

Property of

**Charles R. Drew University
of Medicine and Science**



EMPLOYEE HANDBOOK*

Effective August 12, 2010
(Revised December 23, 2014)

*** Excludes faculty-specific policies published by other entities.**

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INFORMATION ABOUT Charles R. Drew University of Medicine and Science

Mission Statement

The University develops a diverse group of health professional leaders who seek social justice, promote wellness, provide care with excellence and compassion, and are uniquely qualified to transform the health of underserved populations through outstanding education, research, and clinical services in the context of community engagement.

Purpose of this Handbook

The purpose of the Employee Handbook is to establish policies, procedures, benefits and working conditions that will be followed by all Charles R. Drew University of Medicine and Science (the "University") employees as a condition of their employment.

This Handbook should be kept throughout the duration of employment or until a new Handbook is provided. This Handbook can be changed by the University at any time but can only be changed in writing by the President or his or her designate. Regardless of the date of hire, Employees are subject to any amendments, deletions and changes to the Handbook.

At Will Employment Statement *(California Labor Code §2922)*

Nothing in this Handbook creates or is intended to create a promise or representation of continued employment. With the exception of employees holding faculty appointments, all employees of Charles R. Drew University are employed on an "at will" basis. Employment at the University is employment at will and may be terminated at the will of either the University or the Employee. An Employee has the right to terminate employment at any time, with or without cause or notice, and the University has a similar right. An Employee's status as an at-will Employee may not be changed except in writing and such writing must be signed by the President or his or her designate. Employment at will is the sole and entire agreement between the University and its Employees concerning the duration of employment and the circumstances under which employment may be terminated. This Handbook shall supersede any and all prior handbooks, written documents or oral representation (other than written employment agreements signed by a member of the Administrative Council of the University) concerning University policies and practices, issued by the University, that contradict the at will nature of employment.

Main Campus Address

1731 East 120th Street
Los Angeles, CA 90059

Communication Numbers

Phone (323) 563-5848
Fax (323) 357-3685
HR Contact (323) 563-5827

Additional Locations

**Augustus F. Hawkins
Mental Health Building**
1720 East 120th Street
Los Angeles, CA 90059
Phone (310) 668-4272
Fax (310) 898-3485

**National Black Leadership Initiative on
Cancer (NBLIC)**
One Park Plaza
3250 Wilshire Blvd., Suite 1312
Los Angeles, CA 90010
Phone (213) 387-6880
Fax (213) 387-6872

Healthy African American
3756 Santa Rosalia Drive, Suite 320
Los Angeles, CA 90008
Phone (323) 292-2002
Cell (323) 839-3208

Drew University HIV Mobile Testing Unit
2610 Industry Way
Lynwood, CA 90262
Phone (310) 763-9746
Fax (310) 763-9780

Clinical Research Center
11705 Deputy Yamamoto Place
Lynwood, CA 90262
Phone (323) 249-5702
Fax (323) 357-0747

Hubert Humphrey Health Center
5850 South Main Street
Los Angeles, CA 90008
Phone (323) 846-4502
Fax (323) 846-4515
Main Fax (323) 846-4438
Dr. Akhanjee Fax (323) 846-1890

Interns & Residents Physician Building
(I & R Bldg)
12012 Compton Ave.
Los Angeles, CA 90059
Phone (310) 668-4965
Fax: _____

RCMI Biometry Core
2594 Industry Way
Lynwood, CA 90262
Phone (310) 761-4730
Fax: _____

Office Hours

Monday through Friday 8:00 a.m. to 5 p.m.

Certain departments may have other hours of operation.

Paydays (*California Labor Code §204*)

All Employees: Semi-monthly on the 10th and 25th of each month.

Hours worked from the first (1st) through the fifteenth (15th) of the month are paid on the twenty-fifth (25th) of the month. Hours worked from the sixteenth (16th) through the end of the month are paid on the tenth (10th) of the following month.

If a payday falls on a weekend, the payday will be the preceding Friday. If a payday falls on a holiday on which the University is closed, the payday will be the work day before the holiday.

Employees are requested to review each paycheck immediately upon receipt and also to review deposit information online if direct deposit is used. Errors or questions, if any, should be reported immediately to the Payroll Department by telephone or email so that any corrections that are needed can be made timely.

Employees are responsible to report overpayments. Failure to do so may be grounds for disciplinary action.

Workweek & Workday

For overtime calculation purposes, the University has designated the workweek as Sunday at 12:01 a.m. through Saturday at 12:00 midnight and the workday as 12:01 a.m. through 12:00 midnight.

EMPLOYEE CLASSIFICATIONS & DEFINITIONS

Officials

As of the date of the printing of this Handbook, the following persons held the corresponding positions identified below. Positions and Employees may change at any time, as needed.

President's Council:	David M. Carlisle, MD, PhD , President Daphne Calmes, MD , Interim Dean, College of Medicine Ronald Edelstein, EdD , Interim Dean, College of Science & Health Sheldon D. Fields, RN, PhD, ARNP, FNP-BC, AACRN, DPNAP, FAANP , Dean, School of Nursing Jaydutt Vadgama, PhD , Executive Vice President Research and Health Affairs Carol S. Zajac, PhD , Interim Provost Angela Minniefield, MPA , Vice President of Strategic Advancement Nathaniel Clark, CIA, CISA, CFE , Senior Administrator Jackie Brown , Chief of Staff
Human Resources & Payroll:	Toni C. ELBoushi, DM, PHR , Assistant Vice President and Chief Human Resources Officer
Risk Management & Campus Safety and Security:	Armando Estrada, MS , Director Risk Management, Campus Safety and Security (323) 563-3404
Human Resources Department Contacts	Human Resources Consultant of the Day (323) 563-5827

Employee Classifications *(California Industrial Wage Order no. 4, para 1,2)*

Regular Employees:	Employees hired or assigned to work with full-time or part-time status in a position funded by the University.
Full-Time Employees:	Employees regularly scheduled to work 40 hours per week.
Part-Time Employees:	Employees regularly scheduled to work fewer than 40 hours per week.
Temporary Employees:	Employees working on grants or special projects or on a fill-in basis, either full or part-time.
Conditional Employees:	Employees hired or assigned to work with full-time, part-time or temporary status in a position funded by a grant or fiscal award that has a fixed expiration date at which time the position will end and the Employee will be terminated unless a transfer to another position or funding source is approved.
Non-Exempt Employees:	Employees working at an hourly rate of pay. Non-Exempt Employees are eligible for overtime pay.
Exempt Employees:	Employees whose job duties and compensation qualifies them for exempt status. Exempt Employees are not eligible for overtime pay.
Salaried Employees:	Employees working at a semi- monthly rate of pay.
Interns:	Individuals who are enrolled in a course of study at an accredited school or institution who are hired on a temporary or seasonal basis so they may fulfill a course requirement and qualify for a skilled vocation or profession.
Work-Study Students:	Students enrolled in CDU programs eligible for federally-funded part-time work programs.

On-Call Employees:	Employees working only as needed, as called in, and who are not regularly scheduled.
Rehired Employees (less than 90 days):	Employees having a lapse in service due to voluntary or involuntary termination. Employees rehired after a break in service of 90 days or less will receive credit for prior service with the University for purposes of computing the Employee's length of service. They would not be subject to the 6-month restriction on the use of vacation time once it is accrued.
Rehired Employees (90+ days):	Employees rehired after a period of more than 90 days are treated as new hires and must go through the standard per-hire processing including completing an application, authorizing a background search and signing new Employee documents.

Other Terms

University:	Charles R. Drew University of Medicine and Science
Employer:	Charles R. Drew University of Medicine and Science
Introductory Period:	All Regular and Conditional employees (excluding faculty) hired into a position with supervisory responsibilities over one or more employees, shall serve a one (1) year probationary period from the date of employment or re-employment with the University. All Public Safety Officers shall serve a one (1) year probationary period from the date of employment or re-employment with the University. All other Regular and Conditional employees (including faculty) shall serve a six (6) month probationary period from the date of employment or re-employment with the University or completion of 520 hours of service, whichever is later. The Introductory Period may be extended as requested by the direct supervisor.

Employment Agreement:	A written agreement between the Employer and one or more of its Employees that may supersede some of the benefits and policies stated in this Handbook.
Date of Hire:	The date on which an Employee starts work.
Closure Periods:	Periods of time during which the University closes and Employees do not work. Periods may be designated or changed at the sole discretion of the University.
Immediate Family:	Where “immediate family” is not defined otherwise by law, CDU defines it as: parent, stepparent, child, stepchild, grandparent, brother, sister, spouse, domestic partner and child of domestic partner or any family member living permanently in the household of the Employee.

SUMMARY OF BENEFITS

The University is pleased to offer the following benefits to its Employees. The University reserves the right to terminate or modify any or all of its benefits at any time, for any reason, with or without notice to the Employees. However, it is the practice of the University to make a sincere effort to notify employees and to give a reason for whenever there is a change in benefits.

Current information on most benefit programs, including enrollment and claims forms, can be found by logging on to www.cdrewu.edu/hr/Benefits. All benefits matters carry strict deadlines for successful enrollment. Employees requiring assistance to complete forms or meet deadlines should call the Human Resources Department for assistance. Persons in need of special help in order to understand or access the enrollment process should call the Department for confidential assistance.

To access certain benefits Employees must complete paperwork and submit it to the designated party by the identified deadline. The University is not responsible should an Employee not secure desired benefits due to failure to respond by deadline or failure to follow designated processes.

Basic Life Insurance & ADD

Regular and Conditional Employees working a minimum of 20 hours per week are eligible for basic life insurance on the first of the month following the Employee's date of hire. The amount of the life insurance benefit that is currently available is one (1) time the Employee's annual salary up to a maximum of \$100,000. This benefit is fully paid by the University.

Regular and Conditional Employees working a minimum of 20 hours per week are also eligible for Accidental Death & Dismemberment ("AD&D") coverage which provides additional insurance coverage in case an Employee's accidental injury or death is the sole and direct cause of a covered loss. The amount of the AD&D benefit that is currently available is one (1) time the Employee's annual salary up to a maximum of \$100,000. This benefit is fully paid by the University and is effective on the first of the month following the Employee's date of hire.

Additional life insurance may be purchased at the Employee's expense for self or family members. The HR Department can provide specific information on these programs. Forms are available at the www.cdubenefits.com.

Bereavement Leave

Paid bereavement leave is granted to all Regular and Conditional Employees in order to make arrangements for and/or attend the funeral or memorial service of a member of the Employee's immediate family. Paid bereavement leave is granted for three (3) days. For services that are more than 200 miles from the Employee's home, one (1) additional day will be authorized. If out of state travel is required to attend services, two (2) additional days will be authorized.

Bereavement days do not accrue or carry forward. Additional time needed in excess of paid bereavement leave may be taken in conjunction with vacation time or without pay upon approval of the Employee's supervisor.

Immediate family includes an Employee's spouse, domestic partner, significant other, child, parent, parent-in-law, sibling, grandchild, grandparent and any person living in the same household as the Employee.

Employees may be required to provide the Human Resource Department with proof of the need for bereavement leave.

Civic Duties <i>(California Labor Code §§230(a),(b); California Elections Code §14000)</i>

Appearance in Court or Witness Duty

If an Employee is required to appear in court or serve as a witness, the Employee is to notify the supervisor immediately so that plans for the absence may be made with as little disruption to work as possible.

Employees who are required to appear in court or serve as a witness on behalf of the University will be paid their regular wages for this time.

For Non-Exempt Employees, time taken off for appearance in court or witness duty not requested by the University will not be paid by the University. Exempt Employees will receive regular pay while appearing in court or serving as a witness if they have performed work for any portion of a workweek in which they appeared in court, provided the University expressly permitted the Exempt Employee to work on behalf of the University during that time.

Employees are permitted to use accrued vacation in place of unpaid time off for appearance in court or witness duty.

If requested, employees must provide the University with a copy of their court appearance subpoena/ summons.

Jury Duty

If an Employee receives a call to jury duty, the Employee is to notify their supervisor immediately so that plans for the absence may be made with as little disruption to work as possible.

Non-Exempt Employees are eligible to receive ten (10) days paid leave per calendar year to serve on a jury. If Exempt Employees have performed work for any portion of a workweek in which they serve on a jury, they will receive regular pay for the entire work week provided the University expressly permitted the Exempt Employee to work on behalf of the University during such jury service. If not, Exempt Employees are eligible to receive ten (10) days paid leave per calendar year to serve on a jury.

Employees who are released from jury duty before the end of their regularly scheduled workday or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and immediately report to work unless otherwise approved by their supervisor.

Exempt and non-exempt Employees are permitted to use any accrued vacation and/or accrued personal days in place of unpaid time off for jury duty.

Employees are to provide the University with a copy of their jury duty summons and, if they are selected to serve on a jury, proof that they served as a juror.

Voting

State law (California Elections Code Section 14001) Employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs. Voting hours are from 7am to 8pm. Employees can be given as much time as they need in order to vote, but only a maximum of two hours is paid. Employers may require employees to give advance notice that they will need additional time off for voting. Employers may require time off to be taken only at the beginning or end of the employee's shift.

COBRA/CALCOBRA

(Consolidate Omnibus Budget Reconciliation Act of 1985 (COBRA) 29 USC 1162; US Treasury Regs. Section 54.4980B-1 et seq.; American Recovery and Reinvestment Act Title III, §3001 et seq.; California Assemble Bill 23)

Federal law and California state law require that most Employers sponsoring group health plans, or their insurance carrier, offer Employees and their families the opportunity to elect a temporary extension of health coverage (called "continuation coverage" or "COBRA/CALCOBRA coverage") in certain instances where coverage under the plan would otherwise end. Employees do not have to show that they are insurable to elect continuation coverage. However, Employees will have to pay some or the entire premium for their continuation coverage. At the end of the maximum coverage period, the Employee must be allowed to enroll in an individual conversion health plan if it is otherwise available under the plan. The HR Manager can assist with respect to COBRA/CALCOBRA needs.

It is the Employee's responsibility to notify the benefit provider of any qualifying events that occur which include, but are not limited to, divorce or death of a covered spouse or change of student status of a dependent, and to provide the documentation required to support the change. The HR Manager is available to assist with this process if needed. Employees should keep the Human Resources Department informed of current addresses for the Employee and all family members covered under the Employee's University-sponsored group health plans.

Disability Insurance Programs *(California Unemployment Insurance Code §2601 et seq.)*

Disability insurance programs that may supplement the disability benefits provided by the State of California are available to eligible Employees. The current Short-Term Disability program provides benefits starting on the 61st day of disability. This program is available to Full-Time and Conditional Employees at no cost to the Employee. The current Long-Term Disability program offers benefits starting on the 181st day of disability. Participation in this program is an option for Regular and Conditional Employees at their own cost.

For information on the current disability programs and the terms and conditions of those programs, Employees can log on to www.cdrewu.edu/hr/Policy or contact Human Resources.

Employee Assistance Program

The Employee Assistance Program (“EAP”) is a benefit provided by the University to assist eligible Employees in managing personal issues. This confidential service is provided at no cost to eligible Employees and their dependents. Experienced, licensed, professional counselors are available via telephone to assist with personal, family or financial concerns, legal issues, or career conflicts. Childcare and eldercare resources are also provided. Employees may call the Helpline for assistance 24 hours a day, seven days a week. Up to three in-person sessions with an appropriate advisor are provided free of charge for more serious issues. Regular and Conditional Employees working a minimum of 20 hours per week are eligible and automatically enrolled in this benefit the first of the month following the date of hire.

Flexible Spending Accounts (FSAs) *(26 USC §125)*

There are two (2) types of FSA’s available to eligible Employees: Unreimbursed Medical (URM) and Dependent Daycare (DDC). Employees who elect to participate will have a portion of their gross earnings redirected to an account for URM or DDC expenses. Benefits of participation include a reduction in the Employee’s taxable income.

Currently, the maximum deduction is \$3,000 for URM and \$5,000 for DDC per year that begins on July 1st. Employees may participate in either or both types of FSAs but must enroll during the annual open enrollment period. Enrollment requires that hardcopy forms be signed; Internet authorization is not sufficient.

Regular and Conditional Employees working a minimum of 20 hours per week are eligible for participation in FSA programs.

Note that money Employees deposit in this program but do not use by the end of the permitted period accrues to the University and is not refunded to the Employee.

Health Insurance

Information about the University-sponsored health insurance benefit plans (currently consisting of medical, dental and vision care), including eligibility, plan details and claim forms, may be obtained from Human Resources or on-line at www.cdrewu.edu/hr/Benefits.

Currently, Regular and Conditional Employees working a minimum of 20 hours per week are eligible for health care insurance benefits on the first of the month following their date of hire and as outlined in the health insurance plan sponsored by the University, a copy of which may be obtained from the Human Resources Department.

Changes in an Employee’s elected health insurance benefits can only be made during the annual open enrollment period unless there is a qualifying event. Qualifying events include, but are not limited to, marriage, birth of a child, loss of eligibility for healthcare insurance from some other source, or similar events.

The University may discontinue or modify its health insurance plan at any time. All applicable laws at the time of any discontinuance will apply to covered Employees regarding conversion and/or continuation.

Holiday Pay

To be paid for a holiday, exempt and non-exempt employees must have a Regular or Conditional employment status and must have worked the day before and the day after the holiday, unless on an approved leave. Employees scheduled to work on a holiday will be paid for hours worked and, in addition, will receive holiday pay. There is no special compensation should a holiday occur during the time an employee is on jury duty or performing military service. The employee will receive regular pay for that day. The holiday schedule is published annually and may change from year to year depending on calendar dates. The University reserves the right to add or delete holidays from the list as it deems appropriate.

Employees who wish to observe a religious holiday not listed above may request time off to do so by obtaining written approval from the appropriate supervisor at least two (2) weeks prior to the requested time off. Employees may use accrued vacation or take the time off without pay.

If a recognized holiday falls on a Saturday, the University will generally observe the holiday on the Friday before the holiday. If a recognized holiday falls on a Sunday, the University will generally observe the holiday on the Monday after the holiday.

Part-Time Employees are eligible for holiday pay on a prorated basis. Temporary Employees are not eligible for holiday pay.

Leaves of Absence

Employees who need to access a leave of absence of any type or anticipate requiring a significant use of sick time for a medical procedure or illness should contact the Human Resources Department immediately upon identifying the need. A confidential meeting will be used to review the processes, insurance impacts and timeline and to arrange for appropriate documentation and support for the Employee.

General information about leaves: The University will comply with all federal, state and local laws and regulations in the implementation of leaves of absences.

Termination of healthcare benefits: Employees who are on an approved leave of absence and using medical benefits provided to them through the University-sponsored ERISA-qualified group healthcare plan are advised that these benefits are subject to the terms and conditions of the Plan. Therefore, healthcare benefits will terminate after the period of leave mandated under state or federal law, if any. In such cases, the Employee may elect COBRA/CALCOBRA coverage to continue receiving benefits and will be financially responsible for all premium payments. This policy applies to leaves of absence including, but not limited to, pregnancy, disability, workers' compensation or any medical leave of absence and regardless of whether or not it is a paid, unpaid or work-related leave of absence. For further details regarding termination of healthcare plan benefits, Employees may contact the HR Manager.

Unpaid California Family Rights Act Medical Leave (CFRA)

(California Government Code §§12945.1, 12945.2; California Code of Regulations Title 2, §7297)

Eligible California employees can take up to 12 weeks of unpaid leave in a 12-month period under the California Family Rights Act (“CFRA”) for:

Birth/Placement (Bonding) — to care for a child born to or placed for adoption or foster care with you;

Family Medical — to care for your parent, child, spouse, or registered domestic partner with a serious health condition; or

Employee Medical — because of your own serious health condition, which renders you unable to perform one or more essential functions of your position.

The eligibility requirements are the same under the FMLA and CFRA. Similar certification procedures also apply to CFRA leave. Group health benefits will be continued during a CFRA leave **[for a maximum of 12 weeks in a 12-month period, including any benefits provided during an FMLA leave during the 12-month period]**.

Reinstatement rights are also the same under both the FMLA and the CFRA. If leave is covered by both the FMLA and CFRA, then leave taken under the CFRA will run concurrently with leave taken under the FMLA.

Intermittent Bonding Leave

Under the CFRA, you may be eligible for intermittent Birth/Placement leave. However, such intermittent leave generally must be taken in periods of at least two weeks’ duration, except on two occasions you can request such leave for a period of less than two weeks’ duration.

Additional Leave Available In Connection with Pregnancy Disability Leave (PDL)

Leave for pregnancy-related disability is covered under the FMLA, but not the CFRA. Therefore, if you take FMLA leave for a pregnancy-related disability, you may be eligible for up to an additional 12 weeks of leave in the 12-month period under the CFRA for reasons other than pregnancy-related disability. The amount of any such available CFRA leave will be reduced by any other CFRA leave taken during the 12-month period.

Leave Is Unpaid/Substitution of Accrued Paid Leave

If you request CFRA for other than Employee Medical reasons, any accrued paid vacation and other paid time must first be substituted and used for otherwise unpaid

CFRA leave. If you request Employee Medical leave, any accrued vacation and other paid time off must be used for otherwise unpaid CFRA leave. In addition, you may be eligible for Paid Family Leave (PFL) benefits or state disability insurance (SDI) benefits through the State of California, or workers' compensation benefits during all or part of the leave. If you are receiving PFL, SDI, or workers' compensation benefits during your leave, then you will not be required to use accrued paid vacation during that time, but you may elect to do so, although you generally may not receive more than an amount equal to 100% of your regular pay from a combination of paid time and PFL, SDI or workers' compensation benefits. If you are eligible for PFL insurance benefits through the State of California, then you will be required to use up to two (2) weeks of accrued

paid vacation before you will be entitled to receive PFL benefits. The receipt of PFL, SDI or workers' compensation benefits or the substitution of paid leave for unpaid leave time does not extend the maximum 12-week CFRA leave period.

Unpaid Educational Leave

Purpose of leave: To assist Employees in furthering their career and education goals. Employees may be permitted to attend University classes if they meet certain eligibility requirements and have the authorization of their supervisor. This management approved benefit is a privilege not a right.

Who is eligible: Full-time employees who have been employed for 180 continuous days may be eligible, subject to management approval.

Amount of leave: Four (4) hours per workweek to do course work that applies to the Employee's job at the University.

Required notice and documentation: A statement, acceptable to the University, from the Employee indicating the reason for the leave including the relationship of the proposed class to the Employee's position with the University and the date the leave will commence is required prior to the start of the leave. The Employee must provide at least 30 days advance notice to their supervisor or Department Manager of the desire for leave. Approval of time off for educational leave will be solely at the University's discretion and will be based on the University's business needs, workload and staffing requirements during the requested time period.

Return to work: It is anticipated that time off for educational leave will be on an intermittent basis for a limited amount of time, and that return to work will not be an issue.

Effect on benefits: Employees may use accrued vacation time to cover absences or take time off without pay. Employees will continue to accrue time off and benefits will continue as long as they are working the minimum required hours to qualify under the University's policies for such benefits.

Paid Family Leave (PFL)

(California Unemployment Insurance Code §3300)

Purpose of leave: To provide partial wage replacement under the Paid Family Leave Act for an Employee who needs to care for an immediate family member (spouse, child, stepchild, foster child, legal ward, parent, stepparent, foster parent, adoptive parent, registered domestic partner

or the child of a registered domestic partner) who has a serious illness or for bonding with a child following birth, adoption or foster care placement.

Who is eligible: All Employees.

Amount of leave: Partial wage replacement from the California Employment Development Department (“EDD”) is available for up to six (6) weeks. PFL may be taken intermittently. For up to six (6) weeks in a 12-month period, Employees will not receive their regular wages from the University but may apply for partial wage replacement through the EDD.

Required notice and documentation: Employees must inform the University as soon as they are aware that they have a family situation where PFL might apply. Employees must provide the University with certification by a health care practitioner who has examined the family member with the serious illness (or documentation of the birth, adoption or foster care placement) verifying the need for the leave and, if applicable, providing certain information concerning the illness of the family member.

The EDD can provide Employees with the necessary forms, or Employees may obtain a copy from its website at www.edd.ca.gov. Application is made directly to the EDD on forms that are provided by the EDD.

Return to work: Employees must be aware that the Paid Family Leave Act does not require employers to hold their job, or any job, for them to return to. Therefore, Employees who opt to take time off and collect Paid Family Leave benefits are not guaranteed the ability to return to work with the University unless they are protected by some other leave statute.

Effect on benefits: Employees will be required under the Paid Family Leave Act to use up to a maximum of seven (7) accrued vacation or personal days before partial wage replacement will begin.

Benefit accruals (such as vacation and sick time) will continue to accrue during the time the Employee is using their accrued benefit time, but will not accrue once that time is exhausted and the Employee is eligible for or receiving partial wage replacement through the EDD.

Unpaid Family Medical Leave (FMLA)

(29 USC 601 et seq.; 29 CFR 825 et seq.)

Purpose of leave: Family Medical Leave (“FMLA”) is granted under the following circumstances: birth of an Employee’s child, the placement of a child with an Employee for adoption or foster care, a serious health condition that requires an Employee to give “hands on” care of a medical or psychological nature to a spouse, child or parent or because the Employee’s own serious health condition prohibits the Employee from working. FMLA leave is also available to an Employee who is the spouse, child, parent or next of kin of a service member recovering from a serious illness or injury that was sustained while serving active duty in a combat zone. FMLA leave is available to an Employee whose spouse, child or parent is a member of the military and has been called to active duty in a combat zone even though an injury or illness has not occurred. The University may designate a leave as FMLA if the leave meets the requirements listed above, even when an employee does not specifically request FMLA.

Who is Eligible: Employees who have completed at least 12 months of employment with the University and who have worked at least 1,250 hours in the last twelve 12 months. Additional qualifications under federal or state law may apply.

Amount of leave available: Employees are eligible for up to 12 weeks of unpaid FMLA leave during any 12-month period measured backward from any date FMLA leave is taken. However, FMLA leave taken by an Employee to care for an ill or injured service member may be taken for up to 26 weeks during any 12-month period. Under certain circumstances, Employees may be eligible for leave on an intermittent or reduced work schedule basis.

There are a number of factors that can affect the amount of unpaid medical leave for which an Employee is eligible. An Employee's combined FMLA and CFRA leave may not exceed 12 weeks in any 12-month period except under exceptional circumstances such as Employees who take leave related to childbirth. Leave taken for the birth, adoption or foster care placement of a child must be taken within the first 12 months after the birth, adoption or placement.

Required notice and documentation: Employees must provide at least 30 days' advance notice to Human Resources of the need for leave, or in case of an unforeseen circumstance in which 30 days' advance notice is not possible; the Employee must provide as much advance notice as possible. Failure to comply with these notice requirements is grounds for, and may result in, deferral of the requested leave until the Employee complies with this notice policy. A statement acceptable to the University from the Employee or relative's health care provider or a copy of the military service member's orders certifying that the leave is needed must accompany any request for FMLA leave.

Return to work: Employees who satisfy all the conditions of the University's policies and who return to work immediately following the expiration of an approved FMLA leave will be restored to their former position (or equivalent), provided such a job would still be available had they not taken a leave. Employees who have taken a leave due to their own serious medical condition will be required to provide certification of their fitness to return to work. Failure to report to work as scheduled following a leave of absence may result in dismissal of the Employee. Requests to return from leave made by certain highly compensated "Key Employees" may be denied under certain circumstances.

Effect on benefits: FMLA leave is unpaid time off. Subject to certain conditions, Employees may choose or be required to use accrued benefit time such as vacation or sick time while on FMLA leave. Time spent on FMLA leave will not be used for computing seniority or benefits such as vacation or holidays.

During an approved FMLA leave of absence, the Employee can keep insurance benefits in effect for up to 12 weeks by continuing to pay any share of the premium that the Employee normally pays while working. Please make arrangements with Human Resources for these payments.

Under some circumstances, if the Employee does not return to work at the expiration of the leave, the Employee may be required to reimburse the University for its share of the premium paid during the leave. After the expiration of a 12-week leave, an Employee who has not returned to work may elect, as a provision of COBRA/CALCOBRA, to continue insurance coverage by paying the entire cost of the insurance premium, plus a nominal administration fee. Please make arrangements with Human Resources for these payments.

Remember, the duration of the leave, the availability of insurance benefits, the opportunity for reinstatement, and other privileges associated with this leave are limited to the requirements of state and federal law. No express or implied contractual rights should be inferred from this policy.

Unpaid Personal Leave (refer to Human Resources Administrative Policy Manual HRAPM)

Purpose: Personal Leaves of Absence may be granted for reasons such as extended illness, need to provide care for family members, or education and professional development which will directly increase job effectiveness.

Amount of Leave: In cases of personal necessity, emergency, or other compelling individual circumstances, Regular or Conditional full-time or part-time employees who have completed 2 years of continuous employment may be granted an unpaid Personal Leave of Absence for a period not to exceed three (3) months. Personal Leaves of Absence are not guaranteed and are subject to University approval based on individual circumstances, length of employment, and the needs of the department/college.

Eligibility: A Personal Leave must be designated on the Request for Leave of Absence form as either personal medical (for an employee's own serious health condition or the serious health condition of a child, spouse, registered domestic partner, or parent) or personal non-medical (in situations for other reasons besides the employee's, child's, spouse's, registered domestic partner's, or parent's serious health condition).

Exclusions: Examples of reasons that are **not eligible** for Personal Leave of Absence include:

- To accept other employment (unless such employment relates to the employee's responsibilities in their current position with the University or is for government service)
- To pursue an independent business venture, or
- To use in lieu of any other leave of absence provision offered by the University (e.g. Vacation, Sick Leave, Bereavement, FML, Pregnancy Disability Leave, Educational Leave, Military Leave).

Effect on Benefits: Personal Leaves are unpaid. Employees taking personal medical leave for their own health condition or the serious health condition of a family member are required to use all of their available sick time. Once all sick time has been exhausted, the employee may choose, but is not required to use any available vacation.

Employees taking personal non-medical leave are required to use all of their available vacation and personal time.

Benefit accruals (such as vacation and sick time) will continue to accrue during the time the employee is using their accrued benefit time, but will not accrue once that time is exhausted. Holidays are not paid during the leave.

Health and Welfare Benefits (medical, dental, vision, voluntary life insurance, dependent life insurance, voluntary retirement annuity, long-term care, and flexible spending accounts) may be continued by the employee at full premium cost. If the employee elects to continue Health and Welfare Benefits, payment must be remitted by the 20th day of each month to the Department of Human Resources. Failure to pay may result in cancellation of coverage.

Return to Work: Employees returning from an approved Personal Leave of Absence of 30 days or less return to the same position they held prior to the leave. If the initial request exceeds 30 days or a leave extension beyond 30 days is requested, the department may review operational needs to decide if, and how long, the employee's position can be held open. Failure to return to work as scheduled following a Personal Leave of Absence may result in dismissal of the employee.

Catastrophic Leave (refer to Human Resources Administrative Policy Manual HRAPM)

Purpose: The Catastrophic Leave Program provides salary and benefits continuation for eligible employees who have exhausted all paid leave due to their own serious illness or injury, or due to the need to care for an immediate family member who has experienced a catastrophic illness or injury. Catastrophic Leave may also be used when employees are unable to report to work due to a natural disaster or emergency. It is a voluntary program that allows employees to donate a portion of their vacation leave into a bank that is available to assist employees who are eligible under the program. The University retains the right to determine whether the illness is "serious" based on the information it receives from the medical provider.

Eligibility: All CDU employees who are eligible to accrue and use vacation time are eligible to participate in the Catastrophic Leave Program. The Recipient and Donor may be from the same department or from different departments; or, employees may contribute and receive hours from the Catastrophic Leave Bank maintained by the Departments of Human Resources and Payroll.

A CDU employee is eligible to receive Catastrophic Leave if they:

1. Are a Regular or Conditional employee who has completed the probationary period and is eligible to accrue and use vacation;
2. Have exhausted all paid leave (vacation, sick, personal leave), or will do so before the return to work date;
3. Have submitted all required leave of absence paperwork in relation to the catastrophic illness, injury or casualty loss;
4. Are not presently receiving University disability benefits or Worker's Compensation payments. An employee who has applied to receive Workers' Compensation benefits is not eligible to apply for Catastrophic Leave. However, that employee may apply if his/her claim is denied.

Participation in Program: The Catastrophic Leave Program is funded through donations from each participating employee's vacation leave accruals. Eligible employee donors may contribute vacation time in hourly units, with a minimum donation of eight (8) hours. The annual maximum donation is 50 percent of the donor's annual leave accrual entitlement or 50 percent of the donor's vacation balance at the time of transfer, whichever is less.

- a. Donations cannot be made in advance of accrual.
- b. Donations are not tax deductible.
- c. Only vacation time may be donated.
- d. Vacation time that is donated is irrevocable.
- e. Anonymity of donation is greatly appreciated.

Return to Work: Employees who return to work must be cleared by their physician and must meet with the Human Resources Manager and bring the physician's documentation in order to obtain a release to return to work. The Department of Human Resources will determine if the person has fulfilled all requirements to be able to return to work.

Effect on Benefits: Depending on an employee's eligibility, medical, dental, and vision insurance may be continued during the Catastrophic Leave. During the duration of the leave, the availability of insurance benefits, the opportunity for reinstatement, and other privileges associated with this leave are limited to the requirements of state and federal law. No express or implied contractual rights should be inferred from this policy.

Unpaid Family School Partnership Leave – School Meetings / Participation

(California Labor Code §230.7 - .8)

Purpose of leave: To permit Employees to attend school meetings in the event their child is suspended or otherwise disciplined. To allow Employees to participate in school or day-care facility related activities for their child, grandchild or ward. Parents can use up to 40 hours per school year/8 hours per month to participate in their child's school activities.

Who is eligible: All Employees.

Amount of leave: Leave is not for a specific period of time, but generally needs to be adequate to the Employee's need without being overly burdensome to the University.

Required notice and documentation: Employees should notify their supervisor as soon as they become aware of the need for time off under this policy. Employees may be required to produce documentation acceptable to the University from school officials verifying the need for time off.

Return to work: It is anticipated that Family School Partnership Leave will be in short increments of a few hours, so Employees may return to their usual position at the conclusion of the meeting. Additional time off to deal with school-related child issues may be taken under a different category and may or may not be protected leave.

Effect on benefits: Leave taken in short increments of a few hours as is anticipated will not impact benefit accruals.

Unpaid Military Service Leave

(38 USC 4301 et seq.; California Military Veterans Code §395.10)

Purpose of leave: Employees who serve in the military whether as active, reserve or National Guard service members or who enlist in a branch of military service are permitted unpaid time off to fulfill their commitment as ordered.

Who is eligible: All Employees.

Amount of leave: Leave is granted according to the orders received by the Employee up to a maximum of five (5) years (may exceed 5 years under limited exceptions). Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws.

Escalator Principle:

The position the veteran would have held had employment not been interrupted by the period of military service will be the same as the position held when the period of service began. When there would have been a change, however, the “escalator principle” requires that the veteran receive any change in position or benefits to which he would have been entitled had he remained continuously employed.

Required notice and documentation: Employees are expected to notify Human Resources of upcoming military duty by providing a copy of the Employee’s orders as soon as possible.

Return to work: Employees may be permitted to return to the position held prior to the start of their military service leave. Employees on a military leave of up to 30 days must return to work on the first regularly scheduled workday after the military leave ends plus one rest day. Employees on a military leave of more than 30 days must apply for reinstatement upon their return from the military leave in accordance with USERRA and applicable state laws.

Effect on benefits: Continuation of health insurance benefits is available, as required by USERRA, based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans. Employees on military leave are afforded benefits under an “escalator” type plan so that any benefits that have accrued to a similarly situated active Employee will also accrue to an Employee who is absent for military service.

Unpaid Leave for Military Service Spouses/Domestic Partners

(California Military Veterans Code §395.10)

Purpose of leave: An Employee whose spouse or domestic partner is deployed for active military service in a combat zone is permitted unpaid time off to spend with the spouse or domestic partner when they are on furlough from such deployment.

Who is eligible: All Employees who are regularly scheduled to work at least 20 hours per week.

Amount of leave: Employees may take up to ten (10) days off during the spouse’s or domestic partner’s furlough.

Required notice and documentation: Employees must request leave in writing within two (2) business days of receiving notice of their spouse’s or domestic partner’s furlough and produce documentation acceptable to the University of the dates of the military spouse’s or domestic partner’s furlough.

Return to work: Employees will be permitted to return to their same job.

Effect on benefits: Leave taken in short increments as is anticipated will not impact University benefits or benefit accruals.

Pregnancy Disability Leave (PDL)

(California Government Code §12945)

Purpose of leave: Leave is available to Employees who are disabled by pregnancy or a condition related to pregnancy as certified by a healthcare provider.

Who is eligible: All Employees who are disabled by pregnancy or a condition related to it as certified by their healthcare provider.

Amount of leave: Pregnancy disability leave is available for the length of the Employee's disability up to a maximum of four (4) months. In addition, a transfer to a less strenuous or hazardous position may be available pursuant to the Employee's request, if such a transfer is medically advised by the Employee's healthcare provider. Leave may be taken incrementally prior to delivery.

Required notice and documentation: Employees should give 30 days' advance notice of the need for pregnancy disability leave, including the estimated time the leave will begin and end. When 30 days' notice is not practicable, as much notice as possible should be given.

Prior to the start of the leave, the University will require a statement from the Employee's physician indicating an inability to perform the current job and the anticipated date of return. In the event the leave exceeds the anticipated date of return, it is the Employee's responsibility to provide further verification from the attending physician that the Employee is unable to perform the job and the revised anticipated date of return.

Return to work: Employees who are granted leaves for pregnancy will be returned to their same or similar position in accordance with California law if they return at the end of their disability and within four (4) months of the start of their leave.

Effect on benefits: Depending on an Employee's eligibility, medical insurance may be continued during the leave in accordance with the Plan Document, COBRA/CAL-COBRA, or provisions of federal/state law relating to unpaid medical leave. Benefit accruals (such as vacation and sick time) will continue to accrue during the time the Employee is using their accrued benefit time, but will not accrue once that time is exhausted. The Employee is required to use all accrued sick leave at the start of the leave. The Employee may elect to use any accrued vacation during the leave.

Unpaid Leave for Volunteer Firefighters, Reserve Police Officers & Emergency Rescue Personnel

(California Labor Code §§230.3, 230.4)

Purpose of leave: Leave is given to permit Employees to train and work in designated volunteer positions.

Who is eligible: All Employees who serve their communities as volunteer firefighters, reserve police officers or emergency rescue personnel.

Amount of leave: Leave is usually available for a few hours or days at a time in order to perform required duties. Employees are also eligible for up to fourteen (14) days per year of unpaid time off for training assignments.

Required notice and documentation: Employees should advise their supervisor of their need for time off as soon as they are aware of their service or training assignment. The University may require documentation of such service or training assignment.

Return to work: It is anticipated that leave will be in short increments of a few days or hours, so Employees may return to their usual position at the conclusion of the leave.

Effect on benefits: Benefit time will continue to accrue.

Other Benefits

The University provides benefits to eligible Employees including campus library access and discount coupons to various hotels, restaurants and attractions in the area. Please consult Human Resources to learn more about these benefits.

Personal Time (PT)

Regular and Conditional Employees who have completed six (6) months of continuous service will be awarded a maximum of two (2) personal days per fiscal year (July 1 to June 30 each year). Personal days must be used in eight (8) hour increments and should be recorded on the timecard accordingly. Employees are entitled to compensation for unused personal days upon termination.

Retirement Program 403(b)

Information about the University-sponsored retirement program should be obtained from Human Resources. The terms and requirements of the program are set forth in the respective Summary Plan Descriptions.

The University may discontinue its retirement program at any time. All applicable laws at the time of such discontinuance will apply to covered Employees regarding conversion and/or continuation. Employees should contact TIAA-CREF for information.

Sick Time Off *(California Labor Code §233)*

Pursuant to the Healthy Workplaces Healthy Families Act of 2014, at Charles R. Drew University, all employees (full and part-time, temporary, seasonal, student workers) will accrue sick time beginning the first day of employment. All employees will be eligible to use sick time as of the 61st day. Sick time is provided in case of employee illness, doctor appointments, sexual violence, sexual assault, stalking, or other unexpected health matters that prevent an employee from reporting to work. Up to 50% of accrued sick time may be used to care for a sick child (regardless of age or dependency status), biological, adopted, or foster child, step child, legal ward, or a child to whom the employee stands in loco parentis; biological, adoptive, or foster parent or step parent, legal guardian of the employee or the employee's spouse, or a person who stood in loco parentis to the employee when the employee was a minor child; parent, spouse, registered domestic partner or child of a domestic partner, grandparent, grandchild, and sibling.

Charles R. Drew University of Medicine and Science prohibits retaliation against employee who exercises use of this policy, for bringing a complaint of discrimination, harassment, or sexual violence pursuant this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination, harassment, sexual violence or participates in any manner in an investigation or resolution of a complaint of discrimination, harassment, or sexual violence. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

Employees who need time off for surgery or medical or injury recovery should notify the HR Department immediately so that appropriate leave of absence processes can be initiated. Employees who need to use sick time to recover from a work-related injury or illness must notify their supervisor immediately so that workers' compensation forms can be provided.

Full-Time employees accrue sick time at the rate of 1 day (8 hours) per month. In the event an employee has the equivalent of 60 days (480 hours) of accrued and unused sick time, additional sick time will cease to accrue until some or all of the accrued time has been used and unused sick days fall below such amount. Once accruals begin again, accruals will not be retroactive, and again will be capped at 60 days (480 hours).

Part-time employees may accrue sick time on a pro-rated basis, at the following rate per month based on hours worked per week:

Hours Worked Per Week	Accrual Rate Per Month	Maximum Accruals Cap
1 - 19 hours per week	3	180 hours
20 – 40 hours per week	8	480 hours

In the event a part-time employee has the equivalent of the stated unused sick time that has reached the maximum accruals per year, additional sick time will cease to accrue until some or all of the accrued time has been used and unused sick days fall below such amount. Once accruals begin again, accruals will not be retroactive, and again will be capped at the appropriate maximum accruals per year.

Exempt full-time and part-time employees must take sick time in the equivalent full-day increment that coincides with their normal workday, and are not permitted to perform work during such sick time, including making calls, checking emails, and attending meetings.

Non-Exempt full-time and part-time employees must take sick time off in no less than 30-minute increments. Non-Exempt full-time and part-time employees should record sick time to cover absences (late arrivals, early departures or absences during the day) due to medical appointments, or may take unpaid time off for such appointments if no accrued sick time is available.

Abuse of the use of sick time can be cause for disciplinary action up to and including termination.

Employees are required to call their supervisor or leave a voicemail on their supervisor's phone no later than 30 minutes after their start time. Calling another person [unless they are standing in for an absent supervisor] or e-mailing a notice is not an acceptable substitute for this call

requirement. Employees in positions that will require scheduling a backup for their work should call as soon as they know they will not be reporting to work or use the designated procedure set up by the department supervisor.

Sick time is to be recorded accurately on the appropriate attendance or time card.

Abuse of the use of sick time can be cause for disciplinary action up to and including termination.

Employees with frequent on-going sick time requirements or those who are absent for three or more consecutive days must provide a written release from their doctor on their first day back to work. Employees should not return to work without a written release from their doctor. Most CDU positions require high levels of attendance as part of their job descriptions and poor attendance may be grounds for termination.

Calling in sick on the day immediately before or after a vacation day or a paid holiday will not be honored and no pay will be made for the sick day unless the Employee returns with a note from a physician excusing the absence as necessary.

Within (1) one year of an employee's employment separation from CDU, accrued and unused sick time will be restored to the employee upon rehire. Additional paid sick time will begin to accrue upon rehire.

Employees are **not** entitled to compensation for accrued and unused sick time upon termination. Benefit accruals (such as vacation and sick time) will continue to accrue during the time the Employee is using their accrued benefit time, but will not accrue once that time is exhausted.

Vacation <i>(Department of Labor Standards Enforcement Manual §15)</i>

Vacation benefits the employee and the University. Employees are encouraged to plan, request and use their accrued vacation within the current year. However, the University recognizes that there are circumstances where carrying over vacation time is required to meet employee needs (see Maximum Accrual below).

Employees must obtain written approval for use of accrued vacation time of more than two consecutive days at least 30 days prior to the requested time off. Vacation time off cannot be taken unless and until written supervisor approval has been given and Employees are advised not to make plans or commit funds until such permission is granted. Vacation time off is granted subject to the operational needs of the University. Vacation time off must be recorded by the Employee on the applicable time card.

CDU reserves the right to require Employees to take vacation days off and will provide 30 days notice if such a requirement is made of an Employee.

Following successful completion of their six (6) month introductory period, Regular and Conditional Employees are eligible for paid time off for vacation subject to approval by the Employee's supervisor(s). Vacation time cannot be taken until it is accrued. Vacation accruals began at the seventh month. Advances on vacation time off, either in time off or cash payment, are not permitted.

The amount of vacation accrual is based on the eligible Employee's length of employment as follows:

Employees Working 40-Hours Per Week:

Length of Service	Accrual Rate	Maximum Accrual
Date of Hire – 6 months	Vacation time does not accrue.	Not applicable
7 months – 5 years	<i>Accrues at the rate of 10.00 hours per month.</i>	120 hours
5 years/1 month – 14 years	<i>Accrues at the rate of 13.33 hours per month.</i>	160 hours
14 years/1month +	<i>Accrues at the rate of 16.66 hours per month.</i>	200 hours

Employees Working Less Than 40 Hours Per Week:

Employees who are scheduled to work less than 30 hours but at least 20 hours per week will accrue vacation time off on a prorated basis, and maximize accruals on a pro-rated basis based on the standard accrual rate worked per week.

WORK HOURS	ACCRUAL RATE
31 or more hours per week	Accrue at rates shown above.
20-30 hours per week	Accrue at 60% of the standard accrual rate.
Less than 20 hours per week	Do not accrue vacation or sick time benefits.

In the event an employee has reached the equivalent full-time or part-time maximum accrual of vacation time, additional vacation time will cease to accrue until some or all of the accrued time has been used and unused vacation time falls below the maximum accrual cap. Once accruals begin again, accruals will not be retroactive, and again will be capped at the appropriate full-time or part-time maximum accrual cap.

Vacation time off for Administrative Council members is governed by their respective written agreements and may supersede the accrual rates and maximums stated above.

Exempt full-time and part-time employees must take vacation time in the equivalent full-day increment that coincides with their normal workday, and are not permitted to perform work during such vacation time, including making calls, checking emails, and attending meetings.

Non-Exempt full-time and part-time employees must take vacation time off in full or half time increments that coincide with their normal workday, and are not permitted to perform work during such vacation time, including making calls, checking emails, and attending meetings.

Employees on all unpaid leaves do not accrue additional vacation or sick time benefits while on leave. Accrual of time off begins once the Employee returns to work, but is not retroactive.

Employees who have requested and taken vacation days, who then become ill during that vacation period, may not convert vacation days to sick days retrospectively.

Employees eligible for vacation are entitled to compensation for accrued and unused vacation days upon termination.

CDU may establish certain days as **closure days without pay**. Employees who wish to be paid for these days should reserve sufficient accrued vacation. Sick time may not be used to cover closure days without pay. CDU reserves the right to change or add to these unpaid closure days with at least 60 days of notice.

Workers' Compensation Insurance *(California Labor Code §3200 et seq.)*

The University pays the entire amount of the workers' compensation insurance premium that provides benefits to Employees who experience injury or illness connected with employment. To be eligible for workers' compensation benefits, the injury must be a direct result of the job. It is essential that Employees report all work-related accidents, injuries and illnesses immediately.

Employees who are injured on the job are required to be evaluated and treated at an industrial medical clinic appointed by the University for that purpose. Employees wishing to predesignate a physician (rather than being evaluated and treated at an industrial medical clinic appointed by the University) must provide the University with a written notice of the predesignation prior to the date of injury. The predesignation must include the physician's signature of agreement to the predesignation and the physician must be the Employee's regular physician or primary care provider who has previously directed the Employee's medical treatment and retains records of the Employee's treatment and medical history. Employees should check with their supervisor or the Risk Manager for additional information on the predesignation option.

Employees should be aware that it is a felony to file a knowingly false or fraudulent claim for workers' compensation benefits or to submit knowingly false or fraudulent information in connection with any workers' compensation claim. Violation of this law is punishable by imprisonment and a severe fine. Filing a false or fraudulent workers' compensation claim is also a violation of University policy, and will result in disciplinary action, up to and including immediate termination.

POLICIES

The identification of the policies described below is not all-inclusive. It is intended to provide Employees with an overview of what is expected of them. There may be other circumstances for which Employees may be subject to disciplinary action, up to and including immediate termination. Employees who have any questions about these policies should discuss them with their supervisor.

Affirmative Action *(Executive Order 11246; 41 CFR Part 60-2)*

Charles R. Drew University is committed to the principles of affirmative action. It is the policy of the University to do all in its power to eliminate unlawful discriminatory employment conditions, either intention or unintentional for all applicants and employees. The University does not discriminate on the basis of race, color, religion, national origin, sexual orientation, actual or perceived gender identity, citizenship status, pregnancy, age, disability protected veteran status, or any other protected characteristic as defined by law in employment or in admission to or in the operation of its training or educational programs and activities as prescribed by all applicable deferral, state, and local laws, including Executive order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam era Veterans Readjustment Assistance Act of 1974, as amended. Inquiries concerning the application of these laws may be directed to the Department of Human Resources.

Arbitration *(9 USC §1 et seq.; California Code of Civil Procedure §1280)*

The University promotes a system of alternative dispute resolution that involves binding arbitration to resolve all disputes that may arise out of the employment context. Because of the mutual benefits (such as reduced expense and increased efficiency) that private binding arbitration can provide both the University and the Employee, Employees may voluntarily agree that any claim, dispute, and/or controversy which would otherwise require or allow resort to any court or other governmental dispute resolution forum be submitted to, and determined exclusively by, binding arbitration under the Federal Arbitration Act.

At Will Employee Status *(California Labor Code §2922)*

With the exception of employees holding faculty appointments, all employees of Charles R. Drew University of Medicine and Science are employed on an "at will" basis. This means that the terms and conditions of employment may be changed with or without cause, with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

Only the President or his or her designate has authority to enter into any agreement for employment for any specific period of time, or to make any Employment Agreement for employment other than at will. Any such agreement must be in writing and signed by the President of the University or his or her designate and the Employee. Only a written Employment Agreement may supersede an Employee's at will status.

Nothing in this Employee Handbook creates or is intended to create a promise or representation of continued employment. Employment is expressly at will.

Badges

Employees are issued identification badges at hire and they must be worn at all times in all University facilities. Employees may request a replacement badge from the Human Resources Department should they lose the original one, change their name or need to replace a worn or illegible badge.

Confidentiality (California Labor Code §§232, 232.5)

All records and files of the University are the property of the University and considered confidential. Employees are prohibited from copying or disclosing any file or record. As an Employee of the University, an Employee may not disclose any confidential or trade secret information of the University to any other person during or following employment with the University. Employees may not make use of any confidential or trade secret information of the University for their personal benefit or for the benefit of any person, organization, company, corporation, partnership or entity other than the University under any circumstance during or after their employment. Employees may not, either during, or after the term of their relationship with the University utilize any confidential or trade secret or any other information concerning the University or its actual or proposed business or operations in any manner or for any purpose which is directly or indirectly competitive with the University and its business or operations.

Confidential information includes, but is not limited to financial data; business plans; sales and/or marketing information; student names and data, academic history and special needs; data regarding past, current or potential students, donor and patrons; bidding and cost information; confidential personnel information relating to other Employees (excluding information an Employee may choose to disclose about themselves); product data; supplier data; budgets; marketing data; information regarding the skills and compensation of Employees; data concerning methods, forms and contracts used by the University; and any documents generated by the University or by any Employee in the course of their employment.

All inquiries by telephone, mail, or other requests for information about current or former Employees or any information about the University's business should be immediately directed to Human Resources.

Destruction of Confidential Personal Information

The University is committed to using, maintaining, storing and disposing of personal information in its custody in a secure manner to prevent illegal identity theft of information and to comply with the legal disposal requirements for such information. In the course of performing job duties, an Employee may have access to Confidential Personal Information about the University's Employees, students, vendors, suppliers, contract service providers, or Employees of vendors, or suppliers that have engaged in a business relationship with the University. "Confidential Personal Information" includes, but is not limited to, data that reveals identity, phone, fax or cell numbers; address, post office box or location; compensation and earnings; banking information such as accounts at financial institutions, credit card numbers, financial history, credit history and rating; personal health information, insurance information; information relating to child support, alimony and/or garnishments; and other similar information.

The University requires that all Confidential Personal Information be maintained and used only for its intended purpose(s) strictly related to the conduct of University business. Under no circumstances are Employees permitted to access, copy, disclose or otherwise use Confidential Personal Information of other persons to benefit themselves or to access, copy, disclose or

otherwise provide Confidential Personal Information to others for any illegal or unauthorized purpose.

Employees who are required to dispose of Confidential Personal Information must do so by shredding it or placing it in a designated, locked container for shredding (or burning), and to destroy (or securely place where designated for destruction) all media, including electronic media, with such information.

Employees should not remove job-related Confidential Personal Information, either paper or on laptops or e-files, from University premises. Confidential Personal Information, if removed by managers for off-site meetings or other needs, must be securely maintained and never left in an unoccupied or unlocked vehicle.

Conflict of Interest

It is the University's policy to forbid Employees from having a financial interest in any other business that competes with the University, except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market. The University's policy also forbids engaging in, directing, managing, or consulting for a business or businesses that compete with the University without the express written consent of the President or his or her designate. If an Employee thinks that there is a possibility that they may have a conflict of interest, it is the Employee's responsibility to notify the Director of Internal Audit and request approval before becoming engaged in outside activities or relationships that could violate this policy.

Employees are required to complete a conflict of interest statement at hire and annually thereafter and disclose any potential conflicts of interest from other employment or other sources, including holding a financial interest in companies doing business with the University. Failure to disclose a conflict of interest or falsification of this statement may be ground for disciplinary action up to and including termination.

Dishonesty, Misrepresentations & Fraud

Falsification of any application, workers' compensation claim, medical history, invoice, time sheet, time card, investigative questionnaires, credit applications, or any other document will subject an Employee to disciplinary action, up to and including immediate termination. Misrepresentation to students, faculty members or Employees is against University policy and against the law. Concealing or failing to report an error is dishonest and will also subject an Employee to disciplinary action, up to and including immediate termination.

Dress Code

The University does not have a formal dress code and prefers to rely on every Employee's good judgment to dress appropriately for the nature of the University's business and the job they are performing. Office dress should be safe, unoffensive and appropriate for the department. The University expects all Employees to present a neat, well-groomed appearance in order to make a favorable impression on the public, students, faculty and co-workers.

Departments may, on an individual basis, designate certain days as “casual days” when some latitude is permitted but acceptable business attire standards must be maintained.

Employees are expected to observe and follow the University’s standard for dress and appearance at all times while at work. An Employee who reports to work in unacceptable attire may be requested to leave work to change their appearance. Such time off from work will generally be without pay.

Driving on University Business *(California Vehicle Code §§23123, 23124)*

Employees are not permitted to drive any vehicle for the benefit of or on behalf of the University without a current driver's license and current vehicle insurance in effect. Employees are responsible for any traffic violations issued while driving on University business. Employees are not permitted to drive while under the influence of any illegal substance, unauthorized controlled substance or an excessive amount of an otherwise lawfully controlled substance. Employees are required to take all safety precautions and observe all rules of the road including wearing a seat belt. All passengers are also required by law to wear a seat belt.

Any traffic accident or other altercation an Employee becomes involved in while on University business is to be reported to the Employee’s supervisor, Department Manager, and Department of Human Resources immediately.

Employees whose job responsibilities include regular or occasional driving and who are issued a University cellular telephone or personal digital assistant (PDA, such as Blackberry or Palm Pilot), or use their personal cellular telephone or PDA for business-related work, are expected to put safety first. Therefore, personal and University-supplied cellular telephones and PDAs are not to be used while driving. Employees who receive a call (or text) on a cellular telephone or PDA while driving must pull over safely, park in a safe, non-emergency location, and then either answer the telephone, return the call or respond to the text. This requirement means that the Employee must exit any freeway or expressway on which the Employee is traveling. Further, if the Employee needs to make a University-related cellular telephone call or use a PDA, the Employee must also pull over safely, park and then make the call or text. This policy is for the safety of Employees and others as well as the safety of the University’s property.

According to California law, under no circumstances should an Employee use a cell phone or PDA while driving. In the rare case of a genuine emergency, a cell phone or PDA may be used to place a call while driving but only with the assistance of a hands-free device.

Employees who are charged with traffic violations, or cause accidents or injuries, of any type including those resulting from their use of personal or University-issued cellular telephones or PDAs while driving will be solely responsible for all liabilities, fines, etc. that result.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a University-provided cellular telephone or PDA for business use or who use their personal cellular telephone for business use, are also expected to abide by the provisions of this policy.

Managers of employees who regularly drive on University business should contact the Risk Manager.

Employee Information Accuracy

It is the Employee's responsibility to ensure that personal data in the University's information systems are updated to reflect changes in home (or mailing) address, home telephone and emergency contact(s). Legal changes to last names (e.g., marriage or divorce) should also be reported. Provide data changes to the Human Resources Department.

Employment of Relatives

The University may employ qualified relatives of existing Employees as long as such employment does not involve a supervisor/subordinate relationship between relatives and does not create a real or perceived conflict of interest or result in harassment or discrimination.

An employment decision shall not be based on whether an individual has a spouse presently employed by the employer except in accordance with the following criteria:

- For business reasons of supervision, safety, security or morale, the University may refuse to place one spouse under the direct supervision of the other spouse.
- For business reasons of supervision, security or morale, The University may refuse to place both spouses in the same department, division or facility if the work involves potential conflicts of interest or other hazards greater for married couples than for other persons.
- If co-employees marry, the University shall make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, or morale.

For purposes of this policy only, relatives include the following:

- Spouse or Registered Domestic Partner
- Parent
- Child
- Sibling
- Grandparent or Grandchild
- Aunt or Uncle
- Cousin
- Niece or Nephew
- In-laws
- Step relations
- Individuals residing in the same household as a current Employee

Employees in supervisor/subordinate relationships who marry, become related by marriage or otherwise become involved in close personal relationships while employed by the University will also be subject to the provisions of this policy. Employees are required to disclose such relationships to the University so that appropriate action consistent with this policy may be taken.

The policy applies to all categories of employment, including Full-Time, Part-Time, Temporary, Seasonal and to Independent Contractor classifications.

Equal Employment Opportunity (42 USC 2000 et seq., California Government Code §§12900 et seq.)

The University is an equal opportunity Employer and makes employment decisions on the basis of merit. University policy prohibits unlawful discrimination based on race, religion, color, sex, sexual orientation, actual or perceived gender identity, national origin or ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, genetic information, medical condition (cancer or HIV/AIDS-related), handicap, disability, association with an individual in a protected category or any other consideration made unlawful by federal, state or local laws.

All Employees are expected to work professionally and positively with persons of all backgrounds, cultures, races, ages and genders.

Ethical Behavior

The University has policies in place addressing expectations of its Employees on ethics, including, but not limited to, its policies on computer e-mail and Internet use, confidentiality, conflict of interest, harassment and trading in securities. Employees must read, become familiar with, and abide by these policies at all times.

The University insists that Employees maintain the highest possible ethical standards in their dealings with students, faculty members, vendors, suppliers, competitors, co-workers and the public in general. The integrity, reputation and profitability of the University ultimately depend upon the individual actions of each Employee. Employees in all jobs and at all levels should strive at all times to conduct the University's business in a fair, ethical, forthright and lawful manner. Failure to adhere to the ethical behavior policy may result in disciplinary action, up to and including termination.

If an Employee is aware of a violation of a state or federal law by any officer, manager or Employee of the University, the Employee must report the violation to a member of management or use the University's anonymous Alert Line to report the incident as soon as possible (see below). Management will conduct an internal investigation and, if appropriate, report the incident to a law enforcement agency. The University will not take any adverse employment action against any Employee who reports a violation of the law to management. Such retaliatory action by any manager, supervisor or Employee will result in disciplinary action, up to and including termination.

If an Employee is unsure as to whether they or someone else in the University may be in violation of this policy, they should discuss the circumstances with a supervisor or the Vice President, Administration.

Alert Line – Integrity in Action

The University believes that its Employees are its most valuable assets. Employees deserve to work in a positive, productive environment, and the University will do its best to provide that

atmosphere. Reaching that goal requires commitment from all Employees to the University's values and ethical standards. Integrity is a priority in everything the University does.

Employees are expected to recognize harmful activity. Some common examples include:

- Conflicts of interest
- Auditing or accounting irregularities
- Theft and fraud
- Misuse of assets
- Code of Conduct violations
- Improper dealings with students or vendors
- Creating or ignoring safety hazards
- On-campus use or sale of illegal drugs

If an Employee sees or suspects unethical, illegal or unsafe activity, it should not be ignored – inform the University by:

1. Talking to a supervisor. The supervisor should be the Employee's first point of contact.
2. If the Employee doesn't feel comfortable speaking to a supervisor or other management official, Employees should call The Network* toll-free, 24 hours a day, 7 days a week. Employees can call anonymously.

1.800.716.9007 or www.MySafeCampus.com

Employees can call any time, from any location and DO NOT have to give their name.

The Network is an independent company that provides hotline services for organizations worldwide. This service is not intended to serve as a substitute for speaking directly with a University supervisor or manager.

Field Work

Some Employees have positions that require them to work outside of a regular office environment for some or most of the workday. Such Employees are obligated to fulfill these requirements:

- Comply with time and attendance documentation daily or monthly.
- Apprise supervisors and need-to-know coworkers of work locations via some effective mechanism (posted schedule, shared Outlook calendar, etc.).
- Meet all required participation in department or other meetings, trainings, etc.
- Ensure all work product, reports and files are maintained at a University facility and in University servers.

Anti-Sexual Harassment and Sexual Violence

Charles R. Drew University of Medicine and Science is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including

sexual. Specifically, every member of the University community should be aware that the University prohibits sexual harassment and sexual violence and that such behavior violates both law and University policy. It is the intent of the University to respond promptly, effectively to reports of sexual harassment and sexual violence, and will take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy on Anti-Sexual Harassment and Sexual Violence.

The University's policy against Sexual Harassment and Sexual Violence applies to all employees, faculty, and students of the University. The University prohibits managers, supervisors and employees from sexually harassing and committing sexual violence against co-workers as well as the University's students, vendors, suppliers, independent contractors and others doing business with the University. In addition, the University prohibits its students, vendors, suppliers, independent contractors and others doing business with the University from sexually harassing and committing sexual violence against employees.

The Anti-Sexual Harassment and Sexual Violence policy applies to all locations of Charles R. Drew University of Medicine and Science.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

RETALIATION

Charles R. Drew University also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment, sexual harassment, or sexual violence pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, sexual harassment, or sexual violence or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment, sexual harassment, or sexual violence. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be treated as a report of sexual harassment or sexual violence and will be subjected to the same procedures.

Consensual Relationships

The Anti-Sexual Harassment and Sexual Violence policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the CDU community are subject to other University policies. For example, policies governing faculty-student relationships are detailed in the Student Handbook and Faculty Handbook under Code of Conduct. While romantic relationships between members of the CDU community may begin as consensual, they may evolve into situations that lead to charges of sexual harassment or sexual violence, subject to this policy.

Gender Identity, Gender Expression, or Sexual Orientation Discrimination

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex-stereotyping, or sexual orientation also is prohibited by CDU's nondiscrimination policies if it denies or limits a person's ability to participate in or benefit from University educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, CDU may take into account acts of discrimination based on gender, gender identity, gender expression, sex-stereotyping, or sexual orientation.

DEFINITIONS

Consent is informed and consists of an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent to some form of sexual activity does not imply consent to other forms of sexual activity.

Consent is voluntary. It is given without coercion, force, threats, or intimidation; - it is a positive cooperation in the act or expression on intent to engage in the act pursuant to an exercise of free will.

Consent is given when the person is not impaired or incapacitated. A person cannot consent if he or she is unconscious or coming in and out of consciousness. A person cannot consent if he or she is under threat of violence, bodily injury or other forms of coercion, or has a mental disorder, developmental disability, or physical disability that would impair his or her understanding of the act.

Incapacitation is the physical and or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep and blackouts.

Where alcohol or drugs are involved, incapacitation is distinct from drunkenness or intoxication, and is defined with respect to how the alcohol or other drugs consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

The factors to be considered include whether the accused knew, or a reasonable person in the position of the accused should have known, that the complainant was impaired or incapacitated.

Executive Officer is defined as the University President, the Provost, the Chief Operating Officer, the Chief Financial Officer, and the Assistant Provost.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. Sexual harassment includes sexual violence. In the interest of preventing sexual harassment and sexual violence, the University will respond to reports of any such conduct.

Sexual harassment may include incidents between any members of the University community, including faculty and other academic appointees, staff, students, interns, work-study students,

student employees (when acting within the course and scope of employment), temporary employees, and non-student or non-employee participants in University programs, such as vendors, contractors, visitors, and patients. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex. In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Sexual harassment includes a broad spectrum of conduct including harassment based on gender, transgender and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters, or transmitting or downloading sexually-related websites or e-mails;
- verbal sexual advances, propositions, requests or comments;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations, including those made by e-mail, voicemail or blogging;
- physical conduct, such as touching, assault, impeding or blocking movement;
- physical or verbal abuse concerning an individual's actual sex or one's perception of the individual's sex;
- verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body, including remarks that a man is too feminine or a woman is too masculine.

In addition to the above listed conduct, the University strictly prohibits harassment concerning race, color, religion, national origin, age, disability or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age, disability or other protected characteristic includes:

- slurs, epithets, and any other offensive remarks;
- jokes, whether written, verbal, or electronic;
- threats, intimidation, and other menacing behavior;
- other verbal, graphic, or physical conduct; and
- other conduct predicated upon one or more of the protected categories identified in this policy.

Employees with questions about what constitutes harassing behavior should ask their supervisor or a member of the Department of Human Resources.

Harassment of students, faculty members, vendors, suppliers or independent contractors by employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy

Harassment may also occur towards employees that have not experienced any of the above-described behaviors. Sexual favoritism may occur when a subordinate employee receives preferential treatment in exchange for sexual favors. Such preferential treatment could include actions such as higher compensation, promotion or other benefits of a favored employee or avoidance of an employment detriment. Sexual favoritism occurs when the treatment results solely from the employee providing sexual favors to the decision maker and is unrelated to the employee's ability to perform the responsibilities of the job.

Harassment that is not sexual in nature but is based on gender, sex-stereotyping, or sexual orientation also is prohibited by the University's nondiscrimination policies if it is sufficiently severe to deny or limit a person's ability to participate in or benefit from University educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the University may take into account acts of discrimination based on gender, sex-stereotyping, or sexual orientation.

Sexual Violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes:

- sexual assault,
- rape,
- battery,
- sexual coercion,
- domestic violence,
- dating violence, and
- stalking.

Domestic Violence is abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has had a child or is having or has had a dating or engagement relationship.

Dating Violence is abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when physical sexual activity is intentionally engaged in without the consent of the other person. The conduct may include physical force, violence, threat, or intimidation; ignoring the objections of the other person; causing the other person's intoxication or impairment through the use of drugs or alcohol; taking advantage of the other person's incapacitation (including voluntary intoxication), state of intimidation, or other inability to consent.

Stalking is behavior in which a person repeatedly engages in a course of conduct directed at another specific person, that places that person in reasonable fear of his or her safety or the safety of a third person or persons.

Reporting of Sexual Harassment or Sexual Violence

Any member of the CDU community may report conduct that may constitute sexual harassment or sexual violence under this policy to any supervisor, manager, executive, dean, or the Title IX Officer. In addition, supervisors, managers, executives, deans, and other designated employees

are responsible for taking whatever action is necessary to prevent and address sexual harassment or sexual violence and to report it promptly to the Title IX Compliance Coordinator (Title IX Officer) or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints. An individual also may file a complaint or grievance alleging sexual harassment or sexual violence under the applicable University complaint resolution or grievance procedure.

Harassment and Bullying

(California Government Code §12900 et seq.; 2 California Code of Regulations 7285.0-8504)

The University has a zero tolerance policy for harassment, bullying, violent acts or threats of violence against staff, students, faculty, visitors, independent contractors, suppliers, and others doing business with the University. In addition, the University prohibits its staff, students, faculty, visitors, independent contractors, suppliers, and others doing business with the University from harassing Employees.

The University is committed to providing a workplace, learning, study, and social environment free of harassment and bullying and which is healthy, conducive to productivity, comfortable, where the rights and dignity of all members of the campus community are respected. This includes staff, students, faculty, and visitors to the University. The University's policy against harassment applies to all Employees of the University, including supervisors, managers, and faculty.

In furtherance of this commitment, the University strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of race, religion, color, sex, actual or perceived gender identity, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, genetic information, protected medical condition, disability or association with a person in a protected category, or any other category protected by applicable state or federal law.

The University expects all members of the university community to treat each other with respect, courtesy and consideration. All members of the university community have the right to expect professional behavior from others, and a corresponding responsibility to behave professionally towards others

Violation of this policy will subject an Employee to disciplinary action, up to and including immediate termination. Additionally, under California law, Employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

Examples of Prohibited Sexual Harassment and Anti-Harassment

Sexual harassment includes a broad spectrum of conduct including harassment based on gender, transgender and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- ❑ unwanted sexual advances;
- ❑ offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as

termination, demotion, or disciplinary action) for an Employee's failure to engage in sexual activity;

- ❑ visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters, or transmitting or downloading sexually-related websites or e-mails;
- ❑ verbal sexual advances, propositions, requests or comments;
- ❑ verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations, including those made by e-mail, voicemail or blogging;
- ❑ physical conduct, such as touching, assault, impeding or blocking movement;
- ❑ physical or verbal abuse concerning an individual's actual sex or one's perception of the individual's sex;
- ❑ verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body, including remarks that a man is too feminine or a woman is too masculine.

Further Examples of What Constitutes Prohibited Harassment

In addition to the above listed conduct, the University strictly prohibits harassment concerning race, color, religion, national origin, age, disability or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age, disability or other protected characteristic includes:

- ❑ slurs, epithets, and any other offensive remarks;
- ❑ jokes, whether written, verbal, or electronic;
- ❑ threats, intimidation, and other menacing behavior;
- ❑ other verbal, graphic, or physical conduct; and
- ❑ other conduct predicated upon one or more of the protected categories identified in this policy.
- ❑ Comments about appearance or lifestyle
- ❑ Insulting, abusive, embarrassing, teasing, or patronizing behavior or comments
- ❑ Verbal threats or intimidation
- ❑ Unfair, humiliating, intimidating, and/or demeaning criticism
- ❑ Ignoring
- ❑ Deliberately undermining a competent person by overloading with work

- ❑ Unreasonable work assignments/Menial task assignments
- ❑ Gossiping/Spreading rumors
- ❑ Leaving people out on purpose; isolating from normal work or study place, conversations, or social events
- ❑ Publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures, language, or other materials
- ❑ Unwanted physical contact, ranging from an invasion of space (personal or otherwise) to a serious assault
- ❑ Breaking up friendships
- ❑ Cyberbully: using the internet, mobile phones or other digital technologies to harm others

Employees with questions about what constitutes harassing behavior should ask their supervisor or a member of the Human Resources Department.

Harassment of students, faculty members, vendors, suppliers or independent contractors by Employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments and gender-based insults. Any such harassment will subject an Employee to disciplinary action, up to and including immediate termination.

Harassment may also occur towards Employees that have not experienced any of the above-described behaviors. Sexual favoritism may occur when a subordinate Employee receives preferential treatment in exchange for sexual favors. Such preferential treatment could include actions such as higher compensation, promotion or other benefits of a favored Employee or avoidance of an employment detriment. Sexual favoritism occurs when the treatment results solely from the Employee providing sexual favors to the decision maker and is unrelated to the Employee's ability to perform the responsibilities of the job.

What Employees Should Do If They Feel They Are Or Have Been Harassed

Employees who feel that another Employee, supervisor, manager or third party doing business with the University is harassing them should immediately contact a member of management. In addition, Employees who observe harassment by another Employee, supervisor, manager or non-employee are to report the incident immediately to a member of management.

Employee notification of the problem is essential to the University. The University cannot help resolve a harassment problem unless the University knows about it. Therefore, it is the Employee's responsibility to bring concerns and/or problems to the University's attention so that the University can take whatever steps are necessary to address the situation. The University

takes all complaints of unlawful harassment seriously and will not penalize or retaliate against an Employee in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. Appropriate action will also be taken in response to violation of this policy by any non-employee.

The University prohibits Employees from hindering internal investigations and the internal complaint procedure. Prohibited conduct of this nature includes making threats against persons being interviewed in an investigation and attempting to induce persons being interviewed to provide false or misleading information or to withhold material information. All complaints of unlawful harassment reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Professional Behavior Policy

In addition to prohibiting conduct that is or may be unlawful as described above, the University also prohibits conduct that may cause harm to its image and/or negatively impacts Employees and associated organizations. Such prohibited conduct includes: swearing, profanity and crude language, crude gestures, displays of anger including slamming phones, throwing items, hanging up on people, misuse of email for harmful or punitive purposes, yelling or screaming at others. This policy also prohibits behavior that, even if welcomed by the involved parties, can be harmful to the University's image and present problems for Employees or guests, including sexual banter and jokes, practical jokes and destructive gossip as examples.

This policy also prohibits acting out in anger, name-calling, or deliberate rude behavior or gossiping for the purpose of damaging the reputation or effectiveness of others.

Employees of the University who violate any of these policies or fail to observe these standards will be subject to disciplinary action, up to and including termination. Contracted service providers who fail to observe these standards may have their contracting relationship terminated.

Employees shall have the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, and shall also have the right to refrain from any or all such activities except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in section 8(a)(3) section 158(a)(3) of this title.

Information Technology Use

Employees are provided computers or access to computers for job-related purposes only. The computers, as well as all information temporarily or permanently stored or transmitted with the aid of the computers, remain the sole and exclusive property of the University. The University has the right to access, copy and use any information stored on University equipment in any manner it deems appropriate. Employees should not assume any expectation of privacy to any information that is temporarily or permanently stored on any computer belonging to the University or any computer used for University business. The University may access and review all files and records on computers, including similar electronic equipment used to create, edit or store data provided by the University at any time and without notice.

Should laptop computers be provided to Employees for job purposes, Employees are advised not to store personal files or information on these devices which will need to be returned upon separation from employment.

E-mail, voicemail systems, Internet connections, computer software and hardware are maintained by the University in order to facilitate business. All messages composed, sent, received or stored through these systems or connections are the property of the University. Messages on voicemail and e-mail systems are to be accessed only by the intended recipient. Any attempt by persons other than the intended to access messages on voicemail, and/or e-mail will constitute a serious violation of policy. However, the University reserves the right to access and monitor messages on any system at any time.

Voicemail and e-mail systems are to be used by Employees in conducting the business of the University and are not for Employees' personal use. The University understands that on occasion family members may need to leave voicemail or e-mail messages for an Employee, and the University is willing to accommodate such personal use of the system to a limited degree. However, personal use of the voicemail and e-mail systems that interferes with an Employee's work performance is unacceptable.

Employees should be aware that even when a file on the computer or a voicemail or e-mail message has been erased, it might still be possible to retrieve the file from a backup system. Employees should not assume that an erased or deleted file or message will remain private.

Employees must have no expectation of privacy regarding any information or data created on, or transmitted over, the University's voicemail, e-mail, intranet or Internet systems. The University reserves the right to access and monitor an Employee's voicemail and e-mail messages, both outgoing and incoming, at any time. The existence of a password on either system does not indicate that messages will remain private, and passwords must be made known to the University by all Employees.

Computer software is protected by copyright law. It is the intention of the University to comply with all computer software copyright laws. The law states, "It is illegal to make or distribute copies of copyrighted material without authorization." The law only provides for copies to be made of computer software when it relates to archiving or backing-up computer systems and networks or with permission of the manufacturer. It is a federal crime to duplicate software without permission from the manufacturer.

Employees are expected to:

- ❑ Comply with all computer software copyright laws;
- ❑ Refrain from copying or distributing copies of computer software that has been licensed to the University except in the case of archiving or backup of existing software, data and configurations unless approved by the President of the University or his or her designate;
- ❑ Notify a supervisor or other management official immediately upon learning of any misuse of software or related documentation;
- ❑ Refrain from installing unauthorized software or software that has not been approved for installation by the University on any equipment owned or operated by the University;

- ❑ Use the computer equipment, software and Internet service for business purposes only;
- ❑ Store only University files and records on the University computers. No personal information or personal advertising, soliciting or blogging is permitted;
- ❑ Pay any fines, penalties or damages assessed against the University for any of the above-mentioned or related computer software abuses that are deemed to be attributable to an Employee.

Employees must refrain from using University computers or its Internet service for any improper purpose. Some specific examples of prohibited Internet uses include the following, unless such activity is part of the Employee's job description:

- ❑ Chatting on-line, instant messaging, surfing, and other similar misuses of University property and Internet services;
- ❑ Transmitting, retrieving, downloading, or storing messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment;
- ❑ Making threatening or harassing statements to another Employee or to a vendor or other outside party;
- ❑ Transmitting, retrieving, downloading, or storing messages or images relating to race, religion, color, sex, marital status, national origin, citizenship status, age, genetic information, disability, sexual orientation, or any other status protected under federal, state and local laws;
- ❑ Sending or receiving confidential or copyrighted materials without prior authorization;
- ❑ Soliciting personal business opportunities, personal blogging or personal advertising;
- ❑ Gambling, monitoring sports scores, using iPods or non-University issued headsets or playing electronic games;
- ❑ Day trading, or otherwise purchasing or selling stocks, bonds or other securities or transmitting, retrieving, downloading or storing messages or images related to the purchase or sale of stocks, bonds or other securities;
- ❑ Buying, selling or monitoring on-line auction sites;
- ❑ Stealing, using or disclosing another Employee's code or password without authorization or attempting to break into the computer system of another organization or person;
- ❑ Engaging in unauthorized transactions that may incur a cost to the University or initiate unwanted Internet services and transmissions;
- ❑ Using the University's time and resources for personal gain, including a personal business.

Employees of the University who violate any of these policies will be subject to disciplinary action, up to and including termination.

Use of Personal Computers for Work Purposes

Employees are requested to complete work assignments and maintain University files on University shared drives to facilitate backup. The use of personal laptops for University work must be authorized in writing by the relevant department manager. University work must be maintained on the University server and not solely on Employees' personal computing equipment or "C" drive unless special arrangements have been made and documented in writing.

The University is not liable for the loss or damage to any personal electronic files or information stored on University servers or equipment and will not be required to return such information to an exited Employee, though it may, at its sole discretion, make an effort to do so.

Introductory Period

For every new Employee, at Charles R. Drew University, all Regular and Conditional employees (excluding faculty) hired into a position with supervisory responsibilities over one or more employees, shall serve a one (1) year probationary period from the date of employment or re-employment with the University. All Public Safety Officers shall serve a one (1) year probationary period from the date of employment or re-employment with the University. All other Regular and Conditional employees (including faculty) shall serve a six (6) month probationary period from the date of employment or re-employment with the University.

Charles R. Drew University employees will be placed on a new probationary period for six (6) months if selected for promotion or transfer into a new position. During this time, the employee's work performance and general suitability for University employment shall be evaluated in writing. The supervisor should provide the employee with adequate instructions for carrying out the duties and responsibilities related to the employee's new job.

During this time, Employees are able to learn about the University, their job, and their new surroundings. The employee's work performance and general suitability for University employment shall be evaluated in writing. The supervisor should provide the employee with adequate instructions for carrying out the duties and responsibilities related to the employee's new job.

During the Introductory period, the Employee's job performance, attendance, attitude and overall interest in their job will be observed by their supervisor. Throughout the Introductory Period, the University will assess the individual's suitability as an Employee. Employees who fail to demonstrate the commitment, performance and attitude expected by the University may be terminated at any time during the Introductory Period. Completion of the Introductory Period does not change or alter the at will employment relationship. Employees continue to have the right to terminate their employment at any time, with or without cause or notice, and the University has a similar right.

Prior service in a temporary position will not be considered a part of the probationary period. Time on leave with or without pay is not qualifying service for the completion of the probationary period. An employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status. If an employee's performance is unsatisfactory during the probationary period, the employee will be dismissed from the University before the probationary period ends, without any right to appeal. The supervisor must consult with the Department of Human Resources prior to initiating separation actions.

For reasons identified by management, the University may choose to extend an Employee's Introductory Period as necessary to give the Employee a further opportunity to demonstrate their ability to perform their job. If an Employee's Introductory Period is extended, the Employee will be notified.

Maintaining Workspaces

Cubicles, desks and offices should be maintained in an orderly fashion at all times. Sensitive information should be filed or locked away each day before departure.

CDU provides office, desk and file space for work-related files and reference materials. Employees are asked to keep personal property to a minimum and to refrain from displaying **numerous** photographs, plaques, artwork, religious icons, desk decorations, flags and other such items in their workspaces. Similarly, workspaces should not be used to store excessive amounts of work supplies, stationery or paper, which should be kept in the appropriate supplies area where it is available to others. Under no circumstances may Employees use space at the University to store personal items unrelated to their job on a permanent basis.

Generally, Employees should not bring expensive personal property to work, for example, personal laptops, printers, televisions, music systems and other electronic equipment. Reference books or other professional tools that are the personal property of the Employee should be so-labeled if they will be left at work. Employees are strongly cautioned to avoid leaving confidential personal property at work. This includes personal telephone books, personal bills, bank statements and correspondence, medical bills or reports, and materials related to other jobs or affiliations.

Under no circumstance will the University be liable for any personal property at the work site that is stolen or damaged while on University property.

Mandated Reporting *(California Penal Code §§ 11165.7, 11166)*

If an Employee qualifies as a "mandated reporter" as defined under Sections 11165.7 and 11166 of the California Penal Code, the Employee is required to report suspected child abuse or neglect to any police department, sheriff's department, county probation department (if designated by the county to receive mandated reports), or the county welfare department. A report of suspected child abuse or neglect must be made by phone immediately and followed up with a written report within 36 hours sent by mail, e-mail or fax. All suspected child neglect or abuse must also be reported to the Employee's supervisor immediately. Copies of Sections 11165.7 and 11166 of the California Penal Code can be obtained from the Human Resources Department.

If an Employee qualifies as a “mandated reporter” and suspects or is aware of abuse of an elderly or dependent adult as defined by the California Welfare and Institutions Code Section 15630 and following sections, the Employee must report such suspicions immediately to the California Department of Health Services, the California Department of Social Services or the local police or sheriff’s office by phone and follow up with a written report sent by mail, e-mail or fax within two (2) working days. All suspected elder or dependent adult abuse must be reported to the Employee’s supervisor immediately. Copies of Section 15630 of the California Welfare and Institutions Code can be obtained from the Human Resources Department.

Meal & Rest Breaks *(California Dept. of Industrial Relations Wage Order no. 4, para. 11, 12)*

The University allows its Employees to take up to a (1) one-hour meal break each workday. It is the University’s policy and the law that non-exempt employees who work more than five (5) hours per day must be provided with at least a 30-minute meal period. If the employee works no more than six (6) hours, the meal period may be waived by written mutual consent of both the employer and employee.

In addition, any time an employee works more than ten (10) hours in one day, he or she must receive a second meal period of at least 30 minutes. However, if an employee works a total of no more than twelve (12) hours in one day, then the *second* meal period may be waived by written mutual consent of both the employer and employee.

Unless an employee is relieved of all duty during a 30-minute meal period, the meal period shall be considered an “on-duty” meal period and counted as time worked. An “on-duty” meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty and when an on-the-job paid meal period is agreed to in writing by all parties. The written agreement must state that the employee may, in writing, revoke the agreement at any time.

If the employer requires the employee to remain at the work site or facility during the meal period, the meal period must be paid. This is true even when the employee is relieved of all work duties during the meal.

Rest Periods

Nonexempt employees are required to take a paid rest period that must, insofar as practicable, be taken in the middle of each work period. The rest period is based on the total hours worked daily and must be at the minimum rate of ten (10) consecutive minutes for each four (4) hour work period or major fraction thereof. A rest period is not required for employees whose total daily work time is less than three and one-half hours.

Non-Violence

The University has zero tolerance for possession of weapons or for violent acts or threats of violence against Employees, students, vendors or applicants for employment. No Employee should commit or threaten to commit any violent act against a co-worker, student, vendor or applicant. Any Employee who is subjected to, or threatened with, violence by a co-worker, student or vendor, or is aware of another individual who has been subjected to or threatened

with violence, is to report this information to the Human Resources Department as soon as possible.

Employee notification of a problem is essential to the University. The University cannot address a problem unless it is made known. Therefore, it is every Employee's responsibility to bring these types of situations to the attention of the University so that the University can take whatever steps are necessary to address the problem.

Assume that any threat is serious. Please bring all threats to the attention of your manager or the Vice President, Administration so that the University may deal with the issue appropriately.

Other Rules & Standards

The University needs to have certain reasonable policies and rules to conduct its business. The most important rule is the "rule of reason." The following portions of this handbook focus on basic rules that should not be violated under any circumstances. Violation of any of these basic rules, the policies in this handbook, or any other policy of the University may lead to disciplinary action, up to and including immediate termination. The list is not all-inclusive and there may be other circumstances for which Employees may be disciplined, up to and including immediate termination. If Employees have any questions about these basic rules, or what is expected of them, they may discuss them with their supervisor or Human Resources.

Bulletin Boards

The University maintains bulletin boards as an important source of information. Bulletin boards are to be used solely to post information approved by the University regarding University policies, governmental regulations, events and opportunities relevant to all Employees and/or related to the Employees' employment by the University. Employees should check the bulletin board regularly in order to be familiar with the posted information. No information may be placed on any bulletin board without the approval of the relevant Department Head.

Courtesy

Courtesy is the responsibility of every Employee. Everyone is expected to be courteous, polite and friendly to students, faculty members, vendors and suppliers, as well as to their fellow Employees. No one should be disrespectful or use profanity or any other language that injures the image or reputation of the University.

Detrimental Activity

Employees are not permitted to engage in any kind of activity, either on University property or while off the job, which reflects detrimentally or adversely on the University's reputation.

Document Preparation

Correspondence and documents should be error-free and neatly prepared. Care shown in preparation of correspondence and documents reflects attention to accuracy and detail. Even simple errors cause unnecessary inconvenience, irritation and potential loss of business.

Exited Employees

Should exited Employees return to take care of employment business with the Human Resources Department or for any reason, they are expected to conduct themselves as visitors and not enter restricted offices or suites without an escort. It is expected that exited Employees stop at the Information Booth in the Montague Cobb building, secure a visitor's badge and call the Employee they are visiting for escort. Exited Employees may be restricted from access to University property or functions at the University's sole discretion.

Gambling

Gambling, including on-line gambling, is prohibited on University property or with University issued property such as laptops, smartphones, etc.

Gifts and Gratuities

In order to avoid a conflict of interest or the appearance of such a conflict, Employees may not request or accept any gift or gratuity worth more than \$50 from a vendor, supplier or student without the express written authorization of the Vice President, Administration. Occasional gifts from vendors, suppliers or students of minimal value (such as flowers, cookies, candy) may be accepted. Employees should not accept invitations to lavish hosted entertainment when such invitations may present the appearance of conflict of interest.

Hazardous and Toxic Materials

If an Employee's job requires the use of hazardous or toxic materials, the Employee is expected to comply with all laws, rules and regulations concerning safe handling and disposal. If an Employee has any questions about the materials the Employee works with or the proper safety procedures to follow, the Employee must discuss those concerns immediately with Risk Management and the Employee's supervisor.

When persons exiting employment have worked with hazardous materials or samples, they must ensure that all such materials are clearly labeled so they can be disposed of properly and safely by someone else.

Housekeeping

Employees are responsible for maintaining their own work areas in a presentable manner. Work areas must be kept in a clean and orderly fashion to prevent unsafe conditions and potential accidents. Employees who observe potentially dangerous conditions or equipment should report the concern immediately to their supervisor, Department of Human Resources, and Risk Management.

It is each Employee's responsibility to make sure their work area is clean and orderly at the completion of their scheduled work shift. All sensitive files and Confidential Personal Information must be locked away whenever the work space will be left unattended.

Insubordination

All Employees have duties to perform and everyone, including supervisors, must follow directions. It is against University policy for an Employee to refuse to follow the directions of a supervisor or management official or to treat a supervisor or management official in an

insubordinate manner in any respect. Employees must fully cooperate with University investigations into potential misconduct. Refusal to fully disclose information in the course of a University investigation is insubordination and will not be tolerated.

Insufficient Production or Poor Performance

Employees are expected to make every effort to learn their job and to perform at a level satisfactory to the University at all times.

Job Descriptions

The University reserves the right to alter job descriptions for existing Employees and to add to or change duties of any Employee's job at its sole discretion on a temporary or permanent basis with or without compensation changes, as it decides. Employees will be expected to accept the changes and meet the new requirements.

Faculty

Additional privileges and responsibilities for the faculty can be found in the University Faculty Book.

Keys

Each Employee to whom a University key or passcode is given is responsible for the proper use of that key/passcode and will be required to sign for it. A lost or misplaced key must be reported immediately to the Employee's supervisor. Employees must never duplicate or loan a key to anyone for any reason. All keys must be turned in to a supervisor upon separation from the University. Employees who take a leave of absence must turn in any keys prior to beginning their leave.

Misuse of Property

No Employee should misuse, or use without authorization, equipment, vehicles or other property of students, vendors, other Employees or the University.

Publicity

In the course of advertising, public relations or other similar conduct for business purposes, the University may utilize media resources. The University may use Employees' photographs, pictures, and/or voice transcriptions for promotion or advertising at any time without compensation.

Research Involving Human Subjects

Employees involved in research related to human subjects are required to undergo training related to the conduct of such research. Training is provided by the Office of the Institutional Review Board.

Sleeping

The University does not tolerate sleeping or inattention on the job.

Smoking

Smoking is prohibited in all University buildings and vehicles. Smoking must be confined to designated areas around the campus during scheduled meal and rest breaks only.

Outside Employment

There are times when Employees have the opportunity or the need to hold two (2) or more jobs with separate Employers at one time. It is important that a second job position does not interfere in any way with an Employee's primary job position with the University. An Employee should be careful that extra hours of work with a second Employer do not affect the safe operation or accurate performance of the job position with the University, or leave them tired or slow to react. If a second job position could create a potential conflict of interest, the Employee is required to obtain written approval, in advance of accepting the second job position from the President of the University or his or her designate.

Overtime, Timekeeping Procedures & Other Records

(California Dept. Of Industrial Relations Wage Order no. 4, para. 3(A))

The University may periodically require overtime or weekend work from non-exempt or exempt Employees in order to meet business or production needs. As much advance notice as possible will be given to scheduled Employees. Employees will be expected to work scheduled overtime unless otherwise excused by their supervisor. All overtime work performed by Non-Exempt Employees must be pre-approved, in writing, by the Employee's supervisor. Non-Exempt Employees working unapproved overtime may be disciplined, up to and including termination.

Non-Exempt Employees are required to accurately record their own hours worked on an official timecard or using any system designated by the Employer. Each Non-Exempt Employee is responsible for the accuracy of time reported and timeliness of submission. Falsification of time or attendance records may be grounds for immediate termination. All Employees are responsible for the accuracy of any other records for which they are responsible. Should the Employee discover an error on a paycheck, whether an overpayment or underpayment, they are expected to report the error to the Payroll Department within 48 hours of check issuance.

Overtime pay rates shall be determined by the then-applicable law.

Parking

Employees are expected to park their vehicles in appropriately designated parking areas adjacent to the University facilities or in the University garage. The University assumes no responsibility for damage to, or theft of, any vehicle, nor the contents in any vehicle, while using the University's parking facilities. Parking is prohibited in any of the reserved spaces designated for VIPs, senior management or for handicapped persons unless the car displays an appropriate placard or sticker.

After-dark escort assistance to or from parking lots is available from the University's security officers upon request.

Performance Review & Wage Adjustments

Performance Review

University managers and supervisors conduct performance reviews for Employees annually. During performance reviews, Employees are encouraged to discuss any performance issues raised, as well as any additional issues and opportunities for advancement or career development within the University.

After receiving a performance review, Employees will be required to sign the evaluation acknowledging that they have received the evaluation and are aware of its contents. A copy of the performance review will then be placed in the Employee's personnel file.

Wage Adjustments

Satisfactory performance reviews will not necessarily result in wage increases. Rather, wage adjustments may be made at any time at the sole discretion of the University and depend on a number of factors, including performance and/or a change in scope of responsibility.

Personal Mail, Telephone Calls, Cell Phones & Visits

All mail delivered to the University is presumed to be related to University business. Personal mail should not be sent to the University's address. Mail sent to an Employee at the University may be opened by office personnel and routed to the Employee. University postage and stationery may not be used for personal correspondence.

Telephone lines are needed for business calls. The University asks Employees to use reasonable judgment in making or receiving personal calls that are not of an emergency nature. Employees will be personally liable for unauthorized long distance calls and will be subject to disciplinary action up to and including immediate termination, for excessive use of the University's telephone lines.

Reasonable personal cell phone use is permitted during work hours for important calls. All other personal calling should be accomplished during lunch or other breaks. Employees who use cell phones with photo or video capability must ensure that they do not record or disclose any confidential material of the University, the University's students or faculty or private, personal information of any co-worker when using photo or video features.

Personal visits by friends or relatives during work hours can be disruptive to operations and are therefore discouraged.

Personnel Records *(California Labor Code §§226, 1198.5)*

Employee personnel files are considered confidential property of the University. So that information in personnel files is current, Employees must notify the Human Resources Department whenever they have a change in data such as address, phone number or

emergency contact. Employees may inspect their personnel file in the presence of a representative of the University at reasonable times and upon reasonable notice to the Human Resources Department. Employees may request a copy of any document in their personnel file that they have signed. Employees who wish to view any data related to their compensation must give at least 21 days notice to the Human Resources Department. Personnel files may not be removed from University premises by anyone.

Proof of Right to Work *(8 USC §1101 et seq.)*

Under federal law, all new Employees must produce original documentation establishing their identity and right to work in the United States, and complete INS Form I-9, swearing that they have a right to work in the United States. New hires may establish their identity and right to work in the United States by:

- (1) Providing documentation that establishes both their identity and employment authorization (List A documents on the I-9 form), or;
- (2) Providing documentation that separately establishes their identity (List B documents on the I-9 form) and their employment authorization (List C documents on the I-9 form).

Documentation must be produced within three (3) business days of hire, or on the first day of employment if the period of employment is less than three (3) business days. Required documentation must be presented to a representative of the Human Resources Department, who will be responsible for processing the documents.

Employees who are re-hired must provide proper documentation if the documents produced to complete the prior I-9 form have expired, are about to expire or if the date on the initial I-9 form is dated prior to June 5, 2007.

Reference Verification

Employees contacted by outside sources, whether personally known or unknown, requesting an employment reference or employment verification for a current or former Employee should not provide any information to the requesting individual or organization. Instead, Employees should refer the requesting individual or organization to the Human Resources Department. No Employee outside of the HR Department is authorized to provide employment references or employment verifications for any current or former Employee. Employees wishing to receive either an employment reference or verification should provide a signed written authorization to the HR Department. These forms are generally available from lenders and employers and can be faxed to 323-563-3855 or emailed to the HR Manager.

Safety

In order to promote a safe work environment, Employees are to follow common sense safety practices, follow all safety procedures, and report any unsafe conditions, materials, or furnishings to Risk Management or a supervisor. Safety is everyone's responsibility.

All safety incidents, including those that do not involve injury, must be reported immediately to Human Resources or a supervisor. If an injured Employee cannot report, some other Employee should do so on his or her behalf. Supervisors are required to report any unsafe conduct or accidents they witness (or learn of) that involves Employees, guests, vendors or others on CDU property as soon as feasible, but no later than first thing the next business day.

Serious accidents should prompt a witness or supervisor to phone 911 and secure emergency aid for the injured party. If *any* injured party requests medical treatment (no matter the level or degree of injury), a supervisor will ensure the person is driven by a member of management to the nearest hospital for medical evaluation and, if needed, treatment.

Accident or Illness Reporting

Employees who have had an accident or injury at work must report the situation to their manager and the Risk Manager immediately. Severe injuries should be managed through the 911 emergency call system. Employees should not drive themselves to emergency medical aid if they are seriously injured, bleeding, have potential head or eye injuries or are feeling faint or believe they are having a serious medical episode (heart attack, for example). An immediate escort to medical assistance will be provided.

The decision to require a medical examination after a work-related accident or injury is made solely at the discretion of the Employer and will be paid for by the Employer.

An Employee who determines that an injury may have occurred sometime after the date of a work accident should report this to the Human Resources Department and the Risk Manager.

Searches & Inspections

In order to protect the safety and property of all Employees, the University reserves the right to inspect Employees' desks, cabinets, briefcases, lockers, bags, toolboxes and personal vehicles, as well as any other personal belongings brought onto University property. The University may access and review all files and records on computers, including similar electronic equipment used to create, edit or store data provided by the University at any time and without notice. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action, up to and including termination.

Severability

If any applicable laws have changed since the writing of this Handbook, and if any portion of this Handbook is determined to be unlawful or unenforceable because of such change or for any other reason, it shall not mean that the entire Handbook or any other provision therein is not valid.

Solicitation & Distribution of Literature

To avoid disruption and interference with operations, the following policy applies to solicitation and distribution of literature on University property.

Outsiders: Persons not employed by the University may not solicit or distribute literature on University property for any purpose or at any time.

University Employees: Employees of the University may not solicit for any purpose during working time. Employees of the University may not distribute literature for any purpose during working time or in working areas. "Working time" includes the working time of both the employee doing the solicitation or distribution and the employee to whom it is directed. "Working time" does not include breaks, meal period, clean-up periods or any other times during the work day when the employee is not required to be performing job duties. "Working areas" include areas where employees regularly work, but does not include such areas as employee lounges, lobbies, vending areas, employee cafeteria or parking areas.

Substance Abuse

The University will not tolerate substance abuse and is committed to a policy prohibiting the use of illegal drugs or the abuse of legal drugs or alcohol. In keeping with its commitment, the University strictly prohibits the use, transfer, possession, distribution or sale of alcohol, illegal drugs or the misuse or abuse of legal drugs controlled by law. This policy applies to all Employees while on duty (whether or not on University premises), while on University premises (whether or not on duty), or while operating a vehicle. The University prohibits Employees from coming to work with illegal substances in their system or with a quantity of any legal substance in their system that prevents them from working in a safe and productive manner.

Alcoholic beverages may be available at University-sponsored functions. As stated in this Handbook, attendance at University-sponsored social events is optional and no one is expected to drink alcohol unless they wish to do so. The University does not encourage or condone intoxication at such events. Employees have an obligation to conduct themselves properly at all times while at University-sponsored functions or while representing the University.

Drinking and driving while on work duty is unacceptable and will lead to disciplinary action up to and including termination.

Tardiness, Attendance & Absenteeism

Employees are required to personally report absences or tardiness to their supervisor or leave a voicemail message including a phone number where they can be reached as soon as they are aware that they will not be able to report to work on time, but no later than the time they are scheduled to start work.

Employees who need to leave during their regularly scheduled work hours for any reason other than a meal break or work assignment must speak with their supervisor **before** leaving the premises. For Non-Exempt Employees, the absence must be recorded and signed off by their supervisor on the Employee's time record.

Employees who are absent for illness for three (3) days or more are required to provide a physician's note related to the absence and permitting return to work.

Some positions are very attendance-sensitive and excessive absenteeism may be grounds for dismissal.

If an Employee is absent for three (3) consecutive workdays without notification, it will be assumed that the Employee has resigned. The Employee's last day worked is the date of separation. Failure to return from an approved leave of absence will also be considered a resignation. In that case, the date of the expiration of the leave is the separation date.

Telecommuting

Employees may not elect to telecommute and work from home on a part-time, regular or occasional basis without the specific written approval of the most senior department or division executive and the Human Resources Department. Employees may not remove University equipment and computers to their home offices without explicit written permission from the most senior department or division executive, which permission must also be filed with the Safety and Security Department Manager.

Theft

Theft is a criminal act. In case of actual or suspected theft, the University may contact the appropriate law enforcement agency. The University expects Employees to cooperate fully with any investigation.

While on University premises, the University reserves the right to inspect all purses, briefcases, packages, lockers, and vehicles in order to protect all Employees, their co-workers and the University. If an Employee must remove University property from the premises, the Employee must obtain written permission in advance from their supervisor.

Time & Attendance Documentation

Employees and managers are responsible for the timely submission of accurate time or attendance cards. A schedule of submission dates is provided to all. Non-Exempt Employees must accurately account for arrival and departure times as well as time taken for the meal break (which must be taken if six or more hours are worked in a shift). In order to do this, Non-Exempt Employees should enter accurate data on time cards daily, not once per pay period.

See the Benefits Section for information on use requirements.

Exempt Employees are required to submit a semi-monthly attendance card according to published deadlines and to ensure that the card is signed by the appropriate supervisor or manager. Exempt Employees may not work on recorded vacation, sick or personal days, which may be taken only in full-day increments.

Attendance card authorizers are expected to implement procedures that provide reasonable assurance that attendance cards accurately reflected time worked.

University-Sponsored Social & Recreational Activities

The University may from time to time sponsor social or recreational activities for its Employees. For most Employees, attendance at such activities is completely voluntary and is not work-related. Neither the University nor its insurer will be liable for the payment of workers'

compensation benefits for any injury that arises out of an Employee's voluntary participation in any activity that is not part of work-related duties. Alcohol may be served at such functions. No one is expected to drink alcohol as a requirement of their job and all Employees are expected to remain sober and professional at all times during hosted functions.

Use of Property & Property Issued

Employees may come on University premises to use the library or attend functions outside of normal working hours. All policies apply when Employees are on campus for non-work purposes. Exited Employees may be restricted from access to University property or functions at the University's sole discretion.

Work tools and materials are provided by the University to its Employees for the sole purpose of performing work-related tasks. Work tools are the property of the University and it is the responsibility of the Employee to use and maintain them appropriately. Deliberate carelessness or misuse of University property, or use without authorization will not be tolerated and may result in disciplinary action, up to and including termination. Lost or misplaced property that has been issued to an Employee must be reported immediately to their supervisor.

Upon an Employee's resignation or the termination of employment, or at any other time the University so requests, Employees are required to return all items and property issued to them.

Volunteering

Federal and state guidelines allow for volunteering only in specified work environments, limiting the scope of work that can be performed on a volunteer basis. Since the University does not meet federal and state guidelines for those services, **volunteering is strictly prohibited by the University**. Individuals performing services for the University must be paid for services in accordance with wage and hour laws and in accordance with the University's salary compensation structure. For additional information, please contact the Department of Human Resources and 323-563-5827.

SUMMARY / QUESTIONS

It is not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. Questions may arise from time to time involving an Employee's job, working conditions, or the University's benefits and policies. The University believes that such questions should be answered as soon as practical. Each Employee is urged to discuss such matters at once with the proper person in the University. This will usually be an Employee's Supervisor.

It is essential to point out that the Handbook contains propriety information and polices that are of a sensitive and confidential nature. It is therefore intended that the Handbook not be distributed to any individuals outside of the University.

By working together, the University hopes that it will share with its Employees a sincere pride in the work place and the products and services that the University and all Employees provide together.

**WELCOME TO CHARLES R. DREW UNIVERSITY
OF MEDICINE AND SCIENCE!**