

Student Employment Handbook
On-Campus Work-Study Program
2018/2019



Mission Statement

Provide the opportunity for students to learn outside the classroom and participate in meaningful part-time employment, on or off-campus. Students will gain “real world” experience in preparation for the job market and will develop relevant and transferrable skills in pursuit of future careers.

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I. STUDENT EMPLOYMENT OVERVIEW

The purpose of the Work-Study Program is to offer part-time job opportunities, both on and off-campus, to eligible students who need assistance in meeting college expenses. It also provides students with practical skills and opportunities for personal career growth.

Student employment is interim or temporary in nature and is incidental to the pursuit of an academic program. Academics should be the student's first priority.

Work-Study earnings are not directly applied to tuition bills, but are used at the student's discretion to cover education costs such as books, fees, personal expenses.

The Student Employment Office administers the Student Employment Program and provides a central location for the allocation, placement, and monitoring of all student employment on and off-campus.

II. ELIGIBILITY FOR STUDENT EMPLOYMENT

To qualify for student employment at the University of Redlands, individuals must be CAS students, enrolled in at least 12 academic units, and have received a work-study opportunity as part of their financial aid package. Likewise, only those who are U.S. citizens or who are aliens authorized to work in the United States are eligible for the Student Employment Program. International Students receiving a work-study opportunity may only work on-campus.

Graduating seniors may be employed June 1 through August 31, as may relatives of University of Redlands employees over 16, if qualified undergraduates are not available. Incoming students to the University of Redlands may also be hired the summer prior to entry. Students on Leave of Absence may **not** continue to participate in the Work-Study Program. *Students not enrolled in a May Term class are ineligible to work during that period.*

It is University of Redlands policy to be in full compliance with all Federal and State Non-discrimination and Equal Opportunity Laws, Orders, and Regulations relating to race, color, religion, national origin, age, gender, marital status, sexual orientation, non-disqualifying disability or status as a disabled veteran or veteran of the Vietnam Era. The University of Redlands is an Equal Opportunity Employer.

Students without a Work-Study opportunity may utilize the off campus job listings provided by the SLIC Office. The positions listed are available to any student, regardless of work-award status. The University does not facilitate these placements, only advertising the open positions for students to apply.

III. HOW TO KEEP YOUR JOB - YOUR RESPONSIBILITIES AS A STUDENT EMPLOYEE

Each student employee is an important and valuable asset to the successful operation of the University of Redlands. We want you to enjoy the association and expect you to put forth your very best effort. One outcome of earning a college degree is the potential to be hired for professional jobs; learning on-the-job attitudes and behaviors of a professional while you are still a student is valuable to your future career.

The following information is general. Your supervisor will tell you what is expected of you for your specific job assignment.

Maintaining Work Ethic: Please remember, this is a job. Performance is expected and will be evaluated. Your supervisor may be a future source of reference. Remember, poor performance will result in termination. Make sure to understand what is expected of you, and ask questions whenever you do not understand the instructions given.

The people in your department are depending on your assistance. Report to work promptly and notify your supervisor, as soon as possible, when you will be late or unable to work. Continued tardiness or failure to notify your supervisor whenever you cannot report for work can be sufficient grounds for termination.

Avoid making appointments that will conflict with your working hours. If you cannot avoid doing so please notify your supervisor as far in advance as possible.

Professionalism: Perform your work in a professional manner. Maintain a positive work attitude of cooperation and initiative. In many departments you represent the University and may be the first, possibly the only person from Redlands with whom an individual will ever have contact—in person or on the telephone. Profanity or other offensive language should not be used in the work place.

Dress Code: Dress appropriately for your particular job. Some departments may require more professional dress than others. Also, several departments on campus have dress requirements for safety reasons.

Work Hours: You are expected to work the hours assigned and to indicate the clock in and clock out times with the number of hours worked on your time sheet each working day before your leave. Your supervisor must approve any departure from this procedure.

Time Reporting: Complete and approve the online e-timecard and make sure it is accurate. You are responsible for keeping track of the hours you have worked and the remaining balance of your work award.

Office Protocol: Social interaction should be kept to a minimum. Although your workplace may be open for student use, refrain from inviting your friends to stop by and visit. Personal phone calls should not be made from the workplace without the permission of your supervisor. **Computers in the workplace are not for personal use (e-mail, writing papers, Internet searches, etc.)**

Maintain Confidentiality: Consider all office information/communication confidential! Avoid inappropriate discussions about students, alumni or University policies. In some departments you will be required to sign a Statement of Confidentiality as terms of your employment. *Note: Disclosure of confidential information to sources outside of the office will be cause for dismissal. (See Appendix item 2 for an example)*

IV. MANAGING STUDENT EMPLOYEE WORK SCHEDULES

- ❖ Students will be limited to one job during the academic year, working 10 hours per week, or a combination of positions not to exceed 10 hours per week. This will ensure that you will not earn your work limit before the end of the academic year. The Student Employment Office must approve exceptions to this policy.
- ❖ PLEASE NOTE: Work-Study earnings limit will not be increased if you earn your limit before the end of the academic year.
- ❖ In order to retain the IRS exception from FICA taxes for student employees during the academic year, the maximum hours students may work per week is 12 except during official University vacations. Working over 10 hours in a week would be an exception and you must obtain prior approval from the Student Employment Office.
- ❖ Students who have a Direct Loan may not exceed their work limit. If they do, they run the risk that other sources of financial aid will be reduced proportionately.
- ❖ If a student is planning to study abroad for a semester, please be aware that their work award limit will be for one semester – half the amount it would normally be.
- ❖ When setting a weekly schedule with your supervisor, remember that there are 30 weeks available to work: Fall and Spring Semester have 13 weeks each; May Term, 4 weeks.
- ❖ The student and supervisor should develop a mutually agreeable work schedule that does not conflict with scheduled class periods.

It is a student's responsibility to monitor their work-study earnings. Please remember your academic year-to-date earnings are listed on your paycheck stub and that student payroll is always two weeks in arrears.

V. TIME REPORTING PROCEDURES

- ❖ Your e-time card is a legal document. Complete and approve your e-time card by the last working day of the pay period. Occasionally e-time cards are called in early to meet bank or holiday deadlines. A sample e-time card can be found in the Appendix. Study it carefully as any omission or error could delay your pay at least two weeks.
- ❖ Please note that student payroll is always two weeks in arrears.
- ❖ List your hours correctly: beginning time, ending time, and total hours worked each day.
- ❖ A workday of five continuous hours requires that you show a meal break of at least 30 minutes (not paid). See section on Breaks for more information.
- ❖ Student employees should not work more than eight hours in the workday, or more than six consecutive days in a work week.
- ❖ Submit a separate time sheet for each pay period showing hours worked.
- ❖ Falsification of time reporting will result in immediate dismissal and loss of financial aid work-study opportunity.

VI. PAYCHECK INFORMATION

- ❖ Student paychecks are issued every two weeks on Fridays. (See Payroll Calendar, Appendix item 9 for a schedule of pay periods and payroll due dates.)
- ❖ We strongly recommend you have your paycheck directly deposited into a bank account. Forms are available in the Student Employment or Human Resource Office. Paychecks or paycheck stubs will be delivered to students' mailboxes by 10 a.m. on payday (usually Friday). Your paychecks may be cashed at the cashier's window in the Business Office.

- ❖ The cashier's window is open from 9 a.m. - 12 noon and from 1 p.m. - 3 p.m. Monday through Friday. Identification is required to cash payroll checks.
- ❖ If you have followed the above procedures and do not have a check, notify the Student Employment Office immediately.

VII. GENERAL INFORMATION AND POLICIES

It is the policy of the University of Redlands to be in full compliance with all Federal and State Non-discrimination and Equal Opportunity Laws, Orders and Regulations relating to race, color, religion, national origin, age, gender, marital status, sexual orientation, non-disqualifying disability or qualifying veteran. The University of Redlands is an Equal Opportunity Employer.

Accommodation Requests

You must be able to perform the essential functions of the job, with or without reasonable accommodations. Essential functions, including physical requirements, are outline on the position description. The need for accommodations resulting from a physical disability under policy should immediately be requested in writing to your supervisor.

Break Times

If a student works four full hours in succession, one [10-minute](#) break is authorized (paid). **If you work more than five hours, a meal break of at least 30 minutes must be shown on your etime card (not paid).** However, if a work period is not more than six hours, the meal period may be waived by mutual consent. A break is not authorized if you work four hours or less.

Confidentiality:

Students will have access to confidential and private records of other students, faculty and staff and/or pertaining to the University; conversations, data and materials. Under federal law and University policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed. In addition to student records, student employees may not use, post or share any related material or information and maintain the confidentiality and privacy of all such records during and after my period(s) of employment at The University of Redlands.

Drug Free Workplace Policy

In order for the University of Redlands to maintain its high quality of education, it is essential that each employee perform to the best of their ability. There is evidence that the use of drugs impairs an employee's job performance and can create an unacceptable risk of error or injury. Accordingly, it is the policy of the University of Redlands to comply with the Drug-free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances in the workplace is strictly prohibited. The use of any drug or controlled substance off-campus or during non-working hours is also prohibited if such use impairs the employee's ability to perform their job safely and efficiently.

As a condition of continued employment, all University of Redlands faculty, administrators, staff and student employees are required to follow this policy.

Employee Classification

A student's employment status is considered temporary and part-time, and does not contain any provisions for fringe benefits, holidays or payment for time lost due to jury duty. Student employees do not qualify for unemployment insurance. Student employees are covered by Workers' Compensation.

Employment of Relatives

It is the policy of the University not to employ a student in a position in which the student would be subject to supervision by a relative. Students are not permitted to work in the same department as their parent. If a conflict exists, you must report it to Student Employment Office immediately.

Harassment Training

All employees are required to participate in a Harassment Prevention and Training provided by Human Resources. Time for the one to two hour online training will be paid. All employees must complete the training within the specified amount of time.

Job Classifications

Job classifications and wages are based on established differential characteristics of jobs, including the intensity of work, the degree of self-supervision, unique skills required of the position, and supervision of others. Requests for a rate increase for a particular job should be forwarded to the Student Employment Office in writing for consideration.

"No-Work" Days

"No-Work" days are mandated in an effort to assist students in managing their academic and work responsibilities during the peak academic and vacation periods. Students may work during "No Work" days provided that they are granted permission to do so by their supervisor and have first been approved by the Student Employment Office. Students cannot be required to work during periods designated as "No-Work" days. (See Appendix item 5 for exceptions and a schedule of "No-Work" Days.) Should a conflict arise that cannot be resolved with your supervisor, please contact the Student Employment Office.

On-The-Job Injuries/Safety Policy

Student employees are covered by Worker's Compensation Insurance for on-the-job injuries. Supervisors must conduct a safety orientation for each student using the Safety Orientation Form (see Appendix item 6). The supervisor and student must sign the form; this form must be returned to the Student Employment Office within five working days of the student's hire date.

Safety training outlines will be provided to each supervisor. For example, it is assumed you will be instructed by your supervisor as to the correct way in which to lift heavy objects, as well as many other safety guidelines and department-specific concerns.

Additional safety training is required in areas where there is the presence of hazardous materials such as paints, adhesives, chemicals, etc. It is **imperative** that you report all work-related accidents/injuries immediately, no matter how minor you think it is.

Please follow these steps:

1. Verbally report the injury/accident to your supervisor immediately.
2. The supervisor in turn immediately reports by telephone to Public Safety, which will dispatch an officer to take a report. The supervisor will then notify Human Resources for further instructions.
3. The supervisor must complete a "Supervisor's Report of Work-Related Accident/Injury" form which can be obtained from Human Resources. This form should be submitted the day of the accident/injury whenever possible.
4. In serious or life threatening situations, immediately call **Public Safety at 8888**. **If they do not answer, immediately dial 911.**

5. In non-emergency/minor situations, the injured employee will be evaluated first by Human Resources and if necessary, referred to the Fox Occupational Medical Center physicians (not the Health Center). If an injury or accident occurs outside of regular business hours, Public Safety will make the appropriate referral for medical care.
6. All subsequent follow-up and record keeping will be handled by Human Resources.

Overtime

Overtime is not authorized or budgeted for student employees. Every effort should be made to ensure that you do not work overtime. Overtime occurs for hours worked in excess of eight hours per work day, 40 hours per work week, or on the seventh consecutive day of work in a work week.

Performance Evaluations

Federal guidelines mandate an evaluation of Federal Work-Study employees. Performance Evaluations (see Appendix item 3) will be requested once a year by the Student Employment Office for all student employees; both new and returning. Supervisors are encouraged to review the evaluation with their employees and obtain the student's signature before signing or returning the form to the Student Employment Office. This allows the student an opportunity to provide any feedback they feel may be important.

Request for Employment Verification

Any requests from outside parties regarding employment verification or references for current or former student employees must be referred to the Student Employment Office.

Required Employment Forms

Students may not perform any work or subsequently be paid for work performed until all steps in the hiring process have been completed.

Sick time

Students will accrue 1 hour of sick time for every 30 hours worked and may use up to 24 hours in a 12 month period, once it has actually been accrued. New student employees can begin using sick time after their first 90 days of employment. Sick hours will carry over from year to year, but will stop accruing at 48 hours.

Sick time can be used for diagnosis, care or treatment of an existing health condition, preventative care, to assist a family member with their existing health condition or preventative care and to seek treatment or attend court proceedings for domestic violence, sexual assault or stalking.

Time Reporting Violation Policy

Proven falsification of reporting time by a student employee will result in the following: 1. Immediate termination from work-study position; 2. Loss of work-award from date of violation established, plus two additional semesters; and 3. As intentionally furnishing false information to the University is a violation of the Student Code of Conduct, violations will be referred to the Judicial Affairs Office for further action.

University of Redlands Harassment Policy

The University of Redlands commits to providing a positive work and learning environment, free of any form of illegal discrimination to employees and students. Discrimination on the basis of sex, race, color, religion, gender, national origin, age, disability, sexual orientation, height, weight, marital or veteran's status, or other basis protected by federal, state, local ordinance or regulation, is unlawful and considered a violation of the University of Redlands' Policy Prohibiting Unlawful Discrimination/Harassment.

Please refer to Appendix item 7 for a complete copy of the University of Redlands' Policy Prohibiting Unlawful Discrimination/Harassment. Incidents of unlawful harassment should be reported to the Director of Student Employment or the Associate Director of Human Resources/EEO Manager in Human Resources.

Use of Personal Vehicle on the Job

Student's use of their personal vehicle is prohibited. We do not allow students to use their personal vehicle on the job, as they are not covered by University insurance when they do. Should an accident occur in a student's vehicle during working hours, the student must assume personal liability for himself and his/her automobile. If transportation is required for a student's on-campus position, the University will provide it. The student will have to pass a DMV check and be added to the University's insurance policy before they are able to drive any University vehicle, including carts.

IMPORTANT NOTE: Supervisors must adhere to this policy without exception. Violations will be subject to disciplinary review by Human Resources.

Wages

Due to new state regulations, minimum wage is projected to increase over the next four years. Please refer to the table below to indicate the date and new minimum wage rate.

Date	New minimum wage
Jan 1, 2019	\$12.00
Jan 1, 2020	\$13.00
Jan 1, 2021	\$14.00
Jan 1, 2022	\$15.00

Minimum wage rates (as determined by the California Department of Labor, Wage & Hour Division) will supersede any incentive raise.

Work Authorization Form

See Appendix item 1 for a sample. This form must be completed and signed by your supervisor. Once completed it must be returned by you to the Student Employment Office, where you will complete the following hiring documents:

W-4 Form

This form instructs the University how to withhold earnings for income tax. All compensation, including Work-Study earnings, is taxable.

I-9 Form

As an employer, the University of Redlands is required to have student employees file Form I-9 with the Student Employment Office before they are eligible to work. The Form I-9 is required by the Department of Homeland Security, US Citizenship and Immigration Services, (USCIS) and must be filled out on or before your first date of hire and completed by the Student Employment office within three days of the date of hire. The University must check original documents establishing each employee's identity and eligibility to work (see Appendix item 10 for List of Acceptable Documentation), and the form must be retained for at least three years or until one year after the student leaves University employment.

VIII. EMPLOYEE DISMISSAL

Although employment may be terminated at will by either the employee or the University at any time, the University may, in the exercise of effective management, utilize corrective action steps. Corrective action steps may include, but not limited, a verbal or written warning, counseling, reassignment, demotion or suspension (with or without pay) or termination if necessary.

Please be advised that supervisors are encouraged to address problems as they arise, allowing you to provide feedback.

1. **Verbal Discussion of Problem:** The supervisor will review the problem in private with the student. Discuss job responsibility and expectations. Supervisors are advised to keep a confidential written record of what was discussed with date and time, followed if necessary by;
2. **Written Documentation of Problem** via a formal letter, or by completing an Employee Evaluation Form by the Student Employment Office or some other appropriate written warning. It is preferred (but not required) that the student employee should also sign the letter/evaluation/etc., acknowledging that they received written notification of the problem. (VERY IMPORTANT: PLEASE PROVIDE THE STUDENT EMPLOYMENT OFFICE WITH A COPY AS WELL) The student employee will be told what is needed to correct the problem, and what action will be taken if the problem is not corrected, followed by;
3. **Termination** if needed. A copy of the termination letter should be forwarded to the Director of Student Employment for review before execution.

Immediate Dismissal Policy

In certain circumstances, an employee may be dismissed immediately, without notice and without first having received a verbal or written warning. The following list provides examples of conduct that may result in immediate dismissal. (The list of examples below is merely an illustration, and is not meant to be exhaustive.) Since student misconduct is managed case-by-case, a case may warrant referral and /or consultation to the Director of Student Conduct. In such instances, students may also face additional disciplinary action per the Code of Student Conduct. In certain circumstances and depending on the severity of the situation, the student employee has the potential to lose their financial aid work-study opportunity.

- Insubordination or failure to follow supervisory directives or improper conduct towards a supervisor.
- Proven unlawful discrimination
- Theft, attempted theft, or unauthorized removal of University property or property of other employees/students
- Fraud (such as falsification of hours on a time sheet)
- Excessive absenteeism and/or tardiness
- Breach of confidentiality regarding employee or student information
- Failure to adhere to the "Drug-Free Work Place" policy
- Failure to observe safety regulations
- Threats, acts of violence, provocation or fighting
- Violation of the University's ethical standards, **Code of Student Conduct**, or the **Campus Resource Guide**
- Willful destruction of the University's property or property belonging to another

When a student is dismissed or voluntarily quits, the supervisor must notify the Student Employment Office as soon as possible in order to drop the student from the payroll. The same procedures apply for replacement hiring.

IX. STUDENT EMPLOYEE OF THE YEAR

A selection process is held annually to determine the University of Redlands Student Employee of the Year. Nominations are secured from the department supervisors who recommend student employees based on the

following criteria: reliability, quality of work, initiative, disposition, longevity, apparent adaptability and uniqueness of their contribution to the department. The Student Employment Committee makes the final selection. The individual chosen as Student Employee of the Year is presented with a monetary award and a certificate of recognition at the Spring Honors Convocation.

X. FREQUENTLY ASKED QUESTIONS

May I have more than one work-study job?

Yes, as long as you are not exceeding 10 hours per week and that you are balancing your work and academic schedule. This will also ensure that you will not earn your limit before the end of the academic year.

What does earnings limit mean?

A work limit simply authorizes a maximum earnings limit for the academic year. You can earn up to the amount of your limit (gross earnings). You don't have to earn all of it; you just can't earn more. You must stop working when your earnings limit is reached.

Do student employees get any benefits?

A student's employment status is temporary and part-time, and does not contain any provisions for fringe benefits, holidays, or payment for time lost due to jury duty. Student employees receive sick time in accordance with California regulations. Student employees do not qualify for unemployment insurance. Student employees are covered by Workers' Compensation Insurance for on-the-job injuries.

May I change jobs?

It is expected that once hired, a student will stay in the position for an entire year. If you are not satisfied with the position, we ask that you attempt to work out any difficulties with your supervisor before quitting. Please do not hesitate to contact the Director of Student Employment if you are experiencing any problems. If the situation cannot be resolved, you should give two weeks notice before terminating your position. Due to the large number of students participating in the work-study program, there is no guarantee that another position would be available immediately, particularly mid-semester.

Can I Be Fired?

Yes, poor performance, failure to work scheduled hours, etc. could result in termination. Please remember that this is a job!

May I earn my award limit in one semester?

No, your work award is awarded by semester. For example, an athlete playing a fall sport may not wish to work as many hours in fall, but is not permitted to make those hours up during spring semester.

I am planning to study abroad spring semester. Is my full work-study opportunity available to earn in the fall?

No, you will receive a work award for one semester only. Be sure to notify the Financial Aid Office of any changes you make in study abroad plans.

Isn't Work-Study money non-taxable?

Work-study earnings **are** taxable income. You may not see any taxes withheld from your paycheck during the academic year because you must earn above a certain amount before withholding takes place. In January you will receive a W-2 statement of earnings. Make sure your mailing address is correct before the end of the fall semester.

Student Work Authorization 2017/2018



Award Details

Student ID :

Award Type : FWORK

Award Amount : \$3,100.00

Job Details

Job ID : 1109

Job Title : Office Assistant

Employer : Student Employment

Budget Number :

Supervisor Details

Supervisor : Lauren Caldera

Phone : (909) 748-8240

Email : lauren_caldera@redlands.edu (mailto:lauren_caldera@redlands.edu)

Authorization Details

Pay Rate : \$10.50

Start Date : 01-16-2018

Hours Authorized to Work : 10hr/week

Signature of Supervisor

Signed by : Lauren Caldera

Date : 01-16-2018 10:42 AM

Signature of Student

Signed by :

Date : 01-16-2018 02:51 PM

Appendix 2

SAMPLE CONFIDENTIALITY AGREEMENT

Note: This is a sample and may be revised to reflect policies/procedures for individual offices.

**AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN
CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO
STUDENTS, FACULTY, STAFF AND THE UNIVERSITY**

I, _____ (print name), understand that in my capacity as a student employee at The University of Redlands, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the University; conversations, data and materials.

I understand that under federal law and University policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed. In addition to student records, I understand that I may not use, post or share any related material or information.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at The University of Redlands. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. This includes knowledge of phone calls and messages taken. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from The University of Redlands.

Signature _____

Date _____

Please provide a copy to the student and send original to the Student Employment Office for employee file.

Performance Evaluation



	Outstanding	Exceeds	Meets	Needs Improvement	Does Not Apply
Work Attitude					
✓ Accepts direction from supervisor and others	<input type="radio"/>				
✓ Accepts constructive criticism and suggestions	<input type="radio"/>				
✓ Willing to accept additional responsibilities	<input type="radio"/>				
✓ Displays enthusiasm and positive attitude	<input type="radio"/>				
✓ Dresses appropriately for position	<input type="radio"/>				
✓ Works well with co-workers	<input type="radio"/>				
Work Habits					
✓ Is regular in attendance at work	<input type="radio"/>				
✓ Notifies supervisor when unable to meet scheduled hours	<input type="radio"/>				
✓ Dependable in completing assigned tasks on time	<input type="radio"/>				
✓ Demonstrates ability to work without supervision	<input type="radio"/>				
✓ Complies with health and safety policies	<input type="radio"/>				
Quality of Work					
✓ Demonstrates knowledge of job and understanding of responsibilities	<input type="radio"/>				
✓ Performs work with accuracy	<input type="radio"/>				
✓ Has learned the skills necessary to perform duties effectively	<input type="radio"/>				
✓ Uses time productively	<input type="radio"/>				

Overall Rating

- Outstanding
 Exceeds
 Meets
 Needs Improvement
 Unsatisfactory

Recommendations

- I will continue to employ this student next semester.
- I will continue to employ this student on a probationary basis and reevaluate again after a stipulated period of time. Improvement is needed in the following areas:
- I will NOT continue to employ this student.
- I will NOT continue to employ this student. He/She is graduating.
- I will NOT continue to employ this student. He/She is not returning to school.



“Non-Work” Days for Student Employment

The Work-Study Program is designed to complement your academic schedule, which is your first priority. Students are generally limited to working 10 hours per week.

Schedule of Breaks, Finals and Non-Work Periods

Academic Year 2018/19

Fall 2018

<i>Classes Begin, Fall Semester</i>	Tuesday, September 4	First Day of employment, Fall
<i>Fall Recess, Study Days</i>	Monday, October 8 & 9	Non-Work Days
<i>Thanksgiving Recess</i>	Wednesday, November 21-Friday, November 23	Non-Work Days
<i>Last Day of Class, Fall Semester</i>	Monday December 10	Last Day of Employment, Fall
<i>Study Day, Final Exams</i>	Tuesday, December 11-Saturday, December 15	Non-Work Days
<i>Winter Recess</i>	Sunday, December 16-Sunday, January 13	Non-Work Days

Spring 2019

<i>Classes Begin, Spring Semester</i>	Monday, January 14	First Day of Employment, Spring
<i>Spring Recess</i>	Monday, March 4 – Friday, March 8	Non-Work Days
<i>Last Day of Class, Spring Semester</i>	Friday, April 19	Last Day of Spring Employment
<i>Study Day, Final Exams</i>	Monday, April 22-Saturday, April 28	Non-Work Days
<i>May Term Recess</i>	Sunday, April 29-Sunday, May 5	Non-Work Days

May Term 2019

<i>Classes Begin, May Term</i>	Monday, May 6	First Day of Employment, May Term
<i>Last Day of Classes, May Term</i>	Thursday, May 30	Last Day of Employment, May Term
<i>Final Exams</i>	Friday, May 31	Non-Work Day

Safety Orientation

The following Items have been discussed and are understood:	Employee Initials	Comments
1. Organization Safety Policies and Practices: <i>(Employee review & personal assistance may be requested at any time from the EH&S Manager ext. 8888)</i>	AI	
2. Safety Rules, both general & specific to your job	AI	
3. Importance of Injury Prevention Practices & Injury Reporting <i>(Injuries are to be reported to the supervisor. Treatment will be from the Occupational Health Clinic, not the Health Center)</i>	AI	
4. When, where and how to report "unsafe conditions"	AI	
5. Review Emergency Procedures <i>(Fire, medical aid, earthquake emergency evacuation & disaster plans)</i>	AI	
6. Location and use of fire extinguishers	AI	
7. Safe and appropriate work clothing & shoes	AI	
8. Importance of housekeeping (i.e. Cleaning spills up, etc.)	AI	
9. Discuss any special job hazards/special job training needed?	AI	
10. Proper refuse (waste) handling & disposal, & Recycling Program <i>(never place ANY type of "Hazardous Material" wastes in a refuse can or any recycling container!)</i>	AI	
11. Assignment, use, care of personal protective equipment <i>(if applicable)</i>	AI	
12. Proper/safety lifting procedures & guidelines <i>(include demonstration)</i>	AI	
13. Is the employee certified in CPR, First aid or previously completed any other safety related training? (yes/no)	AI	
14. Use or presence of hazardous materials in workplace? <i>(i.e., paints, adhesives, chemicals, pesticides, etc.) * Hazardous material use requires additional safety training to be conducted</i>	AI	
15. Additional safety training required: (yes/no) <i>(Training assistance may be requested, call the EH&S Manager at x8888) Indicate scheduled training dates here:</i>	AI	

Student: [REDACTED] 01/16/2018 03:11 PM

Supervisor: Lauren Caldera - 01/16/2018 03:15 PM

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security		
	8. Native American tribal document			
	9. Driver's license issued by a Canadian government authority			
	For persons under age 18 who are unable to present a document listed above:			
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Appendix 7

Student Timekeeping

Your e-time card should look like the example below. The e-time card will cover a two week pay period.

The screenshot shows the 'Timecard' application interface. At the top, there is a 'My Information' tab and a 'Timecard' title bar. Below the title bar, there are controls for 'Current Pay Period', 'Refresh', 'Save', 'Cancel', and 'More'. The main area contains a table with columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The 'Period' column shows '3:00' for each date from Fri 3/13 to Sun 3/22. Below this table is a summary table with columns: Account, Pay Code, and Amount. It lists two entries: 'Work Award Balance' for \$27.00 and 'Work Award RC' for 3.00. To the right is a 'My Calendar' widget for March 2015, with the 12th highlighted. At the bottom left are 'Totals' and 'Accruals' buttons.

The next steps will show you how to enter time on your e-time card.

Step 1: To manually enter a time entry, make sure the correct day is highlighted and double click in the “in” column. This will allow you to key in your hours for that day.

This screenshot is similar to the previous one, but the row for Saturday, 3/14, is highlighted in blue. The 'In' column for this date is empty, indicating it is ready for manual entry.

Step 2: Click Save and then refresh to ensure the keyed in hours were saved.

Timecard

Current Pay Period [v] Refresh Save Cancel More v

Date	Schedule	Pay Code	Amount	In	Out	1	This is to save the timecard	Daily	Period
Fri 3/13									3:00
Sat 3/14									3:00
Sun 3/15									3:00
Mon 3/16									3:00
Tue 3/17									3:00
Wed 3/18				1:00					3:00
Thu 3/19									3:00
Fri 3/20									3:00
Sat 3/21									3:00
Sun 3/22									3:00

Step 3: To manually enter time out, please follow steps 1 and 2. **Be sure to save changes to timecard.**

Timecard

Current Pay Period [v] Refresh Save Cancel More v

Date	Schedule	Pay Code	Amount	In	Out	1	This is to save the timecard	Daily	Period
Mon 3/09									
Tue 3/10				12:54PM	4:01PM			3:00	3:00
Wed 3/11									3:00
Thu 3/12				1:02AM	1:10				3:00
Fri 3/13									3:00
Sat 3/14									3:00
Sun 3/15									3:00
Mon 3/16									3:00
Tue 3/17									3:00
Wed 3/18									3:00

Step 4: Meal breaks- for students who work more than a 5hr shift, a 30 minute meal break must be taken no later than the end of the employee’s fifth hour of work (see example below).

The following chart helps demonstrate how to calculate meal break timing. This is an example; your start time may vary or be different.

Time	Hours of Work
8:00 a.m. to 9:00 a.m.	1 st hour
9:00 a.m. to 10:00 a.m.	2 nd hour
10:00 a.m. to 11:00 a.m.	3 rd hour
11:00 a.m. to 12:00 p.m.	4 th hour
12:00 p.m. to 1:00 p.m.	5 th hour (provide meal period no later than end of this 5 th hour or 12:59 p.m.)**

In order to enter time from a meal break, you must add a row. Highlight the day and click on MORE, then select “add a row” (part A). An additional row under the date should appear (part B).

Part A

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Period
				1:03PM	4:56PM		32:00
Fri 5/22				7:53AM	12:00PM		
				12:54PM	4:55PM		40:00
Sat 5/23							40:00
Sun 5/24							40:00
Mon 5/25		Memo...	8.00				48:00
Tue 5/26				7:34AM	... Time		48:00
Wed 5/27							48:00
Thu 5/28							48:00
Fri 5/29							48:00
Sat 5/30							48:00
Sun 5/31							48:00

Part B Follow the same steps 1 and 2 to key in your time entries after your break. Click the SAVE and REFRESH buttons to save your entries.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
				1:03PM	4:56PM		8:00	8:00	32:00
Fri 5/22				7:53AM	12:00PM				
				12:54PM	4:55PM		8:00	8:00	40:00
Sat 5/23									40:00
Sun 5/24									40:00
Mon 5/25		Memo...	8.00					8:00	48:00
Tue 5/26				7:34AM	... Time				48:00
Wed 5/27									48:00
Thu 5/28									48:00
Fri 5/29									48:00
Sat 5/30									48:00

MOST IMPORTANT STEP

You must approve your timecard at the end of the pay period in order to get paid. This is your electronic signature and certifies that you worked the hours listed on your e-timecard.

Step 5:

TO APPROVE YOUR E-TIME CARD: Click on More and select “approve” in the dropdown box and save. Your timecard is now ready for your supervisor to approve and forward to HR for processing.

The screenshot shows the ADP timecard system interface. At the top left is the ADP logo and 'Sign Out' button. The main area is titled 'Timecard' and contains a table with columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, and Period. The table shows data for dates from Mon 5/18 to Fri 5/29. A 'More' dropdown menu is open over the table, with 'Approve' selected and a red arrow pointing to it. Other options in the menu are 'Remove Approval' and 'Add Row'. To the right of the table is a 'My Timestamp' section with a 'Transfer' dropdown, 'Last Timestamp: Tuesday, May 26, 2015 9:28AM Pacific Time', and a 'Record Timestamp' button. Below the table is a summary table with columns: Account, Pay Code, and Amount.

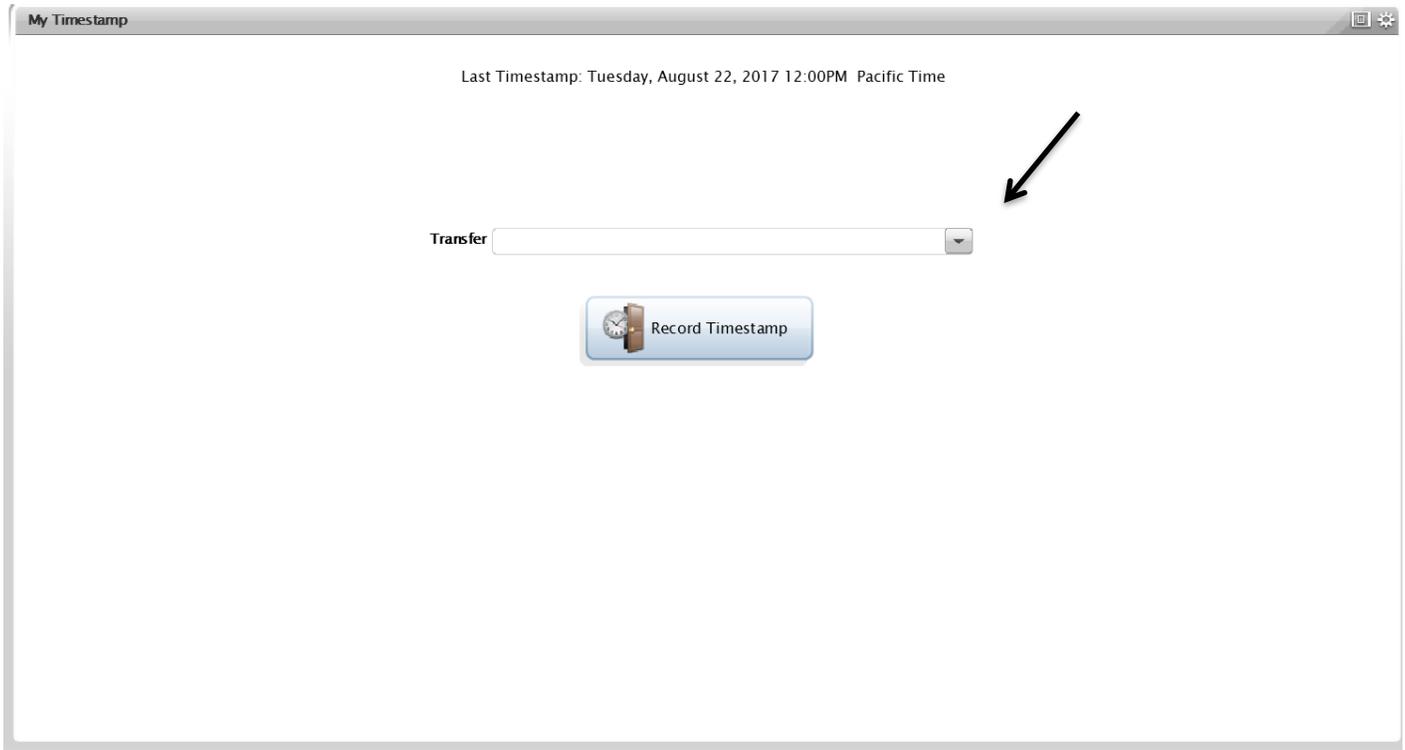
Account	Pay Code	Amount
UR1 / 0 / 1035494200 / 544000 / 059445 / 0 / 0	Work Award Balance	\$74.00
UR1 / 0 / 1035494200 / 544000 / 059445 / 0 / 0	Work Award RC	8.00

2nd job holders:

Student View – Upon logging in you have the option to time stamp or navigate to your timecard and key your clock in/out time and transfer jobs.

Time Stamp – click on the “*Transfers*” drop down. Your jobs will be listed in chronological order. Choose the job you are clocking in/out for > “*Record Time Stamp*”.

*if manually keying your hours on your timecard see the next page



Timecard Recording – when manually keying your time the system will automatically default to your 1st job. If you are keying hours for your 2nd job you will need to click the “Transfer” drop down and choose your 2nd job number (job numbers are in chronological order).

ADP Justin M Sign Out

Timecard

Current Pay Period [] Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	W/O	Shift	Daily	Period
Mon 8/21				9:45AM	12:00PM	///7877/1035451180544/				
				1:20PM	2:30PM	///7877/1035451180544/				
				2:31PM	7:00PM	...1131100/544000/8187/0/0		8:00	8:00	8:00
Tue 8/22				8:40AM	12:00PM	///7877/1035451180544/		3:15	3:15	11:15
Wed 8/23										11:15
Thu 8/24				10a	12p	...100/544000/8187/0/0				11:15
Fri 8/25						...100/544000/8187/0/0				11:15
Sat 8/26						...7877/1035451180544/				11:15
Sun 8/27						Search				11:15

Transfer

Last Timestamp: Tuesday, August 22, 2017 12:00PM Pacific Time

Record Timestamp

My Calendar August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Account	Pay Code	Amount
UR1/0/1011131100/544000/8187/0/0	CA Meal Penalty	1.00
(x)UR1/0/1011131100/544000/7877/1035451180544/0	Regular	6.45
UR1/0/1011131100/544000/8187/0/0	Regular	4.30

If you are unsure of which job you are choosing you can view a description of the department as well as supervisors name. You will need to choose one of the jobs and hit save, then with your cursor hover over the job number to view the description.

Justin M M
Sign Out

My Information

Timecard

Current Pay Period Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 8/21				9:45AM	12:00PM	////7877/1035451180544/			
				1:20PM	2:30PM	////7877/1035451180544/			
				2:31PM	7:00PM	...1131100/544000/8187/0/0	8:00	8:00	8:00
Tue 8/22				8:40AM	12:00PM	////7877/1035451180544/	3:15	3:15	11:15
Wed 8/23									11:15
Thu 8/24				10:00AM	12:00PM	...1131100/544000/8187/0/0	2:00	2:00	13:15
Fri 8/25									13:15
Sat 8/26									
Sun 8/27									

URI / 0 / 101 1131100 / 544000 / 8187 / 0 / 0
URI / Default / Physical Education / Student Wages - NWS / Mariani, Joseph A / Default / Default

Transfer

Last Timestamp: Tuesday, August 22, 2017 12:00PM Pacific Time

Record Timestamp

My Calendar

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Account	Pay Code	Amount
URI / 0 / 1011131100 / 544000 / 8187 / 0 / 0	CA Meal Penalty	1.00
(X)URI / 0 / 1011131100 / 544000 / 7877 / 1035451180544 / 0	Regular	6.45
URI / 0 / 1011131100 / 544000 / 8187 / 0 / 0	Regular	6.30

Totals Accruals

If it's not the intended department, click on the job number in the transfer column > delete > save. You can then choose the other job number > Save and hover to confirm the department.



Justin [Redacted]
Sign Out



My Information

Timecard

Current Pay Period [Dropdown] Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 8/21				9:45AM	12:00PM	////7877/1035451180544/			
				1:20PM	2:30PM	////7877/1035451180544/			
				2:31PM	7:00PM	...1131100/544000/8187/0/0	8:00	8:00	8:00
Tue 8/22				8:40AM	12:00PM	////7877/1035451180544/	3:15	3:15	11:15
Wed 8/23									11:15
Thu 8/24				10:00AM	12:00PM	...1131100/544000/8187/0/0	2:00	2:00	13:15
Fri 8/25									13:15
Sat 8/26									13:15
Sun 8/27									13:15

Edit
Delete

My Timestamp

Transfer

Last Timestamp: Tuesday, August 22, 2017 12:00PM Pacific Time

Record Timestamp

My Calendar

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Account	Pay Code	Amount
UR1/0/1011131100/544000/8187/0/0	CA Meal Penalty	1.00
(x)UR1/0/1011131100/544000/7877/1035451180544/0	Regular	6.45
UR1/0/1011131100/544000/8187/0/0	Regular	6.30

Totals Accruals

Timecard

Once you have completed a shift and saved, your totals will be separated by hours for each job at the bottom of the page.



Justin [Redacted]
Sign Out



My Information

Timecard

Current Pay Period [Dropdown] Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 8/21				9:45AM	12:00PM	////7877/1035451180544/			
				1:20PM	2:30PM	////7877/1035451180544/			
				2:31PM	7:00PM	...1131100/544000/8187/0/0	8:00	8:00	8:00
Tue 8/22				8:40AM	12:00PM	////7877/1035451180544/	3:15	3:15	11:15
Wed 8/23									11:15
Thu 8/24							2:00	2:00	13:15
Fri 8/25									13:15
Sat 8/26									13:15
Sun 8/27									13:15



Account	Pay Code	Amount
UR1/0/1011131100/544000/8187/0/0	CA Meal Penalty	1.00
(x)UR1/0/1011131100/544000/7877/1035451180544/0	Regular	6.45
UR1/0/1011131100/544000/8187/0/0	Regular	6.30

Totals Accruals

My Timestamp

Transfer

Last Timestamp: Tuesday, August 22, 2017 12:00PM Pacific Time

Record Timestamp

My Calendar

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Timecard



Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, and Retaliation

Revised 5/1/2015

Approved Board of Trustees, 05/16/2015

This University of Redlands (“University”) policy applies to all faculty, staff, students, student employees, contractors, vendors, volunteers, and visitors to any University campus, facility, and/or property and to University-sponsored activities and events, whether or not on University premises. Although this policy applies to students, the process for addressing student-on-student complaints is set forth in the applicable Code of Student Conduct.

I. Policy Statements

These policy statements support the University’s commitments to equality of opportunity and maintaining an academic environment and workplace that is free from unlawful discrimination, harassment, sexual misconduct, and retaliation. Each person to whom this policy applies shares a responsibility for upholding and enforcing this policy.

- A. **No Discrimination.** The University prohibits and will not tolerate unlawful discrimination on the basis of age, color, race, ethnicity, national origin, ancestry, sex, marital status, pregnancy, status as a complaining party of domestic violence, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information, religion/creed, citizenship status (except to comply with legal requirements for employment), military/veteran status, or any other characteristic protected by law.
- B. **No Harassment.** The University prohibits and will not tolerate unlawful harassment on the basis of the characteristics identified in 1(A), above.
- C. **No Sexual Misconduct.** The University prohibits and will not tolerate sexual misconduct.
- D. **No Retaliation.** The University prohibits and will not tolerate any retaliation against any person who, in good faith, complains about discrimination, harassment, or sexual misconduct. Similarly, the University prohibits and will not tolerate any retaliation against any person who, in good faith, demonstrates opposition to, or participates in an investigation of, alleged discrimination, harassment, or sexual misconduct.
- E. **Reporting Obligation.** With two exceptions, the University requires all University employees (faculty, staff, student employees, and administrators) to report to a Responsible Employee any discrimination, harassment, sexual misconduct, or retaliation that they witness or have a reasonable basis to suspect. This reporting obligation also applies to University contractors or volunteers who are responsible for the welfare of

students. Students are *strongly encouraged* to report discrimination, harassment, sexual misconduct, or retaliation, even though they are not *required* to do so. Without robust student participation and engagement, the University's commitment is more difficult to fulfill. The two exceptions to the University employee obligation to report are when the following professionals learn of the alleged policy violations during consultations when there is an expectation of confidentiality: (1) chaplains who work in the Office of the University Chaplain, and (2) licensed counselors/psychologists who work in the University Counseling Center. Professionals in these two organizational areas can maintain confidentiality and will only report if the person who seeks their assistance requests that a report be made or if the employee has a professional or legal obligation to do so.

- F. Employment Compliance.** The University complies with all applicable Federal and State laws and regulations that prohibit discrimination in employment because of a legally-protected characteristic. All inquiries concerning prohibitions of employment discrimination and reports of employment-based complaints should be referred to the **Human Resources Department**. This office can be contacted on the ground floor of the Armacost Library, by phone (909)748-8040, or via employees listed in Appendix A.
- G. Title IX Compliance.** The University complies with Title IX of the Education Amendments of 1972 ("Title IX"), a Federal civil rights law. Title IX prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, prohibited sex discrimination includes, but is not limited to, sexual harassment and sexual misconduct. The University prohibits and will not tolerate such discrimination. All inquiries concerning the application of Title IX and sex-based complaints should be referred to the **University's campus-wide Title IX Coordinator**. That person is currently the **Director of Financial Operations/Controller**, whose office is located in the Office of Business and Finance. This office can be contacted on the main floor of the Administration Building, by phone (909)748-8171, or via the Title IX Coordinators for Employees, the College of Arts & Sciences, or the Schools of Business and Education (see Appendix A: Title IX Coordinator List).

External inquiries or reports may be made to:

Office for Civil Rights (OCR): California	Office for Civil Rights (OCR): U.S. Department of Education
San Francisco Office U.S. Department of Education 50 Beale Street, Suite 7200 San Francisco, CA 94105-1813 Telephone: (415) 486-5555 Facsimile: (415) 486-5570 Email: OCR.SanFrancisco@ed.gov	U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1100 Customer Service Hotline #: (800) 421-3481 Facsimile: (202) 453-6012 TDD#: (877) 521-2172 Email: OCR@ed.gov Web: http://www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC)	Department of Fair Employment and Housing (DFEH)
Los Angeles District Office Roybal Federal Building 255 East Temple Street, 4 th Floor Los Angeles, CA 90012 Telephone: (800) 669-4000 Facsimile: (213) 894-1118 Web: www.eeoc.gov	Los Angeles District Office 320 West 4 th Street, 10 th Floor Los Angeles, CA 90013 Telephone: (800) 884-1684 Email: contact.center@dfeh.ca.gov Web: www.dfeh.ca.gov

II. Definitions of Terms Referenced in Policy

The following definitions are intended to provide a better understanding of the meaning of certain terms as used within this policy:

- A. Discrimination.** “Discrimination” involves an adverse action or decision against, or harassing treatment of, a person or class of persons *because of*, or because of a perception of, a protected characteristic or because of perceived or actual affiliation/association with other individuals in a protected class. Adverse actions include, but are not limited to: denying raises, benefits, promotions, or leadership opportunities; demoting, disciplining, or terminating a person’s employment; interfering with the use of University facilities or services; denying access to an educational program; or instigating or permitting an environment that is unwelcoming or hostile. “Discrimination” under this policy does not include all unfair or inappropriate behavior, only those behaviors that take place because of a protected characteristic.
- B. Harassment.** “Harassment” can take two forms: (1) *quid pro quo* harassment or (2) hostile environment harassment. “*Quid pro quo* harassment” takes place when a supervisor, professor, or other authority figure offers or hints that something (e.g., a raise, a promotion, or a certain grade) can be obtained in return for a sexual favor. “Hostile environment harassment” takes place when a person is subjected to severe or pervasive behavior, that is unwelcome, and which unreasonably interferes with that person’s ability to carry out her or his job functions or otherwise meet her or his responsibilities (including academic responsibilities) or creates an intimidating, hostile or offensive work or academic environment. Unlawful harassment does not include stray, insensitive, or even offensive remarks or behaviors when such remarks or behaviors are neither severe nor pervasive. Harassing behaviors prohibited by this policy include, but are not limited to: severe or pervasive use of derogatory words, jokes, slurs, epithets, or statements; stereotyping activities; use of graffiti or other forms of pictorial or written messages of intimidation; threats about unwelcome physical contact; unwelcome physical contact; and stalking.
- C. Sexual Misconduct.** “Sexual misconduct” is any sexual penetration, sexual contact, sexual exploitation, or sexual harassment that occurs without the affirmative consent of all individuals involved. An individual who engages in sexual activity when he or she knows, or

should know, that the other person has not consented or is unable to consent, has engaged in “sexual misconduct.”

1. **Sexual Penetration.** Non-consensual “sexual penetration” is any sexual penetration (vaginal, anal, or oral), however slight, with any object or part of the body, with another person without that person’s affirmative consent.
2. **Sexual Contact.** Non-consensual “sexual contact” is any intentional, sexual touching, however slight, with any object or part of the body, with another person without that person’s affirmative consent.
3. **Sexual Exploitation.** “Sexual exploitation” is taking advantage of another person in a sexual, or sexually-related, manner without affirmative consent. It includes, but is not limited to: causing the prostitution of another person; electronically recording, collecting, photographing or transmitting intimate or sexual utterances, acts, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; conduct that intentionally exposes a person’s private body parts to others; or knowingly having a sexually-transmitted infection (including HIV) and failing to inform a sexual partner prior to engaging in sexual activity.
4. **Sexual Harassment.** “Sexual harassment” is a form of prohibited harassment. The following is a non-exhaustive set of behaviors that may constitute sexual harassment:
 - Unwelcome sexual advances, propositions, or requests for sexual favors
 - Unwelcome touching, patting, pinching, or brushing up against another’s body or clothing
 - Showing/displaying sexually suggestive, demeaning, or objectifying objects, pictures, or words (including on screens, whether or not intended to be seen by others)
 - Sexually suggestive jokes
 - Unwelcome comments about an individual’s body, clothing, or lifestyle that have sexual implications or demean the individual’s sexuality or gender
 - Unwelcome sexual flirtations (including leering or ogling)
 - Threatened, insinuated, or actual sexual misconduct or sexual violence whether general or specific in natureOther unwanted verbal, visual, or physical conduct of a sexual or sex-based nature may constitute sexual harassment when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic success;
 - Submission to or rejection of such conduct by an individual is used, threatened, or insinuated as the basis for an employment or academic decision affecting that individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.
5. **Affirmative Consent.** For “affirmative consent” to be present, the following characteristics must be met:
 - Consent can be communicated by word or action
 - Consent must be mutually understandable
 - Consent must be informed, knowing, voluntary, and freely and actively given

- Consent must be obtained at each escalation in the level of sexual activity (e.g., consent to kissing is not consent to fondling; consent to fondling is not consent to intercourse)
- Consent cannot result from force, threat, intimidation, duress, manipulation, or coercion
- Consent cannot be given by minors, mentally disabled individuals, or individuals who are mentally or physically incapacitated (such as by alcohol or other drugs)
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Consent at one time does not imply affirmative consent to another time (e.g., consent to intercourse last night is not consent to intercourse tonight)
- Consent can be withdrawn at any time during sexual activity by expressing in words or actions that an individual no longer wants the act(s) to continue. When consent is withdrawn, the other person must stop the act(s) immediately.

Because individuals may experience a particular interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity and throughout the duration of the activity.

- 6. Incapacitation.** “Incapacitation” exists when an individual lacks the physical or mental ability to make informed, rational judgments (e.g., to understand the “who, what, when, where, why, or how” of their sexual interactions), and thus cannot give affirmative consent to sexual activity. Incapacitation may be temporary or permanent and may result from mental disability as well as states including, but not limited to: sleep, unconsciousness, disorientation, helplessness, blackouts, etc. Incapacitation may also occur in persons who appear to be functional or coherent but still may not be able to make rational decisions or give affirmative consent. The impact of consuming alcohol or drugs will vary from person to person, and being intoxicated is not the same thing as being incapacitated (although intoxication can lead to incapacitation). Evaluating incapacitation due to the use of substances requires an assessment of each individual. Warning signs that a person may be approaching incapacitation may include slurred speech, lack of balance, loss of dexterity/coordination, decreased alertness/confusion, odor of alcohol, vomiting, combativeness, emotional instability, etc. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution; when in doubt, assume the other person is incapacitated and therefore unable to give affirmative consent. Being intoxicated or impaired by drugs or alcohol is never an excuse, justification, or successful defense to an allegation of sexual misconduct and does not diminish one’s responsibility to obtain affirmative consent.
- 7. Coercion.** “Coercion” involves the application of an unreasonable amount of pressure on someone to say yes, in circumstances in which the person would not have said yes had he/she not endured a long period of convincing. Coercion is evaluated based on the intensity, frequency, and duration of comments or actions. It exists when a sexual initiator engages in physical or emotional manipulation to persuade someone to do something sexual that he/she does not want to do.

D. Retaliation. “Retaliation” is adverse action taken against an individual because that individual has (1) personally complained of, or opposed, actual or perceived discrimination,

harassment, or sexual misconduct; (2) testified, assisted, or participated in an investigation, proceeding, hearing, or legal action involving a claim of discrimination, harassment, or sexual misconduct; or (3) exercised rights under a relevant statute, regulation, or policy that involves a protected characteristic. "Retaliation" also includes action that is intended to, or would, dissuade a reasonable person from engaging in protected activities.

- E. Complainant.** A "Complainant" is an individual who is the focus of the conduct prohibited by this policy or who experiences the negative effects of prohibited conduct. A Complainant may or may not be the person who initially makes a report of prohibited conduct.
- F. Respondent.** A "Respondent" is an individual who is alleged to have engaged in conduct prohibited by this policy.
- G. Responsible Employee.** A "Responsible Employee" is an individual who: (1) is listed in Appendix A or (2) is capable, or perceived to be capable, of having remedial authority to address inappropriate action(s). Responsible Employees specifically include all faculty, administrators, and supervisory staff.

III. Procedures

- A. Making a Report.** The University can only act to remedy and prevent specific acts of discrimination, harassment, sexual misconduct, or retaliation from reoccurring if it is made aware of such conduct. Reports also give the University the opportunity to ensure that appropriate care and resources are provided to the complainant. For these reasons, the University requires its employees (excepting those professionals in the Office of the University Chaplain or the University Counseling Center) to report discrimination, harassment, sexual misconduct, and retaliation to an individual or office listed in Appendix A. It is for these reasons as well that the University strongly encourages student reports. Reports should contain the name(s) of the reporter, the complainant, and the respondent, a concise statement of the prohibited conduct, a detailed statement of the facts supporting the report, and the names of any witness(es). It is helpful, but not required, for reports to be made in writing. No matter who is reporting, prompt reporting is crucial. The earlier the University knows about alleged behavior that violates this policy, the more effective the University's investigation and response is likely to be.

Please note: Some behaviors that violate the University's policy may also be criminal. A report to the University is not the same as a complaint to a law enforcement agency. The University can assist individuals in making contact with appropriate law enforcement agencies should there be a desire to file a criminal complaint.

- B. Anonymous Reporting; Requests for Informal Action.** Individuals may make an anonymous report of discrimination, harassment, sexual misconduct, or retaliation. A complainant, whether anonymous or not, may also request that informal action be taken instead of pursuing the formal procedures described below. Informal action does not include extensive investigation or a determination of the validity of the report. The goal through informal action is to achieve a resolution that maybe acceptable to both the

complainant and respondent, and to counsel and educate one or more individuals. If informal action is requested, the complainant has the right, at any time, to ask the University to use its formal procedures. Depending on the level of information available about either the incident or the individual(s) involved, the University will honor requests for informal action unless the University believes that a significant risk to the broader University community is implicated (e.g., the Title IX Coordinator or a deputy coordinator can enact interim measures and initiate a formal investigation if, in the judgment of the University, a respondent may present a danger or threat to the health and safety of individuals at the University). Anonymous reporting and requests for informal action, while protected and permitted, may negatively impact the University's ability to understand what happened and implement an appropriate response. All such reports will go to the Title IX Coordinator for review.

C. Interim Measures. After a report is received, the University will impose reasonable interim measures if such measures can eliminate hostile or offensive environments and protect complainants or others in the University community. These interim measures can be imposed even before a determination that the conduct in the report violates this University policy; interim measures, thus, should not be viewed as a negative finding against any particular party. The Title IX Coordinator, Human Resources Director, or other Responsible Employee will maintain communication with the parties to ensure that concerns about safety or emotional and physical wellbeing are being addressed. Depending on the circumstances, interim measures could include measures from this non-exhaustive list:

- Access to counseling services and assistance in setting up the initial appointment
- Access to medical services
- Imposition of a University "No Contact Order"
- Rescheduling of exams and assignments
- Alternative course completion options
- Change of class or section, or ability to drop the course without penalty
- Change of work schedule or job assignment
- Change in student housing assignment
- Assistance in completing residence relocation
- Limiting an individual's access to University property, facilities, or activities
- Change of office space
- Interim suspension or leave
 - When a report of discrimination, harassment, sexual misconduct, or retaliation reveals a potential ongoing risk of harm to the safety or wellbeing of an individual or members of the campus community, the University may place a respondent on interim suspension or leave. This means that, pending the outcome of the complaint, campus access may be limited or completely restricted. Suspension or leave will be structured (e.g., for a respondent employee, paid vs. unpaid) as the University deems appropriate. When an interim suspension or leave is

imposed, the University will make reasonable efforts to complete the investigation in an expedited manner.

All individuals are encouraged to report failures of an individual to abide by the restriction(s) imposed by an interim measure. The University will take prompt and responsive action to enforce a previously implemented measure.

- D. Investigation.** The University will investigate when it receives a report of discrimination, harassment, sexual misconduct, or retaliation, unless a request for informal action is made (see Section III (B), above). When an investigation takes place, the University will attempt to complete it within 45 calendar days from the date the report is received. The investigation will include, whenever possible, an interview with the reporter, complainant, respondent, and any relevant witness(es). Written statements may be requested. Any other available evidence will also be sought. The investigator will attempt to document the investigation as appropriate. While every effort will be made to be sensitive to the confidentiality concerns of all people who participate in the investigation, privacy cannot be guaranteed.

During the investigation (and any following proceedings), a complainant and a respondent are entitled to be accompanied by an Advisor. For purposes of this policy, an Advisor can be any full-time member of the University faculty, administration, or staff. If the report involves an allegation of sexual violence or other criminal conduct, a complainant or respondent may select, at their own expense, an attorney from outside the University to serve as an Advisor. An Advisor may attend any meeting or proceeding at which the complainant or respondent he/she is supporting is present. An Advisor may be present to consult with and advise the party he/she accompanies, but **Advisors may not directly participate in the meeting or proceeding, may not serve as an advocate or spokesperson, and may not interfere with or disrupt the meeting or proceeding.** Advisors who do not abide by these restrictions, who are disruptive, or who otherwise fail to abide by reasonable directions provided by individuals authorized to conduct investigations or proceedings under this policy, will be removed and a substitute Advisor may be selected.

- E. Decision.** Within 14 calendar days of the conclusion of the investigation, the Decision Maker will issue a written decision and ensure that copies of the decision are delivered to the complainant, the respondent, and any appropriate University officials. When possible, the Decision Maker will attempt to deliver the written decision to the complainant and respondent in person. The Decision Maker's decision will be based on whether it is "more likely than not" that the University's policy was violated. The written decision will include a summary of findings and will describe any consequences or corrective action to be taken, as well as any other recommendations.¹ Consequences for a student who is found responsible for violating this policy may include disciplinary action up to and including suspension or expulsion/dismissal from the University. Consequences for an employee who is found

¹ In determining corrective action related to faculty, no faculty member's tenure can be revoked or contract abrogated without following the tenure revocation process outlined in the *Faculty Handbook*. However, this does not limit the use of other protective measures, such as paid administrative leave.

responsible for violating this policy may include disciplinary action up to and including termination of University employment.

F. Appeal. Both the complainant and respondent have a right to appeal the Decision Maker's decision. An appeal must be filed, in writing, within seven calendar days from the date the person received the Decision Maker's written decision. Appeals are not for the purpose of having a second investigation or a second review of all facts. Proper bases for appeal include: (1) evidence not previously available to, and not withheld by the appealing party from, the investigator or the Decision Maker that could influence the outcome; (2) material defects in the process leading to the decision; or (3) consideration of the severity or appropriateness of the imposed consequence/corrective action. The written appeal must be submitted to the appropriate senior officer of the University next in line above the Decision Maker (i.e., Dean, Vice President, or Provost). The senior officer has seven calendar days to provide a written response to the appeal. Appeal decisions of a senior officer may be appealed to the President (using the same bases for appeal identified above) by submitting a second appeal within seven calendar days of receiving the senior officer's written decision. The president will issue a written decision to any second appeal within seven calendar days. All decisions of the president are final.

Please note: The University will deal with matters under this policy in a prompt and expeditious manner. There may be times (e.g., school breaks, illness or accident, travel obligations) when an individual who has a responsibility to act quickly simply cannot meet that obligation. When and if this happens, the University may need to either alter the time frame or the individual responsible for fulfilling the duty. Best efforts will be made to simultaneously inform the Complainant(s) and Respondent(s) if this becomes necessary.

G. Additional Procedural Issues.

- 1. False Reporting.** Because the University takes reports of discrimination, harassment, sexual misconduct, and retaliation so seriously, false reports or reports made in bad faith will have serious consequences. Any person who makes a report that is later found to be intentionally false or made maliciously without regard for truth will be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the report is not substantiated through an investigation.
- 2. Alternate Procedures.** The Grievance Procedure in the *Personnel Policies and Procedures Manual* or the grievance policies in the *Faculty Handbook* are not applicable to matters addressing discrimination, harassment, sexual misconduct, or retaliation. Proceedings addressing claims under this policy will be handled by these procedures and not alternate University procedures except where proposed remedial actions might involve the loss of tenure or the termination of faculty employment.

IV. Recordkeeping

All reports and results of proceedings under this policy must be reported, for compliance purposes, to the University's Title IX Coordinator. For any respondent, the complete investigative file, including a copy of any decision and/or appeal decision, along with any record of consequences or corrective actions, shall be maintained by the University (typically in the

appropriate academic department, Student Life office, Human Resources office, or Title IX Coordinator's office) during that respondent's employment or academic enrollment and for whatever period after employment/enrollment that the University deems appropriate. Records of complaints and any remedial/discipline action taken must be provided to the relevant Title IX Coordinator.

V. Relationship to Other Laws

There may be times when activities under this policy confront matters about which there are additional legal responsibilities. For example, some records implicated in an investigation or proceedings under this policy might be protected by the Family Educational Rights and Policy Act ("FERPA"). The University will comply with all of its legal obligations, including but not limited to FERPA, which may entail redacting or not disclosing certain documents that might otherwise be shared. Title IX obligations also sometimes overlap with obligations under Title VII of the Civil Rights Act of 1964. Where obligations overlap, adjustments to specific details of how the policies and procedures may be made, but the University will work diligently to ensure that all legal obligations are met in a manner that is faithful to both the spirit and the letter of its legal requirements.

VI. Relationship to Principles of Academic Freedom and Freedom of Speech The success of the University depends on an environment that fosters vigorous thought and intellectual creativity – an atmosphere in which diverse ideas can be expressed and discussed. The University seeks to provide a setting that respects the contributions of all individuals composing its community, encourages intellectual and personal development, and promotes the free exchange of ideas. This policy is not intended to regulate the content of speech, discussion, and debate in the classroom, on campus, or in any University forum reasonably related to academic activity or political, artistic, and visual arts expression. The University will protect academic freedom and artistic expression in administering this policy. However, using speech or expression to engage in discrimination or harassment is prohibited.

VII. Relationship to Law Enforcement

The University has an independent obligation to investigate, stop, and remedy acts of discrimination, harassment, sexual misconduct, and retaliation. The University chooses to meet this independent obligation while still cooperating, when possible, with appropriate law enforcement officials and agencies. That cooperation will sometimes alter the University's typical timing or procedures, but **referrals to law enforcement do not stop the University's proceedings altogether**. Ultimately, the University desires that complainants of discrimination, harassment, sexual misconduct, and retaliation – and the respondents accused of engaging in those behaviors – receive fundamental fairness from the University in the course of the University's attempts to enforce its policy. Readers of this policy should be reminded that the definitions and standards used by the University may be different, and in some respects are different, than the standards and definitions used by law enforcement and the criminal justice system.

APPENDIX A: Contact List

**The Title IX Coordinator and Deputy Title IX Coordinators
below are the preferred first contacts for complaints under this policy.**

University-wide:	Pat Caudle, Title IX Coordinator Administration Building, Business and Finance 2 nd Floor 909.748.8171
University Employees:	Sharyl Bouskill, Interim Deputy Title IX Coordinator Human Resources Department, Armacost Library 1 st Floor 909.748.8040
College of Arts & Sciences Students:	Leslie Krafft, Deputy Title IX Coordinator Director of Residence Life and Housing, Hunsaker Center, 2 nd Floor 909.748.8053
School of Business or School of Education Students:	Bruce Rawding, Deputy Title IX Coordinator School of Business, Hornby Hall 909.748.8741

**In addition to the Title IX Coordinator/Deputy Coordinators, one may contact
any of the following offices/persons to submit a report or request additional
information on how to proceed under this policy.**

Department of Human Resources:	Armacost Library, 1 st Floor 909.748.8040
VP/Dean or Associate Dean of Student Life:	Hunsaker Center, 2 nd Floor 909.748.8053
Associate Director of Campus Diversity and Inclusion:	Hunsaker Center, 1 st Floor 909.748.8257
Academic Dean's Office:	College of Arts and Sciences, Duke Hall, Suite 105 909.748.8359 School of Business, Hornby Hall, 2 nd Floor 909.748.8748 School of Education, North University Hall, Room 118 909.748.8815
Director of Student Employment:	Willis Center, 1 st Floor 909.748.8240
Department of Public Safety:	Willis Center, 1 st Floor 909.748.8888
Director of Residence Life & Housing:	Hunsaker Center, 2 nd Floor 909.748.8053
Director Physical Education and Athletics:	Currier Gym, 1 st Floor 909.748.8400
Associate Dean of Academics and Student Life/ Academic Success and Disability Services:	Armacost Library 1 st Floor 909.748.8108

Regional Campus Director:	Burbank Campus - 818.840.1180 Rancho Cucamonga Campus - 909.989.7656 Redlands Campus - 909.748.8060 Riverside Campus - 951.782.7995 San Diego Campus - 619.284.9292 South Coast Metro Campus - 714.549.2006 Temecula Campus - 951.926.2067 Los Angeles Campus - 310.523.2727
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University-wide Title IX Lead Educator:	Leela MadhavaRau <i>Associate Dean of Campus Diversity and Inclusion</i> Hunsaker Center, 1 st Floor 909.748.8285
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APPENDIX B: LIST OF DECISION MAKERS*

FOR REPORT AGAINST THIS RESPONDENT:	THE DECISION MAKER WILL BE:
A faculty member, or discrimination concerns involving a faculty process	Dean of College or School where faculty member made the complaint or holds a primary appointment, or where the challenged process resides
Employee in a School or College	Dean of the School or College or appropriate department head
Employee – Finance and Administration	Appropriate department head
Employee – Student Life	Sr. Associate Dean or Director of Athletics and Physical Education
Employee – Enrollment Management	Appropriate department head
Employee – University Communications	Appropriate department head
Employee – University Relations	Appropriate department head
Employee – Other Administrative unit	Appropriate department head
Student	Dean of College or School where student complained
Dean of School or College	Provost
University officers	President
President	Chair, Board of Trustees
Visitor	Vice President for Finance and Administration

* In cases in which the report is against the relevant Decision Maker or in which the Decision Maker was involved in the decision or matter that is the subject of the report, there may be a conflict of interest, and an alternate administrator without a conflict may be appointed. The Title IX Coordinator will apprise both parties of the concern and will appoint an alternate Decision Maker.



Student Employment Payroll Calendar 2018 - 2019

Pay Periods 2018/19

Payroll #	Work Period	Pay Date
1	September 4 to September 16	September 28
2	September 17 to September 30	October 12
3	October 1 to October 14	October 26
4	October 15 to October 28	November 9
5	October 29 to November 11	November 21
6	November 12 to November 25	December 7
7	November 26 to December 9	*December 21
8	December 10 to December 23	January 4
9	December 24 to January 6	January 18
10	January 7 to January 20	February 1
11	January 21 to February 3	February 15
12	February 4 to February 17	March 1
13	February 18 to March 3	March 15
14	March 4 to March 17	March 29
15	March 18 to March 31	April 12
16	April 1 to April 14	April 26
17	April 15 to April 28	May 10
18	April 29 to May 12	May 24
19	May 13 to May 26	June 7
20	May 27 to May 30	June 21

Supervisors:	Approve Hours in eTIME (ADP)	Pay Date	No work days

September						
S	M	T	W	T	F	S
	26	27	28	29	30	31
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
						29

October						
S	M	T	W	T	F	S
	30	1	2	3	4	5
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

February						
S	M	T	W	T	F	S
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	

March						
S	M	T	W	T	F	S
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			

May						
S	M	T	W	T	F	S
	6	7	8	9	10	11
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31
	2	3	4	5	6	7
						8

The first day of academic year employment is the first day of classes, September 4th.
 * Please note that December 21st is both a Pay Date and eTIME (ADP) Approval Date due to the winter recess.
 The last day of academic year employment is the last day of classes, May 30th.