a feeling that the drug or alcohol is a requirement for functioning).

Abuse of any drug or alcohol whether licit or illicit may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts.

Many consequences of drug/alcohol use are severe and can be permanent. Some of the consequences are:

- ◆ Behavioral and physiological changes
- ◆ Impaired judgment
- ◆ Violence (including acquaintance rape, domestic violence, impaired driving)
- ◆ Impaired immune system
- ◆ Reproductive difficulties/sterility
- ◆ Elevated blood pressure
- ◆ Irregular heartbeat
- ◆ Coma
- ◆ Death

For more information on alcohol & other drugs, contact the Health Center.

## **CHILDREN IN THE WORK PLACE**

Fresno Pacific University values family life and has worked to develop employment policies and a benefit package that are supportive of families. While we seek to provide an environment that is open to work and family issues, in general it is not appropriate for friends, family and children to be in the workplace during working hours due to potential legal liability and disruption to workplace and classroom activities. This includes leaving minor children on campus or in office areas while the employee is at work. This does not eliminate periodic, short visits from friends, family and children as appropriate, such as for meeting them on campus for lunch. This policy is also not intended to prohibit friends, family and children from being in the workplace during University-sponsored events.

The University desires to be a family friendly place of business; however, the workplace is not the appropriate place for childcare. Exceptions to this policy may be permitted under extenuating circumstances and with advance approval from the Human Resource Department. Even during short, periodic visits children should not be left unattended or in the care of another employee. Parent-employees must take full responsibility for their children at all times while on campus and ensure that the child's presence does not interfere with workplace or classroom activities. When necessary, managers and supervisors may grant time off at their discretion in emergency or unforeseen circumstances.

## **WHISTLEBLOWER POLICY**

The employees of Fresno Pacific University are dedicated to the highest standards of ethical conduct and are expected to adhere to high standards of professional conduct in carrying out their duties. While we trust our employees to understand and abide by policies and the law, there may be rare instances of improper or illegal activity.

### **Reporting Financially Related Misconduct**

Any employee who observes, first-hand, financial activities or other practices that he or she believes to be against university policy or the law, should report these activities immediately to the Controller. Alternatively, employees may submit concerns to the Vice President for Finance and Business Affairs.

### **Reporting of Non-Financial Misconduct**

Reports of non-financial misconduct should be reported to the head of the appropriate office or department. The department head will in turn provide a report of the complaint and its disposition to the Director of Human Resources.

### **Reporting Misconduct by those Individuals Responsible for Carrying Out this Policy**

If the alleged improper or illegal conduct is by an individual who is responsible for carrying out this policy, the incident should be reported as follows:

- information regarding the Controller should be reported to the Vice President for Finance and Business Affairs
- information regarding the Vice President for Finance and Business Affairs should be reported to the President
- information regarding the President should be reported to the Vice President for Finance and Business Affairs

### **Confidentiality**

Individuals who report in good faith possible compliance issues will be accorded confidentiality and/or anonymity to the extent possible under the law. The reporting individual's identity may become known during the normal course of the investigation and this possibility will be discussed with the individual by the university's legal counsel.

### **Investigation**

In order to allow the university an opportunity to review alleged wrongful conduct in a fair and unbiased manner, individuals are encouraged to report in writing all disclosures of alleged wrongful action. If an employee is unwilling to put the information in writing, the university official who investigates the complaint will prepare written summary of the disclosure and provide a copy to the reporting employee, who may edit the summary for accuracy and completeness.

The responsibility for investigating complaints is the responsibility of the Vice President of Finance and Business Affairs. In some cases the Vice President of Finance and Business Affairs may

delegate the investigation to more appropriate departments such as human resources. The person responsible to investigate the complaint will be responsible to ensure:

- All investigations are carried out in fair and unbiased manner.
- Those making complaints and/or reporting concerns are treated fairly, their confidentiality is protected to the extent allowed by law.

### **False Allegations of Wrongful Conduct**

Any employee who knowingly makes false allegations of wrongful conduct shall be subject to discipline, up to and including termination, in accordance with university policies.

The university will take steps to ensure that employees who come forward in good faith will be protected from retaliation in employment practices at FPU. This protection is afforded to all employees who communicate information in good faith and through appropriate channels.

## **APPROPRIATE ATTIRE POLICY**

An employee's personal appearance is very important because it reflects the image of the university and contributes to the morale of all employees. Employees are expected to maintain and project a competent and professional image. Individuals who are in positions that require meeting the general public have a special responsibility to present themselves in a way that will represent the university with Christian dignity.

All employees are expected to be well groomed and modest, wearing business attire consistent with work requirements. Good taste is expected in choosing clothing, hairstyles, make-up and accessories. Casual, faddish, revealing, unflattering, or extreme attire is not acceptable.

If you have any questions about the appropriateness of any clothing, please check with your immediate supervisor before wearing such to the University. Supervisors have the prerogative to determine what is appropriate for their department/work area, within the policy guidelines. Employees who report to work in attire that is not consistent with the university's standards will be temporarily dismissed from work and asked to return in more appropriate attire.

Every Friday is FPU day and appropriate attire with an FPU logo is encouraged. Casual days may be announced by the HR director at special times such as holiday seasons. FPU days and casual days are not an exception to the above policy and a professional appearance is still required through casual attire.

## **RESPONSIBLE USE OF INFORMATION RESOURCES AND TECHNOLOGY**

Fresno Pacific University provides computer resources (including hardware, software, and access to networks and databases) to support the educational mission of the university. Our use of these resources is to be guided by Christian principles of wise stewardship and responsible use.

### **I. Responsibility to Others**

#### **1. Respect for one another's need for access**

Students, faculty and staff who are involved in educational, research, or administrative activities have the highest priority in the use of technology and information resources. While use of information resources for other purposes may be acceptable, such use should never interfere with educational or research activities. Practices that are in conflict with this policy include, but are not limited to, the following examples:

-Use of computer lab equipment for recreational purposes in a way that prevents others from using it for educational, research or administrative tasks.

-Loud or disruptive behavior in computer labs that prevents others from performing educational, research or administrative tasks.

-Deliberately degrading the performance of the network or computer system. Specific examples include e-mail chain letters or junk mail, flooding the network, and the intentional spread of viruses.

## **2. Respect for one another's values and feelings**

Fresno Pacific University upholds the principle of treating all people with profound respect. University computing resources may not be used to intimidate or harass other people. Practices that are in conflict with this policy include, but are not limited to, the following examples:

-Sending fraudulent, threatening or obscene e-mail, or e-mail attachments meant to harass or intimidate.

-Displaying obscene or otherwise offensive written, aural, or graphic material on one's computer in a manner likely to be seen by other people.

## **3. Respect for Another's Property**

Theft, misuse or unauthorized use of either tangible or intellectual property will not be tolerated. All users are required to abide by the following guidelines:

-Making unauthorized copies of copyrighted software is prohibited. Such theft is punishable under state and federal law and can affect both the user and the university.  
-No one may access network resources (e-mail accounts, personal directories, etc.) of another user without their express permission, except as described in section II.3.

-No one may use, edit, adapt, sample or copy another member of the community's intellectual property without their consent. Intellectual property includes any words, images, or other expressions of a person's ideas. It may include, but is not limited to, written papers in electronic format, computer-based presentations, or electronic tests prepared for university courses. While use of such material with another person's permission may be acceptable, such use in academic settings should not violate university rules against plagiarism.

-Users should avoid excessive or unnecessary printing of documents. Over-use of paper in university offices and labs represents both a waste of the university's monetary resources and a waste of natural resources. Editing of documents should, as much as possible, be done on-screen. Avoid printing a new copy for every small change made to a document.

## **II. Responsibility to Self**

### **1. Balancing work/study time with computer use**

Faculty, staff, and students are given access to computer resources for specific purposes. Personal use of the Internet and e-mail by students, faculty, and staff is allowed but should not interfere with productivity. Activities that might interfere with productivity include on-line games, chat room entertainment, Web sites pertaining to news and weather, fashion and glamour, hobbies, sports, investments, and shopping. Students, faculty, and staff should exercise good judgment regarding personal use of technology and ensure that non-work/study related activities do not interfere with the pursuit of educational/work goals and responsibilities.

## 2. Use of inappropriate materials

Fresno Pacific University is a community of learners. The university seeks to provide settings in which individuals can learn as a result of the interaction between persons, ideas, and experience. Learning and interaction remain key components to the educational mission of Fresno Pacific.

The educational mission of the community and the self may be subverted when inappropriate behaviors manifest themselves. The use of electronic technology may be used as a tool for interaction with persons, ideas, and experience in both positive and negative ways. Thus, one must take responsibility in determining the nature of sites accessed and messages sent. The following types of Internet sites, among others, may be problematic when accessed repeatedly:

- Sites containing sexually explicit content.
- Sites containing depictions or descriptions of violence, or hate speech.
- Sites promoting the inappropriate use of illegal drugs, alcohol, or tobacco.
- Sites promoting gambling.

Individuals should consider the purpose for which they enter sites such as these and the potential harm the information in these sites could have on them.

## 3. Understanding the limits of privacy

The university acknowledges that users have a right to expect that the privacy of their data and their use of the system will not be violated. Although the university does not monitor computer files, e-mail, and Internet use, normal maintenance of the campus network or individual computers may reveal information about the nature of an individual's computer and network usage to Information Services staff. All logins, requests for web pages, and commands executed by users are recorded in log files that are maintained by Information Services. In order to preserve the integrity of its resources against accidents, failures, improper use, or other disruption, the university reserves the right to inspect or remove any data, file, or system resource as it deems necessary. In so doing, Information Services has an obligation to preserve the confidentiality of any user data to which their legitimate responsibilities give them access. However, in cases where there is clear evidence of violation of laws, contracts or license agreements, Information Services will report this information to the Provost. The same actions will be followed if Information Services, during normal maintenance procedures, discovers a pattern of repeated violation of the community standards set out in this policy. Existing policies will assist the Provost in determining appropriate action in such cases.

Electronic mail is a convenient means of communication. Because of the nature of such electronic communication, it is not possible to guarantee the privacy of e-mail. Such messages are not erased from the system when deleted but are retained for a certain, designated period of time to serve as backup protection against inadvertent deletion. Furthermore, courts have ruled that Internet providers must disclose the identity and content of e-mail messages when it is determined necessary to investigate the inappropriate use of the system. Therefore, despite reasonable attempts to maintain the privacy of use on university-provided technology, data that is stored, sent, received, or accessed using university-provided technology should not be considered completely private or confidential. Highly confidential materials should be delivered or stored in another manner.

The university makes no warranty, express or implied, regarding its information resources, their continued availability, privacy, or their fitness for any particular purpose.

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Use of technology resources at Fresno Pacific University is a privilege, not a right. Violation of any of the above guidelines may subject the violator to disciplinary action, rendered by the

appropriate authority, according to existing university policies. Such action could include any of the following: warning, loss or restriction of technology privileges, suspension, or legal prosecution.

This document is a baseline policy applying to all users of FPU technology resources. It does not preclude additional provisions being applied where appropriate within various segments of the university. Approved by Faculty Session, November 16, 1999.

## **CLASSIFICATION OF POSITIONS**

Fresno Pacific University has a policy of maintaining appropriate classifications of employees to ensure that there is no discrimination in terms of benefit plan eligibility and payment of compensation in accordance with federal and state laws.

### **TEACHING FACULTY**

The teaching faculty of Fresno Pacific University comprises all whose principle assignment is credit-bearing instruction. Faculty status will include identification with the discipline in which instruction is given. Appointed faculty are persons who have been appointed to full faculty status by action of the Board of Trustees upon the recommendation of the President of the university.

### **ADMINISTRATORS**

These positions include the characteristics described under "Administrator", plus broader responsibilities in relating to public and/or campus clients and department and in policy development and interpretation. These positions may require a higher degree or experience. Administrators also have responsibilities for campus governance in the Faculty Session, and must be elected into the Session at the time of hiring or promotion. These positions report to the President or have decision making responsibilities related to Student Life or Academic program, and often have responsibility for major budget categories. A teaching assignment may be part of the regular duties. The position must be such that it warrants inclusion as defined by the Session. Appointments are processed by the Human Resources Director with the approval of the President and ratification by the Board of Trustees.

### **ADMINISTRATIVE STAFF**

An administrator serves the university in a technical or managerial role within one department: e.g. Chief Accountant or Food Service Director. They usually report to a department director though may in some cases be the department director. They work with specific and general goals within the compass of the department and generally have some responsibility for budget management. They may supervise other regular employees as well as student labor. These positions require specific training or education (generally a BA) or significant experience in the kind of work assigned and/or managerial functions. Position formulation and appointments are processed by the Human Resources Director with the approval of the President.

### **STAFF**

Staff members generally serve the university in a support capacity within a department or a specific function within a department. They are responsible to the department head or director, and may have supervisory responsibility for students and sometimes one other staff position of lower classification. The type of work generally is of a practical nature, e.g. secretarial, varieties of assistant positions, trades, and clerking. These positions require experience and education

according to the position. Positions may vary department to department depending on the level of responsibility of each position. Positions descriptions and salary banding are processed by the Human Resources Department.

## **STAFF CAUCUS**

The Staff Caucus consists of all staff and administrators at the university. The Caucus provides a way for the staff and administrators to gather on a regular basis to discuss items related to their role at the university and to provide ongoing general training. The Caucus is also used to forward concerns and recommendations to the Faculty Session.

The executive Committee of the Staff Caucus consists of the Caucus President, Vice President, Secretary, and the Faculty Session, and Personnel and Social Committee representatives who are elected by the Caucus annually in May. The Caucus has two representatives on the Faculty Session, the President and the Faculty Session representative. The Caucus also elects two Personnel Committee representatives, and two representatives to the Social Committee.

## **TIME STATUS**

For the purposes of the California Industrial Welfare Commission and the Federal Fair Labor Standards Act, all Fresno Pacific University employees are considered either "exempt" or "non-exempt." The status as prescribed by law is:

1. Exempt - Executive, professional and administrative employees. These employees are not employed on a regular hourly basis and are not eligible for overtime.
2. Non-Exempt - Employees employed on a regular basis and are eligible for overtime.

Regular Full-Time Employees - Employment is based on a schedule of a 40 hour week and/or 12 month full-time contractual employment. These employees are eligible for full university approved benefits.

Regular Part-Time Employees - Employment is based on a schedule of less than (40) hours per week and/or less than twelve months annual arrangements on a regular basis. These employees are eligible for a proportion of university-approved benefits if employed at least 20 hours per week or more on a regular basis. Benefit eligibility is applied proportionate to the time worked.

Temporary Employees - Employment is not under a regular institutional contract, nor is employment continuous. Temporary employees are not eligible for benefits.

1. Temporary Full-time – Employed on a regularly scheduled 40-hour per week basis for a period not to exceed 90 days. A temporary may be continued in this class for one additional 90-day extension period upon request of the operating manager of the department with the concurrence of Human Resources. After the 180-day period, the employee will either be converted to regular status or released.
2. Temporary Part-time – Employed on a regularly scheduled basis which is less than full time but equals or exceeds 20 hours per week for a period not to exceed 90 days. A part-time temporary may be continued in this class for one additional 90-day extension period upon request of the operating manager of the department with the concurrence of Human Resources. After the 180-day period, the employee will either be converted to regular part-time status or released.

## **JOB DESCRIPTIONS**

Specific job descriptions have been drafted for each position and are available to each employee from the Human Resources Office. The documents include the classification, title, education,

knowledge, skills, and abilities required for the position, and examples of the job duties. Employees are expected to keep copies of their job descriptions current at all times as these become the basis for ongoing assessment and evaluation.

# **EMPLOYMENT POLICIES**

## **EMPLOYEE SELECTION**

Fresno Pacific University is committed to recruit, employ, and promote a well-qualified staff and administration, without regard to race, color, age, sex, national origin, or DISABILITY. While the President is charged with the final responsibility for the employment of all university employees, the Human Resources Director will recommend the hiring of Staff, Administrators, and Administrative Faculty appointments. Department heads may recommend the opening of new positions on campus, but all positions will be filled by the Human Resources Department.

Job opening notices for staff and administrative positions are posted on The FPU website and some are sent to area churches and elsewhere, as appropriate. Applications are screened for qualifications, and interviews will be scheduled with qualified candidates. Qualified candidates will be interviewed by the appropriate department head and in some cases by the Human Resources department. The Human Resources department and the department head will then recommend a candidate and determine the placement on the salary scale.

## **PERSONNEL FILES**

The Human Resources Department keeps accurate, confidential, and complete records of education, experience, performance, attendance, and benefits for all administrative faculty and staff and administrative employees. Employees may examine their personnel file during normal office hours, and have the right to copy, request correction or amendment, and/or file a rebuttal to any item in their file. 24 hour notice is required for review of a file.

Personnel records must be kept current by employees reporting any changes to the Human Resources Department. Some significant changes are: change of name, address or phone number, change of marital status, change in number of dependents, or family changes affecting tax status, health insurance, or life insurance beneficiaries. All information will be kept confidential.

## **PHYSICAL EXAMINATIONS**

Any time during the course of employment, an employee who is unable, for reasons of health, to perform the duties assigned, may be required by the university to be examined by a physician to determine current health status and limitations.

## **EVALUATIONS**

Evaluation of performance is an essential element in the effort to discern giftedness in a Christian community. All Staff and Administrative employees will be evaluated annually, in November or December. The university uses a Behaviorally Anchored Rating Scale that calls for objective evaluation of several aspects of job performance. Evaluations are to be a positive process; a time of reflection to help objectively assess strengths and weakness, and enhance individual and corporate effectiveness.

The evaluation process begins with both the employee and the supervisor completing the evaluation form. Administrative employees will also complete the annual goal and objectives review and planning form. The employee and the supervisor will then meet together to review all aspects of the written report. The employee and supervisor can add comments deemed pertinent to the evaluation, and then sign it and return it to the Human Resources Office. No formal evaluation report shall be placed in the employee's personnel file prior to this conference. It is suggested that the employee keep a signed copy of the evaluation. Any negative evaluation shall include specific written recommendations for performance improvement.

Evaluations are normally formative, with the primary goal of improving individual and corporate performance. However, they also can signal the need for summative evaluations with the primary goal of determining whether the employee should be re-assigned or released.

Evaluations may also be called for at any time in cases where a supervisor discerns a need for specific evaluation of performance; the employee would like clarification of their performance as assessed by the supervisor; or where needed for reclassification questions.

## **ORIENTATION**

The orientation period for new employees is one year for Administrative employees and 3 to 6 months for staff employees. At the end of this period the employee will be evaluated by their supervisor using the same form and process as used with continuing employees. Upon successful completion of this evaluation the employee will be moved to continuing status with an accompanying salary adjustment if applicable.

## **RESIGNATIONS**

Fresno Pacific University sincerely trusts that employees will find their employment opportunity a ministry. When an employee finds it appropriate and necessary to resign, a written notice at least two weeks prior to leaving is requested for staff personnel and one month for administrative personnel. Longer advance notice if possible is appreciated. Resignation notices should be directed to the immediate supervisor with a copy to the Human Resources Office.

## **TERMINATIONS**

When circumstances develop that may result in the termination of a Staff or Administrative employee, the department head must inform the Director of Human Resources, both verbally and in writing, of the existing conditions. The specific procedures used in the evaluation for a termination decision depend upon the cause of termination.

## **UNSATISFACTORY PERFORMANCE**

Job performance is measured by a review of the job description, the annual performance evaluation and, in the case of administrative personnel, the annual goals. If it is documented that an employee is not reaching an acceptable level of performance, the following steps must be followed:

1. The department head notifies both the employee and the Human Resources Director, both verbally and in writing, of the concern, identifying specific areas of deficiency.
2. The department head, with the Human Resources Director's input, must plan strategies for corrective steps, measurements to identify success or failure, and a time period to achieve the goals, for the employee. These are to be communicated to the employee in writing.
3. If no improvement is detected after the allotted time period, the Human Resources Director may evaluate whether the employee's skills may be used in another department on campus, and determine the availability of such a position. If a transfer does occur, the employee will begin the new assignment in an orientation period.
4. If there is no such position available on campus, termination will occur and the employee will receive payment for any earned but unused vacation time.

## **INSUBORDINATION**

Resistance to authority, demonstrated through disobedience, is cause for immediate dismissal. If it is documented that the employee's behavior demonstrates insubordination, the following steps will be followed:

1. The department head must document the insubordinate act and notify the Human Resources Director immediately.

2. The Human Resources Director will arrange a meeting with the department head and the employee to gather and verify information.
3. If the Human Resources Director and the department head conclude that the nature of the insubordination renders the employee's future working relationship ineffective, termination will result.
4. The employee will receive payment for any earned but unused vacation time.

The university reserves the right to dismiss an employee without the above advance notice or process in cases of gross misconduct, harassment, negligence, or dangerous or illegal activity.

### **PROGRAM REDUCTION**

In the event staff or administrative reduction becomes necessary due to reorganization, budget cutbacks, grant or contract cancellations, or similar reasons other than for cause or poor performance, the following shall apply:

1. The President shall invoke this policy and shall inform all Cabinet Officers of the rationale for the required reductions. The President will recognize the impact which such reductions or changes may have on employee morale and will invoke this policy with sensitivity and discretion.
2. The President shall inform the Cabinet of those areas in which reductions or changes are required and will ask the appropriate Cabinet members to submit a plan which meets the objective(s) of the required reduction or reorganization.
3. The President shall authorize the termination of any employee, including those under continuous employment contract, whose position must be eliminated.
4. Any employee so terminated shall receive a minimum of 30 calendar days written notice citing the reason for the termination and the termination date. The President may ask that any accrued or vacation time be taken during this period. Any employee in good standing terminated under this policy shall have immediate access to any other position open at the university for which they are qualified. Any employee who assumes another position shall do so within the applicable salary, benefits, orientation period, and other conditions pertaining to that position and its classification.

### **GRIEVANCE PROCEDURE**

Differences of opinion and misunderstandings between employees and supervisors may occur from time to time. If a problem arises, an employee is encouraged to see the supervisor immediately and work together to secure information to solve the problem. If the employee and supervisor are unable to resolve the difficulty the employee may present their grievance in writing to the Human Resources Director. The grievance should contain the original grievance, a description of the supervisor's response, and the reason for the appeal. The Human Resources Director shall, in a timely manner, arrange a meeting with the grievant, and following the meeting prepare a written response to the grievant. If the decision of the Human Resources Director is not satisfactory to the grievant, the grievant may appeal to the Vice President for Finance and Business Affairs.

### **DISCIPLINE**

Our actions determine the reputation of Fresno Pacific University, and reflect on Jesus and on His Church. Employees are expected to be familiar with the type of conduct which violates Fresno Pacific University standards. Disciplinary action can range from verbal reprimand to immediate dismissal without notice.

**Actions which result in progressive discipline:**

- Unsatisfactory performance
- Failure to report absences
- Excessive absences
- Unlawful use or possession of controlled substances
- Behavior in violation of Basic Standards and/or Accountability Statement (See Employment Policies and Standards p. 10)

If it appears that an employee has committed any of the above actions, the appropriate supervisor will meet with the employee to determine the facts and discuss the matter. If the severity of the matter indicates that only a reminder is needed the matter will be documented in the employee's Personnel file. In the event of a recurrence, a hearing shall be scheduled with the Human Resources Director, the supervisor, and the employee. Any actions taken will be decided on the basis of the employee's record of employment and all circumstances of the situation. The Human Resources Director will initiate the action decided upon.

**Reprimand:** Reprimand involves an official memorandum to the employee which places emphasis on the possible effect of the employee's conduct or performance on their record and their opportunities for advancement. A copy of this memorandum will be placed in the employee's personnel file.

**Suspension:** Suspension involves temporary removal from the payroll. The employee will be given advance notice in writing, and an opportunity to make a request to the Human Resources Director for reconsideration.

**Dismissal:** If it becomes necessary to release an employee, the employee in effect, will have released him/herself by the record they have established. The employee will be given advance written notice (except in cases of immediate dismissal) of release action and an opportunity to make a request to the Human Resources Director for reconsideration.

**The following actions may result in immediate dismissal:**

- Intoxicants on the job
- Willful employee negligence
- Falsification of records
- Theft
- Divulging of confidential information
- Use or distribution of controlled substances with students or other employees (see page 12)
- Moral turpitude including sexual harassment
- Behavior in violation of Behavioral Standards or Accountability Statement with students (See Employment Policies and Standards p. 10)
- Willful misuse of keys
- Breach of Responsible Use of Technology policy (see page 15)

# **SALARY POLICIES AND PROCEDURES**

## **PLACEMENT ON THE SALARY SCHEDULE**

All employees, except those hired on a temporary or casual hourly basis, are to be classified for salary positions immediately upon initial employment. Placement on the salary schedule is determined by the knowledge, skill, and abilities required for the position, and the education and experience level of the employee.

## **ADVANCEMENT ON THE SALARY SCHEDULE**

Advancement on the salary schedule is on the basis of service rated as satisfactory or better, or continued education. It is not considered to be automatic. An employee may advance following a minimum of 12 months of employment, if recommended by the immediate supervisor and approved by the Human Resources Director. Employees moving to a new classification may be given credit for their years of experience in placing them on the salary schedule, as determined by the Human Resources Director.

## **SALARY ADJUSTMENT FOR WORKING OUT OF CLASSIFICATION**

Employees who are temporarily assigned to work out of their regular classification and are assuming all or part of the responsibility of an absent employee of a higher classification may be compensated at the higher rate for the period of their temporary employment. Eligibility for such adjustment shall be determined by the Human Resources Director prior to the assignment.

## **TRANSFERS AND REASSIGNMENTS**

Additional and/or new responsibilities in an employee's present job or transferring to another position could initiate changes in several areas: classification, title, benefits, and/or salary.

Transferring to another position is possible if the employee possesses the knowledge, skills, and abilities for the position. Sometimes a transfer is simply lateral and results in no change in classification or salary.

## **RECLASSIFICATION**

### **Employee Reclassification**

A reclassification refers to a change of classification from one position to another with the possibility of changes in title, benefits, and salary. A reclassification may be initiated by employee's supervisor or the Human Resources Office. All employees are eligible to apply for positions on campus that may result in a change in classification if the employee has the necessary knowledge, skills and abilities.

### **Position Reclassification**

Each position on campus is placed on the salary scale according to its rating as determined by the job description. These are then compared to the existing classification schedule and changes are made as indicated. As an employee assumes new duties in their position and their responsibilities expand, the position may be reclassified. In order for a position to be reclassified the supervisor must develop a new job description for the position. If the new responsibilities significantly increase the employee's scope of duties, responsibility for supervision, analytical requirements, etc. the position may be reclassified as appropriate.

## **OVERTIME**

Overtime for non-exempt employees shall be authorized only upon the advance, written approval of the supervisor. Authorized overtime in excess of eight hours per day or forty hours per week shall be paid at a rate required by the applicable State or Federal Law. Request for overtime pay must be made by the employee on the Request for Overtime sheet.

Overtime hours will be assigned on an equitable basis within the department taking into consideration the skills and qualifications of the employee.

## **CUSTOMARY HOURS**

The full-time work day for regular employees shall be eight hours within a twenty-four hour period and a full-time week shall be five days of eight hours each or equivalent. The work day and/or week for all employees shall be assigned by the immediate supervisor or the Human Resources Director as required to meet the operational requirements of the university, and is a condition of employment. When required for the operation of the university, the work schedule of an employee may be adjusted during the day or week by the immediate supervisor.

## **DAILY SCHEDULE**

### **Breaks**

Two rest periods of 10 minutes each day are granted each full-time working day. Since this is paid time, it cannot be accumulated for personal time off or used as make-up time. Times for breaks will be staggered within each department.

### **Meals**

Employees working over five hours a day shall be entitled to a meal break of not less than 30 minutes. Times for meals will be staggered within each department. Meal breaks cannot be skipped or shortened to make up time for coming in late or leaving early.

## **PAYROLL**

All non-exempt employees are paid on a semi-monthly basis. Paychecks are issued on the 15<sup>th</sup> of each month and the last working day of each calendar month in payment for work performed during that month. Exempt employees are paid one each month, on the last working day of the month for work performed that month. Paychecks are available for pickup at the Cashier's window no later than 5:00 p.m., unless alternative arrangements are made. If hours employed during a month differ from those regularly assigned, an adjustment may be made in any subsequent pay period.

An employee may request arrangements for direct deposits, payroll deductions, repayment and/or shares in an approved credit union, payment of dues to employee organizations, any group insurance, and tax sheltered annuities and/or any other program approved by the university. These requests must be submitted in writing to the Payroll Office.

Absences which require deductions from payroll are usually made on the following month's payroll for an absence occurring from the first through the end of the calendar month, unless a request is made to the payroll office to make the deductions during the month the absence occurs. These deductions will be made in accordance with university procedures.

## **REPORTING VACATION, SICK, AND PERSONAL LEAVE TIME**

Both exempt and non-exempt employees must document hours spent in a workday. This is done through the Time Summary sheet submitted to the payroll office on the 10th of each month.

**Non-exempt employees** - Non-exempt employees must keep track of their time on a daily basis by completing the employee daily time log. This must be submitted to the department head for verification and returned to the Human Resources Department. An employee who arrives late for work or leaves earlier than their scheduled end time will have their pay docked.

**Exempt employees** - On the Time Summary sheet each exempt employee in the department indicates the number of hours taken off during the prior month for sick leave or vacation. The sheet is then submitted to the department head for verification and returned to the Human Resources Department.

# **BENEFITS**

Fresno Pacific University has established a basic benefits package which provides the advantages of group insurance and retirement programs for the financial security and protection of all university personnel. Benefits are subject to change, with due notice, given market constraints and changing needs and conditions. See current Benefits Summary in the Human Resources Department.

## **HEALTH INSURANCE**

The university offers its own partially self-funded plan entitled Fresno Pacific Health. The university pays a portion of the total cost of the health insurance program and participating employees pay the difference. An employee must work 30 hours per week to be eligible for coverage.

Coverage begins on the first day of the month after the employee has worked a full month. There is a six month to one year waiting period for some pre-existing conditions.

Salary compensation is not made in lieu of declined insurance benefits.

## **LIFE INSURANCE AND LONG TERM DISABILITY INSURANCE**

The university provides to all regular employees a term life policy equal to the employees annual salary. Coverage begins on the first day of the month after the employee has worked a full month and ends at termination or retirement. Along with this the university provides a Long Term Disability plan at 70% of monthly gross pay. Both plans are insured and administered by UNUM.

## **RETIREMENT**

The university provides a basic contributory retirement program with immediate vesting through Teachers Investment and Annuity Association/College Retirement Equities Fund. Currently the university contributes 1% above base salary toward retirement. A minimum of 1% must be contributed out of the employee's salary. Employee contributions may be made before taxes. Vesting is immediate, and a buy back option is available within the first 5 years of employment if the individual should leave the university. The university conforms to all Federal provisions regulating retirement availability, including the anti-discrimination acts of 1986.

Supplemental Retirement Annuities are available through TIAA/CREF. Information about other IRA and TSA investment opportunities are available in the Human Resources Office. You are advised to consult a professional counselor before any investment, and the university takes no responsibility for investment in Tax Sheltered Annuities or individual retirement plans. Opportunities are distributed simply as a service without discrimination regarding firms and services.

Administrators are eligible to begin retirement contributions after one month of employment at the university. Staff employees shall have a two year waiting period. All employees who have met the required waiting period and are over age 35 must enroll in the retirement plan.

## **FLEXIBLE SPENDING ACCOUNT**

A flexible spending account allows employees to direct a part of their pay, on a pre-tax basis, into a special account that can be used through the year to reimburse themselves for certain out-of-pocket medical expenses such as co-pays/deductibles, and for dependent care expenses. Employees are eligible to enroll in the plan on the first day of the month after the employee has worked a full month. Once a benefit amount has been selected it cannot be changed until the following plan year unless there is a change in family status. There is a nominal monthly cost to participate in the plan.

To continue participation in the Cafeteria Plan all participants **MUST** re-enroll every year prior to December 15th.

## **EMPLOYEE ASSISTANCE PROGRAM**

The university offers, at no cost to employees, an employee assistance program through Unum Group. The program provides for early consultations in a variety of areas involving everyday life challenges and serious issues involving emotional and physical well-being. This program includes: childcare/eldercare referrals, personal relationship information, health information and online tools, legal consultations, financial planning assistance, stress management and career development. The program includes telephone consultations, educational materials, and up to three face-to-face consultations within a six-month period.

Also provided through Unum Group is a worldwide emergency travel assistance service for medical emergencies via telephone or email.

## **OTHER**

The university participates in state and federally mandated benefits: Social Security (FICA), state disability insurance, workers' compensation and unemployment insurance.

## **TUITION WAIVERS**

### **TUITION WAIVER POLICY**

Tuition waivers are granted as a benefit to Fresno Pacific University employees and their dependents. The purpose of tuition waivers is to provide our employees and their families the opportunity to improve their skills, and for personal development and enrichment. Tuition waivers are available according to the guidelines and restrictions listed below.

Waivers are available for tuition costs only (up to 18 units per semester for spouses and dependent children), and not for fees associated with registration and attendance, individual class fees, academic programs and tests, or any other areas for which fees may be charged, including books. Tuition waivers cover only tuition costs not covered by state and/or federal grants (excluding loans). All full time students anticipating tuition waivers must apply for all available state and federal grants and are encouraged to apply for other foundation grants and scholarships. If there are tuition costs remaining to be paid after all state, federal and scholarship grants are applied to the student's account, the remaining balance will be covered by a tuition waiver. All students receiving a tuition waiver must meet the Fresno Pacific University Academic and Financial Aid Satisfactory Academic Progress Requirements. (These policies are found in the FPU catalog) Failure to make satisfactory academic progress will result in the loss of the waiver benefit until these requirements are met. Tuition waivers do not apply toward courses whose instructors are compensated on the basis of enrollment, unless class size is otherwise sufficient to allow the instructor full compensation for the course. For such classes, employees must pay the required tuition costs.

Tuition waivers must be requested by the end of the second week of each semester in which they will be used. Tuition waivers are not a vested benefit and an employee must be currently employed in order to receive the benefit. In some cases tuition waivers are taxable benefits and will be reported at year end to the employee and to the Internal Revenue Service according to current regulations.

Part-time employees eligible for benefits are entitled to that proportion of waiver as the number of hours they are employed.

Tuition waivers will not be granted for professional development, other independent studies, and directed studies.

Tuition waivers will not be granted for classes where paid enrollments fall below seven non-waiver students for graduate and degree completion programs. Each school has the ability to limit the number of FPU employees in a class, program or cohort, in consultation with the Provost and/or the Director of Human Resources.

## **UNDERGRADUATE COURSES**

### **Employees**

- After successful completion of the employee's orientation period (1 semester for faculty)
- Four units per semester up to a total of twelve units per calendar year.
- Participation must be approved prior to enrollment by the department head and not interrupt the work of the department.
- Employees must make up for time away from the department.

### **Spouse and Dependent Children**

- After successful completion of the employee's orientation period (1 semester for faculty)
  - First year of employment 25%
  - Second year 50%
  - Third year 75%
  - Fourth year 100%
- Up to 18 units per semester
- Maximum of nine terms for undergraduate study, until the requirements for a Bachelor's degree are met, or through the academic semester in which the student reaches age 23, whichever is sooner.
- May be extended to age 25 in cases where the dependent has delayed or interrupted undergraduate study to work in full-time voluntary service.
- The same conditions as those immediately preceding apply to married children of University employees, but not to the child's spouse.
- Years of service at other church related colleges and universities will be counted toward FPU's waiver eligibility criteria.

## **DEGREE COMPLETION**

### **Employees, Spouse and Children**

- After successful completion of the employee's orientation period (1 semester for faculty)
- Up to two persons eligible for a tuition waiver will be allowed in each cohort.
- First year of employment 25%
- Second year 50%
- Third year 75%
- Fourth year 100%

Waiver applies to additional units taken to satisfy program requirements.

### **Dependent Children**

Dependent children are eligible to receive waiver as long as they do not turn 24 years old prior to program end date. This waiver offer excludes OL and Liberal Arts degree completion cohorts. Age minimum is seven (7) years post-high school work experience and, therefore, dependent children are not eligible, unless an age exception was in admission to the program by the Program Director.

### **GRADUATE COURSES**

#### **Employees**

- After successful completion of the employee's orientation period (1 semester for faculty)
- Four units per semester or a total of twelve units per calendar year.
- Participation must be approved prior to enrollment by the department head and not interrupt the work of the department.
- Employees must make up for time away from the department.

#### **Spouse**

- After successful completion of the employee's orientation period (1 semester for faculty)
- Up to two persons eligible for a tuition waiver will be allowed in each cohort.
- First year of employment 25%
- Second year 50%
- Third year 75%
- Fourth year 100%

#### **Dependents**

No tuition waivers available

### **School of Business Tuition Waiver Policy**

The University tuition waiver policy is:

Tuition waivers will not be granted for classes where paid enrollments fall below seven non-waiver students. Each school has the ability to limit the number of FPU employees in a class, program or cohort, in consultation with the Provost and/or the Department of Human Resources.

The School of Business tuition waiver policy is:

The maximum number of students on tuition waivers in a class/course is 20%. The tuition waiver does not cover tuition for courses repeated in a program. Students in the cohort for which the course is a regularly scheduled course have a priority for the waiver over other students who are not in the cohort.

### **OTHER TUITION WAIVER OPPORTUNITIES**

Fresno Pacific University has entered into tuition reduction and waiver agreements with other institutions, and these are available to employees under the guidelines of current agreements. These agreements are as follows:

Council of Christian Colleges and Universities Tuition Waiver -- same percentage that employee is eligible for at Fresno Pacific, subject to availability at each college.

Mennonite Colleges: 50% tuition waiver for dependents subject to availability at each college.

Tuition Exchange – Full tuition. However, only one student per year from FPU may use these benefits. The receiving college or university must accept the student as a Tuition Exchange student. Please see Student Financial Services for further information.

## **HOW TO REQUEST A TUITION WAIVER**

All requests for tuition waivers for Fresno Pacific should be made through the Human Resources Office.

Information regarding tuition waivers at other institutions is available in the Financial Aid Office. Application will be made directly to the participating institution where a waiver is desired.

Part-time employees eligible for benefits are entitled to that proportion of waiver as the number of hours they are employed.

Tuition waiver benefits are subject to change. Please consult the Human Resources Office when you anticipate using them.

### **Effective for employees hired on or after May 1, 2009**

*Approved by Board of Trustees 10/11/97*

*Updated 09/07 – approval: President's Cabinet*

*Rev: 05/09*

## **VACATION**

The university vacation policy is designed to promote employee well-being and productivity by providing time away from work. All staff are expected and encouraged to take vacation time made available to them.

Each full-time staff employee shall accumulate paid vacation on the basis of length of service as follows:

### **Length of Service**

### **Vacation Allowance**

Less than 3 years

10 days/yr. (.8 days per month)

3 years through 5 years

15 days/yr. (1.25 days per month)

More than five years; one additional day of vacation for each year of service up to a maximum of 20 days a year.

Each full-time administrative employee shall accumulate 20 days of vacation each year.

Part-time employees eligible for benefits are entitled to that proportion of days of vacation as the number of hours they are employed.

Vacation time begins to accrue on the date of employment but cannot be used until the completion of the orientation period. An employee must accrue credit for vacation before vacation time may be taken. When an employee uses more vacation leave than they have accrued the university will deduct the deficit amount of vacation leave from their payroll the following month.

All vacations must be scheduled in advance with the immediate supervisor at such time as not to conflict with the normal operations of the university. Vacation time may not be used to make up for time lost due to coming to work late or leaving early.

If required by the workload, a department head may ask an employee to forego vacation. If the employee agrees, the employee will be compensated for such time at a rate equal to the normal rate of pay (in addition to the pay for vacation time.) This provision is available only at the request of the supervisor and must be arranged in advance.

Vacation will be accrued monthly and an employee can accrue up to 125% of their annual vacation allotment. When an employee reaches 125% of their allotment, no more vacation will accrue until some time is taken.

Example:

Menno Knight is eligible to take 2 weeks of vacation during 2008. Menno does not take any vacation during 2008 and does not take any during the first 3 months of 2009, reaching his cap of 125% of vacation time allowed. ( $125\% \times 2 \text{ weeks} = 2 \frac{1}{2} \text{ weeks}$ ). Beginning in April, Menno does not accrue any more vacation time (he has reached his cap and forfeits the vacation he would have accrued in April). In May Menno takes 1 week of vacation and he begins accruing vacation again at his normal rate.

An employee who resigns and has not used all accumulated vacation available shall be compensated for such vacation time not taken at the regular rate of pay.

Effective July 1, 2008, the following positions are not eligible for vacation benefits: President, Provost, VP Advancement and University Relations, VP Enrollment Management, VP Information Technology, VP Finance and Business Affairs, Executive Director University Communications, Executive Director Regional Centers, Executive Director Continuing Education, and Director Facilities and Services. In addition, 9, 10, or 11 month employees as well as temporary employees do not accrue vacation.

## **SICK LEAVE**

Full-time employees are entitled to twelve days of leave with pay each year for purposes of personal illness or injury. Employees accumulate one day of sick leave per month to a maximum of sixty days. Sick leave may not be used as vacation time; however it may be applied to doctor and dental appointments for the employee or dependent. Up to five days of sick leave may be used per year to care for a sick child, spouse, or parent.

Sick leave may be used for medical disability caused by or attributed to pregnancy, miscarriage, childbirth, and recovery therefrom. Such leave may not be used for child-care, child-rearing, and preparations for child-bearing. Upon termination or retirement employees are not compensated for unused sick leave.

When an employee misses work due to illness or injury, the immediate supervisor must be notified immediately. If the absence continues beyond one day, the employee must keep the supervisor informed on a daily basis.

In the case of the repetitive use of sick leave or an extended illness the university may require a written medical summary from the employee's physician.

Upon recovery from an extended illness or accident disability the employee is required to submit a letter from the employee's physician stating that the current health condition permits return to regular employment.

When an employee uses more sick leave than they have accrued the university allows employees to carry a deficit of up to eight hours. However, if the deficit exceeds eight hours employees have two options for remedy: 1) The employee may transfer unused vacation to cover their sick leave deficit; 2) The employee may have the deficit amount of sick leave reduced from their payroll the following month.

## **PERSONAL NECESSITY LEAVE**

Accumulated sick leave, not to exceed five days per year, may be used by the employee in cases of personal emergency, including any of the following:

- Death of a member of employee's immediate family (see Bereavement Leave below)
- Serious illness or accident involving employee's person or property, or person or property of a member of employee's immediate family
- Appearance in court as a litigant, as a witness under an official order, jury duty or voting.

## **BEREAVEMENT LEAVE**

Each employee is allowed one week of bereavement leave without loss of pay upon the death of any of the following members of his/her immediate family: mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandchild, grandparents, son-in-law, daughter-in-law, or any relative living in the immediate household. Any additional time for bereavement may be taken according to the personal necessity leave policy. Any additional time without pay may be negotiated.

## **PATERNITY LEAVE**

Paternity leave of twenty hours is available to assist with newborn child care. Arrangements for leave must be requested in advance with the supervisor.

## **FAMILY MEDICAL LEAVE**

Fresno Pacific University offers unpaid family care leave of up to 12 weeks in a 12 month period to all eligible employees. (This is a 'rolling' 12 month period that is determined by looking at the 12 months prior to the time leave is requested.) To be eligible for family care leave an employee must have worked 1,250 hours during the 12 month period prior to the leave request, and have worked at the university for a total of 12 months.

Family care leave can be used only to assist in family care during the birth, adoption, or the serious illness of an employee's child, or in the event of a serious physical or mental health condition of a parent or a spouse that warrants the participation of a family member. Family care leave may not be combined with maternity leave. Sick leave and vacation time must be used during family care leave. An employee may be required to provide certification of a "serious health condition" in order to receive leave for his or her own medical condition or to care for a family member.

Family care leave must be specifically requested by the employee 30 days in advance of the last day worked, unless such notice is not practical, in order to obligate the university to re-employ that individual. An employee taking leave under FML is entitled to his or her same job or an equivalent job upon return from leave.

Fringe benefits, other than health insurance, are discontinued at this time. Employees on leave are entitled to health benefits during leave under the same terms and conditions as active employees. If the employee does not return to work after a leave, the university may recover any amounts paid by the university for those health benefits, unless the employee does not return to work because of the recurrence, continuation or onset of a serious health condition or some other factor beyond the employee's control. Benefit coverage is re-instated upon return to work.

A staff member will not accrue any paid vacation time during any leave of absence.

## **JURY DUTY**

When an employee of the university is summoned for jury duty or subpoenaed to appear in court as a witness, paid time off up to 5 days per year is granted. Paid time off will be deducted from the employee's sick leave account. A copy of the official court orders must be submitted to the Human Resources Office. If the term of jury duty is longer than 5 days, 5 days of personal necessity leave may be used.

Appearances in court for traffic violations, other violations, or a party in a lawsuit are not considered as paid time off but are charged to vacation leave.

## **WORKERS' COMPENSATION INSURANCE**

All employees of the university are covered by workers' compensation insurance. All work related injuries requiring more than first aid must be reported immediately to the Human Resources Office. If injuries are not promptly reported, workers compensation benefits may be jeopardized. Multiple or repeated injuries that result from employee carelessness and failure to follow safe work practices will negatively affect performance evaluations and possible continued employment.

## **SAFETY TRAINING**

It is the policy of Fresno Pacific University to maintain a high standard of safety in the work area. To that end the university has implemented an Injury and Illness Prevention Program with which all employees must comply as part of their continued employment. The university also provides safety training to all employees. Employees will receive initial training by their supervisor at the time they are hired, when they move to another position, or when new substances, processes, procedures or equipment are introduced. In addition the university will provide refresher training on an annual basis.

# GENERAL INFORMATION

## Bookshop

Founders Bookshop sells textbooks, general books, stationery supplies, university clothing, maps, cards, gifts, stamps, and confections. The general book section emphasizes biblical and religious books, reference books, children's literature, and general educational resource materials.

A fundamental goal of the Bookshop is to be more than a store for required books and supplies. With the help of the faculty, the Bookshop is intended to be a source for quality books and materials which supplement the required course textbooks. The Bookshop staff welcome suggestions for its inventory, especially those books which faculty highly recommend to their students. The staff is eager to assist the faculty in realizing the university objective of creating life-long learners. Direct all suggestions to the Bookshop manager.

## Bulletin Boards

Approval to post flyers must be obtained from the Student Life Office. A list of approved locations for posting is available from the Student Life Office. Postings are not allowed on painted surfaces of buildings, on poles or areas restricted by Facilities Management.

Posted notices must be removed immediately after the event.

## Check Cashing

Small checks (\$25 maximum) may be cashed at the Business Office. Checks may also be cashed at the Bookshop. The university prefers employees to cash their checks at the Business Office.

## Campus Communications

The SQUAWK BOX is a weekly news email designed to facilitate the sharing of information among the faculty and university departments. Typical announcements includes dates and times of meetings of the Faculty Session and School Caucuses, lectures and other events of interest to the faculty and/or staff, administrative notes, employee achievements and activities, etc. To submit an announcement to the Squawkbox, send an email to Squawk1@fresno.edu.

The Latest Line contains announcements of interest to the university community in general. All general purpose memos or information for 50 or more persons should be disseminated through the Latest Line. Announcements may be sent to the Administrative Assistant to the Dean of the School of Business.

## Casa Pacifica

Casa Pacifica is a retreat facility developed primarily for the use of Fresno Pacific University faculty, students, and staff. It is also available to church and school groups, other organizations, families and friends when not used by the university.

Casa Pacifica consists of a three-story "cabin" located on a five-acre parcel about 50 miles northeast of Fresno near Shaver Lake in the Sierra Nevada's (ca. 5000 feet elevation). The facility is designed to sleep up to 24 persons in beds with some additional loft floor sleeping space.

For further details and reservations contact the Office of Spiritual Formation.

## **College Hour**

Twice a week the College community meets to consider a variety of matters related to Christian faith and life. Staff and Administrators are encouraged to attend College Hour sessions twice a month. Approval for attendance must be given by your department supervisor and proper department coverage must be arranged.

## **Donations to the University**

Donations to the university may be made through a payroll deduction. The Advancement Office and Payroll Office will assist you with making the arrangements.

## **Identification Cards**

Faculty members are issued identification cards by the Student Financial Services Office at the beginning of each school year. Presentation of a valid identification card entitles the employees to use of the library, check cashing services in the Business Office, discounted luncheon tickets, Bookshop discounts and admission to various campus activities.

## **Keys**

Employees are issued keys to their individual offices or work areas. These may be picked up at the Facilities Management Office upon presentation of appropriate identification. Requests for keys to any facilities should be made on a key request form, signed by your supervisor and submitted to the Director of Safety and Security for approval.

There is a charge for the replacement of lost keys.

## **Library**

Hours The library is open 8:00 a.m. to 10:00 p.m. Monday through Friday; 9:00 a.m. to 5:00 p.m. Saturday; closed Sunday. Vacation hours will be posted. All books and bags may be checked at the circulation desk upon leaving the library.

## **Mail Policy**

No political campaign information shall be sent through intra-campus mail unless it comes to an individual through the US mail. This same policy applies to any sales information and promotions.

Campus organizations need to identify themselves on any mailings done on campus.

## **Meal Tickets**

Employees may purchase discounted meal tickets (10 meals) from Pioneer College Caterers for use in the cafeteria.

## **Parking**

Parking permits are required to park in the lots on Chestnut, Heaton and Hamilton. Permits may be purchased in the Business Office. Free parking is available in the Steinert Field lot. Even if an employee does not plan to park in a restricted lot, Campus Safety recommends that all employee vehicles be registered if for any reason Campus Safety needs to contact the vehicle owner.

Parking is enforced between the hours of 8:00 am – 3:45 pm, Monday through Friday during the academic year, excluding holidays and weekends. Exceptions for relaxed parking enforcement may be made at the discretion of the administration during times of special events.

Parking regulations for timed or handicapped stalls and all fire lanes are enforced for the entire year, 24 hours per day 7 days per week.

### **Petty Cash**

Small reimbursements (\$25.00 or less) or small cash advances may be covered by petty cash from the Business Office Counter. Advances will be charged to the personal account of the employee until a receipt is submitted.

### **Photocopy**

The major copiers on campus are equipped with a copyguard attachment. Each department has a copyguard number which may be obtained from the budget manager. Copies will be billed to the account used.

### **Purchasing**

All commitments of university funds require a purchase order. If a purchase is made without the authorization of the appropriate budget manager--by placing an order directly in the name of the university or by expending personal funds in anticipation of reimbursement--the purchaser may be required to bear the expense personally.

No vendor should ship goods or submit an invoice without a purchase order number or a formal purchase order.

Purchases of office equipment such as desks and chairs, and classroom equipment are handled by the Physical Plant Department.

Computer purchases are handled through Information Services.

### **Security**

Fresno Pacific University staffs security personnel 24 hours a day. Campus safety officers do not carry firearms, instead using high visibility as a deterrent to crime.

The Campus Safety Officer should be made aware as soon as possible of any theft, unnecessary open doors, strangers lurking around, etc., for appropriate follow-up action.

Call **453-2298** to report any problems.

*Everyone is* asked not to cross campus alone after dark and encouraged to call for escort service as needed by dialing **2298 from any campus phone**. Security patrols are more than happy to walk people to their destination.

Fresno's emergency number to contact the Police, Medical, or Fire Department is 911.

### **Supplies**

Reams or cases of letterhead, paper or envelopes and large quantities of other office supplies should be ordered in advance using an on-line form available at <http://intranet.fresno.edu/dept/facilities/requests.html>. In case of questions call Facilities Management.

## **Travel Advances**

Travel advances require a signature of approval from the appropriate budget manager. Advances are then billed to the faculty member's personal account until receipts are submitted.

Receipts should be turned in along with a properly filled-in Expense Reimbursement Voucher. The faculty member's personal account will then be credited and the expenses charged against the appropriate departmental account.

## **University Vehicles**

All drivers must be approved by the FPU transportation department in advance of driving a university owned vehicle. All drivers must have a valid U.S. driver license (no temporary licenses and no driving permits are allowed). All drivers must pass a DMV background check in advance. Once a driver has been approved, his/her name will be on an approved driving list; however DMV background checks will be updated on an annual basis.

Reservations must be made at least three (3) business days in advance of vehicle pick-up, unless previously authorized through an approved DMV background check.

All vehicles must be reserved by staff, faculty member or club sponsor only. Students may NOT reserve vehicles.

Staff, faculty or club must provide facilities with a list of all drivers prior to pick up date, as well as a copy of the driver's licenses of each driver. **All drivers will be subject to DMV background checks and approval.**

Due to insurance risks, no out of country driver licenses will be approved for driving FPU owned vehicles.

Credit cards for charging gasoline expenses are available from the Facilities Management Office.

The number of miles driven must be tabulated on the mileage log form along with the department to be charged and the driver's name. Month-end mileage calculations are charged to the respective departments. Gas and oil receipts and emergency repair receipts should be handed in to the Facilities Management Office.

## **Personal Vehicle Use for University Purposes**

In the event an employee (either student or staff ) uses his/her personal vehicle for university business, the employee must provide the direct supervisor with a copy of the employee's driver license and proof of current vehicle insurance. The supervisor will forward the forms to the human resources department for background checks. The minimum liability limits acceptable to the university are \$100,000.00 combined single limit or \$100,000.00 bodily injury/each person, \$300,000.00 bodily injury/each accident and \$100,000.00 property damage, commonly known as(\$100/\$300/\$100). The university reserves the right to disallow the employee from using his/her personal vehicle for FPU purposes.

FPU reimbursement per mile covers all vehicle costs, including potential out of pocket costs related to accidents, inadvertent vehicle damage and/or any travel related incident pertaining to the employee's personal vehicle.

**Agreements**  
**Fresno Pacific University Governance Discussions**  
*September 2004, Revised May 2005*

**Preamble**

We as a governance task force reaffirm our commitment to several basic principles which frame the agreements that we have reached:

1. The FPU Idea as the basic statement of the university's primary identity, values, goals, and ethos.
2. The expectation that the FPU Idea will inform the policies and procedures of the university.
3. Creating a climate that fosters and welcomes university dialogue, encourages new ideas and approaches, recognizes the need to listen to different points of view, and facilitates the implementation of suggestions that have been agreed upon.
4. A shared and consultative decision-making process as outlined in the university's governance documents (in particular, the *Bylaws*, *Trustee Handbook*, *Faculty Handbook*, and the *Staff Handbook*).

**Commitments and Action Steps:**

We as a governance task force have agreed to the following commitments and action steps:

1. We affirm the ongoing work of the *Faculty Handbook* committee to:
  - (a) Value and formalize faculty participation in governance.
  - (b) Clarify the university's decision-making process.
  - (c) Ensure consistency between decision-making structures and our governance documents.
  - (d) Review the roles of faculty session and the schools' caucuses, and their relationship (between session and caucuses).
  - (e) Examine the deliberative structure of the university to clarify roles and expectations.
  - (f) Propose the development and approval of an *Administrative Faculty Handbook*.

2. We affirm the work of the trustees as they review the bylaws and the *Trustee Handbook* in order to:
  - (a) Reflect the legal and fiduciary responsibilities of the board.
  - (b) Ensure consistency between our decision-making structures and our governance documents.
  - (c) Clarify our decision-making processes and governance issues.
  - (d) Examine the deliberative structure to clarify roles and expectations.
3. Acknowledging that some decisions and conversations (both public and private) about those decisions have caused pain to members of the community, we commit ourselves to:

- (a) Provide leadership for building a culture of mutual respect, open communication, listening, empowerment, and encourage reconciliation, where needed.

Responsible: Members of the Governance Task Force, Faculty Executive, President's Cabinet, President's Council, the Board of Trustees, and all members of the university community.

- (b) Foster community through worship, community rituals, and celebration.

Responsible: Faculty executive, social committee, campus pastor.

- (c) Review the grievance process and consider the creation of a position of ombudsperson (or a similar role to carry out these functions).

Responsible: Vice President for Business and Financial Affairs, Director of Human Resources, Faculty Personnel Committee, Faculty Handbook Committee.

4. Foster a culture of dialogue that encourages public conversations about issues of import to the university community.
  - (a) Identify the issues around which the university should engage in public conversation. Possible examples include: decisions

regarding the life of the university, questions relating to the curriculum and instruction, issues relating to the engagement of the university in the life of the community.

- (b) The culture of dialogue will be cultivated through faculty seminars, university fora, discussions at faculty sessions, discussions at caucuses, the development of electronic discussion boards, reading groups, etc.
  - (c) Although we are all responsible for creating this culture of dialogue as it relates to the life of the community, different groups will have specific responsibilities:
    - Faculty executive --- promote discussion on issues relating to questions regarding the nature of education, curriculum, governance, the university's engagement with the world, etc.
    - Staff executive --- promote discussion regarding our business practices, operational issues, and the smooth functioning of our systems.
    - Senior administrators --- promote discussion on planning, administrative issues, management issues, operations, etc.
    - Trustees --- promote discussion on policy issues and long-range directions.
5. Improve our systems of open dialogue (to the extent possible) by finding appropriate mechanisms for that purpose.
- (a) Identify mechanisms of communication --- Some of the proposed mechanisms include publishing meeting agendas, committee reports, posting documents on the Intranet, and encouraging administrators to meet informally with faculty groups.
  - (b) Develop mechanisms for feedback/response --- Develop interactive, online bulletin boards and encourage administrators and faculty to meet together informally for conversation and discussion about issues in the life of the university.
  - (c) Although everyone is responsible for this, some specific assignments will be given:
    - University administration --- will develop bulletin board or other online system for posting documents and reports, and facilitating public conversation.
    - University administrators --- will commit to sharing documents and reports as possible.

- Faculty executive --- will promote reporting by committees back to faculty session.
  - Committee chairs --- will commit to publishing agendas and reporting back to faculty session.
6. The administration and board commit themselves to a decision-making (and policy-making) style that:
- (a) Honors stakeholder input in a particular decision, consulting those affected by decisions (before they are made) to the extent feasible and appropriate, taking that input seriously.
  - (b) Will not overrule lightly, decisions from recommending bodies. When the authorized decision-maker does so, there will be consultation with the recommending body to the extent possible before the decision is made (recognizing that in some areas--- personnel, finance, etc.---this may be somewhat limited).