



# **POMONA COLLEGE EMPLOYEE HANDBOOK**

Published: May 2003  
Revised:  
January 2024

# RECEIPT AND ACKNOWLEDGMENT OF A HANDBOOK FOR THE EMPLOYEE'S OF POMONA COLLEGE

PLEASE PRINT:

---

Name

Department

I have received a copy of *A Handbook for the Employees of Pomona College*, effective January 1, 2024. I understand that this Handbook contains important information about Pomona College's general personnel policies, practices and procedures and about my privileges and obligations as its employee.

I agree to read and comply with this *Handbook* during my employment at Pomona College. I also understand that this *Handbook* may be amended at any time and that Pomona College may rescind, or add to, any policies, practices, and procedures described in the *Handbook* at any time. Pomona College will advise employees of material changes accordingly within a reasonable time.

I further understand that any policy updates and/or revisions will be communicated by email from Human Resources and posted on the College HR website and the HR web portal.

I understand that this *Handbook* is not an express or implied contract of employment for a specific period of time. This means that the College and I have the right to end our employment relationship at any time with or without notice or cause, unless otherwise prohibited by law. Employment at the College is "at will."

---

Employee's Signature

Date

# Table of Contents

<b>POMONA COLLEGE EMPLOYEE HANDBOOK .....</b>	<b>1</b>
<b>RECEIPT AND ACKNOWLEDGMENT OF A HANDBOOK FOR THE .....</b>	<b>2</b>
<b>INTRODUCTION.....</b>	<b>6</b>
FOREWORD .....	6
ABOUT POMONA COLLEGE.....	7
THE CLAREMONT COLLEGES AND AFFILIATED INSTITUTIONS .....	8
<b>SECTION I - EMPLOYMENT .....</b>	<b>10</b>
EMPLOYMENT AT THE COLLEGE.....	10
AT-WILL EMPLOYMENT .....	10
NON-DISCRIMINATION .....	10
WAGE AND SALARY INFORMATION .....	15
HUMAN RESOURCES (“HR”) DEPARTMENT.....	16
ROLE AS AN EMPLOYEE AND CO-WORKER .....	16
ORIENTATION SESSIONS.....	17
IDENTIFICATION (ID) CARD .....	17
PERFORMANCE EVALUATION.....	18
EMPLOYEE RECORDS.....	18
RESOLVING PROBLEMS: OPEN-DOOR POLICY .....	19
WHISTLEBLOWER POLICY .....	20
PROCEDURE:.....	21
SAFETY IN THE WORKPLACE.....	21
REPORTING ON-THE-JOB INJURIES .....	21
EMERGENCY/DISASTER PLAN .....	22
EMERGENCY NOTIFICATION SYSTEM .....	22
TERMINATION .....	23
PAY FOR VACATION AND PERSONAL DAYS AT TERMINATION.....	24
CONVERTING BENEFITS AT TERMINATION.....	24
STUDENT EMPLOYMENT .....	24
HIRING OF STUDENT WORKERS .....	25
WAGE ALLOTMENT AND WORK INFORMATION .....	26
EMPLOYMENT ISSUES AND CHALLENGES .....	26
STUDENT EMPLOYEE REHIRING.....	26
<b>SECTION II - EMPLOYEE BENEFITS.....</b>	<b>27</b>
BENEFITS REQUIRED BY LAW.....	27
ELECTIVE BENEFITS.....	28
TIME OFF BENEFITS .....	29
CHILD CARE.....	35
CREDIT UNION.....	35
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	36
LONG-TERM DISABILITY (LTD).....	36
REGISTERED DOMESTIC PARTNERS.....	36
TRAVEL ACCIDENT INSURANCE.....	36
UNDERGRADUATE TUITION AID.....	36
GRADUATE TUITION AID FOR STAFF .....	37

<b>SECTION III - LEAVES OF ABSENCE.....</b>	<b>39</b>
FAMILY AND MEDICAL LEAVE.....	39
MILITARY LEAVE.....	43
LEAVE FOR MILITARY SPOUSES AND DOMESTIC PARTNERS.....	43
ORGAN AND BONE MARROW DONOR LEAVE .....	44
PAID FAMILY LEAVE (PFL).....	44
PREGNANCY DISABILITY LEAVE (PDL) .....	45
SUPPLEMENTAL EMERGENCY SICK LEAVE FOR STAFF.....	46
LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT.....	47
VICTIMS OF A SERIOUS CRIME.....	48
LEAVE OF ABSENCE FOR PERSONAL REASONS (LOA) .....	48
BEREAVEMENT LEAVE.....	49
FAMILY-SCHOOL LEAVE.....	49
SCHOOL SUSPENSION LEAVE.....	50
JURY DUTY OR APPEARANCE AS WITNESS.....	50
VOTING LEAVE.....	50
REPRODUCTIVE LOSS LEAVE.....	51
<b>SECTION IV - TIME-KEEPING, ATTENDANCE, AND PAYROLL.....</b>	<b>52</b>
ATTENDANCE AND ABSENCE POLICY .....	52
BREAKS/REST/MEAL PERIODS.....	53
ACCOMMODATION FOR NURSING MOTHERS.....	53
OVERTIME.....	54
WORKWEEK SCHEDULE.....	54
SALARY ADJUSTMENTS.....	55
PAYCHECKS AND PAYROLL SCHEDULES.....	55
SALARY ADVANCES.....	55
<b>SECTION V - EMPLOYEE CONDUCT AND DISCIPLINARY ACTION.....</b>	<b>57</b>
CODE OF ETHICS.....	57
CONFIDENTIALITY AND PROPRIETARY INFORMATION.....	57
CONFLICT OF INTEREST.....	58
DRESS CODE AND GROOMING STANDARDS.....	58
DRUG-FREE WORKPLACE POLICY.....	59
NO-SMOKING POLICY.....	60
AUTHORIZED DRIVER PROGRAM.....	61
ELECTRIC CART USAGE.....	61
POMONA COLLEGE PROPERTY .....	63
APPROPRIATE USE OF CAMPUS COMPUTING AND NETWORK RESOURCES.....	63
WORKPLACE CONFRONTATION/VIOLENCE POLICY.....	64
<b>SECTION VI - EMPLOYEE ACTIVITIES AND SERVICES.....</b>	<b>66</b>
ATHLETIC EVENTS.....	66
ATHLETIC FACILITIES.....	66
@POMONA.....	66
CAMPUS SAFETY OFFICE.....	66
COOP STORE.....	67
DUPLICATING SERVICES.....	67
FACULTY/STAFF FITNESS AND WELLNESS PROGRAM (FSFW).....	67
HUNTLEY BOOKSTORE.....	68
KSPC – 88.7FM.....	68
LIBRARIES OF THE CLAREMONT COLLEGES.....	69

LOST AND FOUND .....	69
MAIL SERVICES.....	69
OPENING CONVOCATION .....	70
PARKING AND VEHICLE REGISTRATION.....	70
STAFF COUNCIL.....	70
STAFF APPRECIATION LUNCHEON.....	70
STAFF & FACULTY DIRECTORY.....	71
TELEPHONES.....	71
THE STUDENT LIFE .....	71
TRIP REDUCTION INCENTIVE PLAN (TRIP) .....	71
<b>APPENDICES.....</b>	<b>72</b>
APPENDIX A: WHAT TO DO WHEN INJURED AT WORK.....	73
APPENDIX B: APPROPRIATE USE POLICY.....	74
APPENDIX C: POMONA COLLEGE MEALBREAK WAIVER FORM.....	79
APPENDIX D: POMONA COLLEGE STAFF AND FACULTY TITLE IX SEXUAL HARASSMENT POLICY AND PROCEDURES.....	80
APPENDIX E: DISCRIMINATION AND HARASSMENT INVESTIGATION AND RESPONSE PROCEDURES.....	80

# INTRODUCTION

## ***FOREWORD***

The *Pomona College Employee Handbook* is addressed to all members of the administrative and support staff at Pomona College, including employees in the administrative, managerial, professional, secretarial/clerical, technical, paraprofessional, trades, student worker's and service categories.

It serves as a general guide on employment policies, practices and procedures, as well as a source of information on various aspects of employment at Pomona College.

This *Handbook* is not an express or implied contract of employment between Pomona College and its employees for any particular benefit or for employment for a specific period of time. This means that both employees and the College have the right to end the employment relationship at any time with or without notice or cause, unless otherwise prohibited by law.

This *Handbook* is not intended to be an exhaustive list of all staff employment policies, and the College may have policies not reflected in this handbook. The College reserves the right to change or delete any provision described herein at any time. In such an event, the College will inform employees accordingly.

Nothing in this Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to communicate with each other about the terms and conditions of employment at the College and to otherwise engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of these Section 7 rights.

The format of this *Handbook* allows for updates on a regular or as-needed basis. When revisions are in order, employees will be provided replacement pages to insert in the appropriate sections.

Employees may obtain specific information not found in this handbook from their supervisor or from the Human Resources (HR) Department.

# ***ABOUT POMONA COLLEGE***

Pomona College is a coeducational liberal arts college located in Claremont, California, a small college town at the foot of the San Gabriel Mountains. The campus covers 140 acres, including more than 60 buildings.

Considered “most selective” according to admissions evaluations, the College offers instruction in all major fields of the humanities, social sciences, fine arts, and natural sciences, and is strongly committed to the value of a residential educational community. Students come from a variety of geographic, social and ethnic backgrounds. The student-faculty ratio is less than 10:1.

As Founding Member of The Claremont Colleges, Pomona College is part of an incomparable arrangement in American higher education – five autonomous undergraduate colleges and two graduate institutions on adjacent campuses, affiliated to broaden the intellectual, social, and cultural resources available to their students. The Colleges jointly support certain central facilities, open their courses to one another’s students, and cooperate in sponsoring special academic and extracurricular programs. The Claremont Colleges arose from Pomona College’s desire to maintain the advantages of a small college while providing opportunities and resources usually found only at universities.

Pomona College was incorporated on October 14, 1887, by a group of East Coast Congregationalists who wanted to establish an independent college “of the New England type” in Southern California. Instruction was begun in September 1888 in a small, rented house in the city of Pomona. The following January, an unfinished hotel (now Sumner Hall) in nearby Claremont, together with considerable adjacent land, was given to the College, which relocated there. Although this location was originally regarded as temporary, Claremont became the permanent home of the College. The name “Pomona College” had, however, become so closely identified with the institution that it was retained.

G. Gabrielle Starr became Pomona College’s first female president on July 1, 2017. Former presidents of Pomona College include Cyrus G. Baldwin (1890-1897), Franklin L. Ferguson (1897-1901), George A. Gates (1901-1910), James A. Blaisdell (1910-1928), Charles K. Edmunds (1928-1941), E. Wilson Lyon (1941-1969), John David Alexander (1969-1991), Peter W. Stanley (1991-2004), and David Oxtoby (2004-2017).

The College is accredited by the Western Association of Schools and Colleges (WASC).

# ***THE CLAREMONT COLLEGES AND AFFILIATED INSTITUTIONS***

More than 2,600 staff members assist the seven campuses in attaining their educational and service goals. An important common purpose is to maintain and improve the collective campus as a unique place in which to learn, teach, and work. Employee competence, resourcefulness and commitment in supporting this purpose at Pomona College will be essential in building and maintaining strong institutions.

Each institution at The Claremont Colleges is an independent and separate employer, with its own faculty, staff, student body, administration, policy, and curricular emphasis. The Council of The Claremont Colleges is composed of the presidents of each of the institutions and the chief executive officer of The Claremont Colleges Services (TCCS).

## ***THE CLAREMONT COLLEGES***

***Claremont Graduate University (CGU)***, founded in 1925, offers advanced work in the humanities, fine arts, mathematics, social sciences, education, management, executive management and information science. It is a graduate-only institution, granting masters and doctoral degrees.

***Claremont McKenna College (CMC)***, founded in 1946 as Claremont Men's College, offers the Bachelor of Arts degree in 26 fields, often combined by students in dual majors. Most CMC students choose a major or part of a dual major in economics, government, or international relations. CMC is unique among liberal arts colleges in that it actively supports faculty and student research and publications through nine research institutes.

***Harvey Mudd College (HMC)***, founded in 1955, is a coeducational college of science and engineering. The curriculum is designed to create scientists and engineers with unusual breadth in their technical education and a firm academic grounding in the humanities and social sciences. Engineering students may opt for a fifth year Master's program.

***Keck Graduate Institute (KGI)***, founded in 1997, offers professional master's degrees in applied life sciences and plans eventually to grant interdisciplinary Ph.D. degrees. Its curriculum interweaves engineering and the life sciences and emphasizes project-based learning.



**Pitzer College**, founded in 1963, is a coeducational liberal arts college that blends classroom instruction with fieldwork to engage a student's mind, heart and spirit by integrating educational resources on-campus, abroad and in the local community. Pitzer offers a curriculum that spans 40 major fields and focuses on interdisciplinary and intercultural education with an emphasis on social responsibility and community service.

**Pomona College**, founded in 1887, is the Founding Member of the Claremont Colleges. It is an independent, coeducational college offering instruction in all major fields of the arts, humanities, social, and natural sciences. Strongly committed to the value of a residential educational community, it emphasizes both liberal arts and paraprofessional training, providing students with considerable exposure to a wide range of fields and first-rate preparation for future professions.

**Scripps College** was founded in 1926 by newspaper publisher and philanthropist Ellen Browning Scripps. The mission of Scripps College is to educate women to develop their intellects and talents through active participation in a community of scholars. Scripps emphasizes a challenging core curriculum, based on interdisciplinary humanistic studies and rigorous training in the disciplines, as the best possible foundation for any goals a woman may pursue.

**The Claremont Colleges Services (TCCS)**, founded in 1925, is the central coordinating body of The Claremont Colleges. Under the supervision of the President's Council, TCCS is responsible for the development and administration of central resources and programs, inter-collegiate organization and coordination, and for the establishment of new colleges and professional schools within the group. For this reason, it is funded by all the member institutions.

## **AFFILIATED INSTITUTIONS**

**California Botanic Garden**, founded in 1927 and located in Claremont since 1951, offers a graduate program in Botany in cooperation with Claremont Graduate University. The graduate education places its main emphasis on the systematics and evolution of higher plants with an active research focus on native California plants and their conservation. Graduate classes and research work are conducted at the 86-acre Garden facility adjacent to the main campus of The Claremont Colleges.

# **SECTION I - EMPLOYMENT**

## ***EMPLOYMENT AT THE COLLEGE***

### ***AT-WILL EMPLOYMENT***

Employment with Pomona College is voluntarily entered, and employees are free to resign at any time, with or without notice or cause. Similarly, the College may terminate the employment relationship at any time, with or without notice or cause, unless prohibited by law. The College also retains discretion to take other actions affecting employment, such as transfer, reassignment, or disciplinary action. This employment relationship is called “employment at will,” and it cannot be altered or modified except by an express written agreement signed by the employee and the College President. Furthermore, this “at-will” employment relationship cannot be modified by an oral or implied agreement. This “at-will” provision does not impact employees’ ability to bargain collectively and engage in concerted activities regarding the terms and conditions of their employment under the NLRA.

### ***NON-DISCRIMINATION***

*Statement of Non-Discrimination*

*Approved by the Board of Trustees October 7, 2022*

Pomona College complies with all applicable state and federal civil rights laws prohibiting discrimination and harassment in the workplace. This policy uses the term “Legally Protected Characteristics” to encompass all of the categories that are protected by state and federal employment laws, including: sex (including pregnancy, childbirth and related medical conditions, breastfeeding, and conditions related to breastfeeding), gender identity and expression, reproductive health decision-making, pregnancy, religion (including religious dress and grooming practices), creed, color, race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), national or ethnic origin, ancestry, sexual orientation, medical condition, physical or mental disability, age (age 40 and over), marital status, registered domestic partner status, military and/or veteran status, off-duty cannabis use away from the workplace, genetic characteristics and information or any other basis prohibited by state or federal law. All forms of harassment and discrimination destroy that foundation of respect and violate the sense of community vital to the College’s educational enterprise.

In addition, in accordance with California law, the College does not discriminate against

employees on the basis of a lawful change of name, Social Security Number or federal employment authorization document (Labor Code section 1024.6); receipt of Medi-Cal coverage (Govt. Code section 13084); or having a California driver's license with a "federal limits apply" notation (Govt. Code section 12926(v)), and, in the spirit of these laws, the College extends these protections to students. Similarly, the College also does not discriminate against employees and/or students with "driving privilege cards," "driver authorization cards," or other government-issued alternative driver's licenses. Furthermore, in accordance with California law, the College does not discriminate against students on the basis of immigration status, primary language and citizenship (Civil Code section 51(b)), and, in the spirit of California law, extends these protections to employees. Verification of immigration status, and employment decisions based upon such verification where required by federal law, shall not constitute a violation of this Policy.

This Policy strictly prohibits all employees, including supervisors and managers, from engaging in unlawful discrimination and harassment against any individual at the College or at College activities occurring away from campus, including but not limited to all individuals regularly or temporarily employed, studying, or with an official capacity at Pomona College (such as Trustees, guest lecturers, volunteers, and contractors) and third parties with whom individuals may come into contact with in the workplace. The College also prohibits retaliation against any individual who makes a complaint or who participates in an investigation under this policy. This Policy covers admissions, access, and service in Pomona College programs and activities, as well as hiring, promotion, compensation, benefits, and all other terms and conditions of employment at Pomona College.

### ***Equal Employment Opportunity Commitment***

The College is committed to equal employment opportunity. The College does not discriminate on any basis protected by state and federal law, meaning that the College does not base employment decisions on any Legally Protected Characteristics possessed by the employee or any person with whom the employee is associated. The College's Equal Employment Opportunity policy governs all aspects of employment, including admissions, access, and service in Pomona College programs and activities, as well as hiring, training, promotion, compensation, benefits, discipline and discharge and all other terms and conditions of employment at the College.

The College offers reasonable accommodations to qualified individuals with physical or mental disabilities to the extent the accommodation will allow them to perform the essential functions of the job and will not create an undue hardship. The College also offers reasonable accommodations for an employee's religious beliefs and observance. Further information relating to reasonable accommodations is available from the Human Resources Department. If an employee believes she/he needs reasonable

accommodation because of a disability or religious practice, they should speak with the Human Resources Department or their supervisor.

### ***Harassment-Free Campus and Workplace***

The College strives to provide a campus and work environment where all individuals can visit, study, and/or work together comfortably and productively. Each individual has the right to visit, study and work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including sexual and other forms of prohibited harassment. Such prohibited harassment is unacceptable and will not be tolerated. This Policy applies to all individuals in the workplace – not only employees but also to contractors, unpaid interns and volunteers. It both protects these students, staff, faculty and visitors and governs their conduct while engaged in College business and interacting with other members of the College.

The College prohibits workplace harassment based on an individual's Legally Protected Characteristics. The workplace is not limited to the College's facilities, but may also include client and vendor facilities, as well as anywhere a student- or business-related function is taking place.

Prohibited harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement.

Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the College's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of any Legally Protected Characteristic. Whether or not the person means to give offense or believed his or her comments or conduct were welcome is not significant. Rather, the College's Policy is violated when other workers, whether recipients or mere observers are, in fact, offended by comments or conduct based on a Legally Protected Characteristic, so as to disrupt their emotional tranquility in the workplace, interfere with their personal sense of well-being, or affect their ability to perform their job as usual.

Generally, to count as harassment under this Policy, such conduct must:

- be based upon one or more Legally Protected Characteristics;
- be offensive to the individual complaining of harassment and offensive to a reasonable person; and
- be so persistent, repetitive, pervasive, or severe that it has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, abusive or hostile educational, employment or living environment at the College.

Generally, statements and/or conduct legitimately and reasonably related to the College's mission of education do not constitute harassment.

### ***Sexual Harassment***

Both sex and gender are Legally Protected Characteristics, and sexual harassment is a type of harassment prohibited by this policy. Sexual harassment is defined as unwelcome sexual or gender-based conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made a condition of working at the Company. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Examples of prohibited sexual harassment include unwelcome sexual conduct such as: Verbal harassment (e.g., sexual requests, comments, jokes, slurs); Physical harassment (e.g., touching, kissing) and; Visual harassment (e.g., posters, cartoons or drawings of a sexual nature).

Sexual harassment is not limited to conduct motivated by sexual attraction or desire. It may occur between members of the opposite sex or members of the same sex, regardless of their sexual orientation. It also may be in the form of non-sexual, offensive conduct that is directed at an individual because of his or her gender. This would include, for example, conduct based on the individual's (i) gender identity or gender expression; (ii) pregnancy, childbirth or related medical conditions; and/or (iii) breastfeeding and related medical conditions.

Harassment may also occur when submission to conduct described above is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment at the College, or participation in a College activity.

### ***Complaint Procedures***

If any member of the College community has questions or concerns about any type of discrimination or harassment, they should bring them to the attention of their supervisor, Student Affairs or Human Resources. Students and employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including expulsion and/or termination of employment.

It is the responsibility of all faculty, staff and students at the College to ensure compliance with this Policy. Accordingly, students, faculty and staff who believe they are being harassed or discriminated against, have observed harassment of, or discrimination against, another person at the College in violation of this Policy, or believe such conduct has occurred, should immediately report the incident following the complaint reporting procedures described in the TCC Title IX Policy, the College's Faculty and Staff Title IX

Policy, the College's Sexual Misconduct, Harassment and Discrimination Policy or the College's Discrimination and Harassment Investigation and Response Procedures. If students have any questions related to the TCC Title IX Policy, the Faculty and Staff Title IX Policy, the Sexual Misconduct, Harassment and Discrimination Policy, please contact any of the Deputy Title IX Coordinators <https://www.pomona.edu/title-ix-cares/title-ix>.

If an immediate supervisor is involved in the conduct or, for some other reason, an employee feels uncomfortable making the report to that supervisor, the employee should report directly to the Human Resources Department. The College encourages prompt reporting of complaints so that it can take appropriate action. Late reporting by itself, however, will not preclude the College from taking remedial action. In addition, any individual may lodge a complaint of unlawful workplace discrimination, harassment or retaliation with the California Civil Rights Department, [calcivilrights.ca.gov](http://calcivilrights.ca.gov), and/or the U.S. Equal Employment Opportunity Commission, [www.eeoc.gov](http://www.eeoc.gov).

Any manager or supervisor who sees or hears about conduct that may constitute harassment, discrimination or retaliation under this Policy must immediately contact the Human Resources Department.

### ***Prohibition Against Retaliation***

This Policy prohibits Retaliation against any person who is exercising their rights under this Policy. Retaliation is defined as the taking of an adverse action by any student, faculty or staff member against another individual as a result of that individual's exercise of a right under this Policy, including participation in the reporting, refusal to participate in, or assistance with the investigation, reporting, remedial or grievance processes as provided in this Policy or relevant College policies. Retaliation includes adverse actions intended to improperly deter involvement of another in these procedures set forth in this Policy and may involve actions intended either to intimidate or to penalize individuals for their participation. Retaliation is strictly prohibited by law and/or this Policy; any person who is found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination/dismissal. The College will not retaliate, nor will it tolerate retaliation, against individuals who complain in good faith about discrimination or harassment on the campus or in the workplace. Claims of retaliation under this Policy will be addressed and resolved just like complaints of discrimination or harassment under the appropriate College policy/ies.

# **WAGE AND SALARY INFORMATION**

## ***Job Classifications.***

Staff positions are classified as occupations under the following categories: Management; Business and Financial; Computer, Engineering, and Science; Community, Social, Legal, Arts, Design, Entertainment, Sports, and Media; Healthcare Practitioners and Technicians; Archivists, Curators, and Librarians; Museum Technicians; Library Technicians; Student and Academic Affairs and Other Educational Services; Service; Sales and Related; and Office and Administrative Support. Under each classification, positions are arranged by respective levels that designate salary ranges. There is an established procedure for evaluating significant changes in job duties. The fact that a position performs a greater quantity of work will not of itself result in a reclassification to a higher-level salary grade. The primary factors to be considered are the type and difficulty of duties that employees perform and the amount of independent judgment, discretion, and level of responsibility that are required in their position. The Assistant Vice President, Human Resources/CHRO can explain employee job titles, classifications and salary ranges and the procedure for evaluating job changes.

## ***Job Descriptions.***

It is important for employees to have a copy of their specific job description. The job description will form the basis for all annual performance appraisals. Supervisors should note any changes that may indicate the need for updating employee job descriptions. If an employee does not have a job description, she/he should develop one with her/his supervisor and submit a draft to the Human Resources Department for approval. A final version agreed upon by the employee, the supervisor and the Human Resources Department will be used as the official job description for the position.

## ***Job Status.***

For purposes of determining the applicability of some policies, practices and benefits, employees may be classified by the nature of their positions and the number of hours that they normally are scheduled to work:

*Regular Status* is defined as an authorized benefits-eligible position that has a set or consistent schedule of hours for an indefinite period of time funded annually. *Full-time* status is defined as a regular schedule of 40 hours per week. *Part-time* status is defined as a regular schedule of less than 40 hours per week.

*Temporary Status* is defined as a position that may be a full or part-time assignment to fulfill a specific need for a limited period of time normally not

to exceed 12 consecutive months.

*Grant Status* is defined as an employee hired in a position that is funded by a grant and who is scheduled to work at least 20 hours per week.

*On-Call* employees are hired to work intermittently, they do not have a regular, pre-determined work schedule and generally work less than 1,000 hours in an anniversary year. There is no requirement that an occasional or on-call employee be available when called to work. The College makes no promise to provide a specific number, or any, hours of work for occasional or on-call employees.

*Exempt* employees are exempt from the minimum wage and overtime pay requirements of applicable state and federal wage and hour laws.

*Non-exempt* employees are not exempt, but rather are required, under applicable state and federal law, to be paid at least the minimum wage, and to receive premium pay for overtime hours worked.

The College classifies each position as exempt or non-exempt based on its expectations of the duties performed and authority exercised by the employee. Each employee will be informed when hired whether they are a non-exempt or exempt employee.

## ***HUMAN RESOURCES (“HR”) DEPARTMENT***

Pomona College Human Resources (HR) Department serves the staff, faculty, and student workers as the advisor or consultant on human resources management. The HR staff serves as liaison between and among employees and supervisors. Employees are encouraged to consult HR regarding their employment status, benefits, working conditions, and other matters pertaining to their employment with the College. The Human Resources Department is located in the Pendleton Building, 150 East Eighth Street. The main telephone extension for HR is 18175 or (909) 621-8175.

## ***ROLE AS AN EMPLOYEE AND CO-WORKER***

Members of staff and faculty as well as students have been employed by Pomona College because of the special qualifications they offer in support of the College mission. The staff, one of three major constituencies on campus in addition to faculty and students, provides the support that the College needs to carry out its teaching, research and public/community service functions. In order to be an effective member of the workplace and the College community and to



appreciate fully their environment, it is important for members of staff to learn about the College as an educational institution and as an employer.

## ***ORIENTATION SESSIONS***

During their first week on the job, employees will be scheduled to attend an orientation session conducted by the HR Department. This meeting will cover employment policies, practices, and procedures and will provide information about their employment status and other relevant issues.

Another session will be held about benefits, including a description of available insurance plans and a timetable for submission of benefits enrollment forms, to be conducted by a representative from the Benefits Administration Office, a TCCS department that administers certain benefits programs on behalf of the College.

## ***IDENTIFICATION (ID) CARD***

Employees will be issued an identification (ID) card that can also be used for library access and privileges. In addition, employees may use the card to take advantage of classes offered through the College's Faculty/Staff Fitness/Wellness Program, the College's athletics facilities and to enjoy discounted ticket rates at the College's Seaver Theatre, a showcase for student- faculty productions. The card may also be used in connection with the Claremont Cash program run by the TCCS Card Center. Employees are encouraged to also carry this card with them at all times during the workweek, especially if they use the ID card for the above-mentioned purposes, as you may be required by authorized personnel to present your ID card for confirmation of identity, access, privileges, and employment status.

Many non-exempt employees, including student workers, are required to use their ID card for time clock purposes. Employees are required to clock in and out according to their work schedule and they must clock in and out for lunch using this ID card.

Photo ID cards are issued to eligible employees at no cost when first employed. Lost cards may be replaced in the Human Resources Office located in the Pendleton Building. If an employee does not have - or lost - a card, they should immediately contact the HR Department.

Upon termination of employment from Pomona College, the employee's ID card

will be automatically (electronically) invalidated. Terminating employees also must surrender their ID card to the HR Department during their exit interview. If an employee becomes employed at any of the other member-institutions of The Claremont Colleges, they will be issued a new ID card corresponding to the College where they are employed.

## ***PERFORMANCE EVALUATION***

Feedback is an essential aspect of the workplace. Supervisors are required to conduct annual written performance appraisals for their employees. As stated in this Handbook's section on "Your Job Description," both employee and supervisor should use the specific job description for the position as a basis for the performance review.

This is a two-way process, wherein both employee and supervisor share their views regarding the position. It is also a session that allows the employee and the supervisor to develop a schedule of tasks or a timetable for improvement, create better ways of dealing with work situations, set career goals, and reaffirm current practices and procedures and plan for the next year. Supervisors will inform their employees of their work performance strengths and offer suggestions for improvement and development of job-related skills. A performance evaluation may be requested at any time by either the employee or the supervisor.

The performance evaluation process can be a very useful tool for both the employee and the supervisor.

## ***EMPLOYEE RECORDS***

Pomona College Human Resources Department maintains a personnel file on each employee (faculty, staff, and student workers). Employees are responsible for reporting any changes to name, home or campus address, telephone number, number of dependents, etc., to HR by updating their information in Workday. Mail is sent by the College to the employee's most recent address on file, and it is assumed that employees are receiving correspondence or materials sent there.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Documents in the personnel file are of a confidential nature. Personnel files are the property of the College, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the College who have a legitimate reason to

review information in a file are allowed to do so.

Employees have the right to inspect their own personnel records both during their employment and following termination. Employees should take note that the College is required to only maintain such personnel records for four-years. Employees or former employees who wish to review their own file should contact the Assistant Vice President, Human Resources/CHRO. With reasonable advance notice, employees may review their own personnel files in the HR offices, in the presence of an individual appointed by the College to maintain the files.

An employee may request a copy of any document that he/she has signed relating to obtaining or holding employment.

Employees have the right to designate a representative to conduct the inspection of the file or receive a copy of the file. The representative must be authorized in writing by the employee to inspect or receive a copy of the current or former employee's personnel file. The College reserves the right to ask for proof of identification from the person receiving the file.

## ***RESOLVING PROBLEMS: OPEN-DOOR POLICY***

Consistent with its view of the academic environment generally, the College believes in open communication and dialogue as a preferred method of handling any job- or workplace-related concern or complaint employees may have. Accordingly, the College has an Open-Door Policy under which the employee's immediate supervisor, director or department chair and the persons listed below are available to discuss work-related concerns. Employees are encouraged to take advantage of these avenues for discussion and to raise and discuss concerns or complaints as soon as possible after the events that cause them. Employees are further encouraged to pursue the discussion of their work-related concerns until the matter is fully resolved.

In many circumstances, the employee's immediate supervisor, director or department chair will be the most appropriate person to whom they should speak. However, if for any reason the employee does not wish to discuss the matter with her or him, they should visit any of the following persons instead:

- the department chair, if the employee works in an academic department *or*
- the department director, if the employee works in an administrative office *or*
- the Assistant Vice President, Human Resources/CHRO *or*

- the Vice President responsible for the employee's division

The College will attempt to keep the discussions, the results of the investigation and the terms of resolution confidential. In the course of investigating and attempting to help resolve matters, however, some discussion with and dissemination of information to others may be necessary or appropriate.

Complaints arising under, or which the employee believes may arise under, the College's Discrimination and Harassment Policies and Grievance Procedures Guidelines (see Appendix D), should be brought to the attention of one of the employee's immediate supervisor and the Human Resources Department in accordance to those policies and procedures.

## ***WHISTLEBLOWER POLICY***

Pomona College is committed to the highest standards of financial conduct. This policy is designed to enable all of the College's faculty and staff to report concerns about possible legal violations, including financial misconduct, with reassurance that they will be protected from retaliation for acting in good faith. Reports on financial misconduct would address such issues as accounting discrepancies, fraud, accounting misrepresentations, auditing matters, accounting omissions, and misappropriation of grant funds.

All reports of potentially improper activity may be submitted on a confidential basis to the Human Resources Department. Suspected financial misconduct by Pomona College employees shall be made confidentially and directly to the Chair of the Audit Committee of the Board of Trustees, who shall oversee the receipt, retention and resolution of such reports. They will work with the Administration and outside advisors to ensure that these reports receive the appropriate attention. All employees are required to cooperate with the College's internal investigations by providing any requested information and truthfully and fully answering questions. Failure to cooperate with or impeding an investigation will result in disciplinary action. Any employee ultimately found to have engaged in misconduct under this policy is subject to disciplinary action by the College, which may include dismissal as well as prosecution by appropriate law enforcement authorities.

The protection of employees who submit reports of suspected improper activity is an important part of this policy, as is maintenance of the confidentiality, objectivity, and independence necessary to resolve complaints appropriately. The College will not retaliate against an employee who, in good faith, reports any potentially improper activity, whether to the College or to a government enforcement agency. The Chair of the Audit Committee and the Administration share responsibility for maintaining these features of the policy, although,

depending on the nature of the discipline and subject to legal requirements, this confidentiality cannot be guaranteed.

It is a violation of this policy to knowingly make fraudulent allegations of misconduct with the intent to cause harm to another individual. Those making such allegations are also subject to disciplinary action, up to and including termination.

## ***PROCEDURE:***

Since confidentiality is an important part of this policy, the College has created a form for reporting of potential improper activity to the Chair of the Audit Committee of the Board of Trustees.

Reports may be made by accessing the [Incident Report Form](#).

Any questions regarding this policy should be directed to the Assistant Vice President, Human Resources/CHRO for Pomona College.

## ***SAFETY IN THE WORKPLACE***

Pomona College is committed to providing a safe workplace and complies with all applicable federal and state safety regulations. In this regard, the College has instituted an Injury and Illness Prevention Program (IIPP).

Employees are required to observe safety requirements, and to use the safety equipment as trained and instructed. Each employee is expected to: (1) obey safety and health rules, (2) follow established safe and healthy work practices, (3) exercise caution in all work activities, (4) correct or promptly report unsafe and unhealthy acts and conditions in the workplace, and (5) participate in safety training programs. Employees may be subject to disciplinary action up to and including termination, for engaging in unsafe work practices or for violating established safety rules. If employees observe unsafe actions or conditions, they should report them immediately to their supervisor or to the Human Resources Department.

In keeping with its commitment to providing a safe workplace, the College has a zero-tolerance Policy on Workplace Confrontation and Violence which can be found in Section V of this *Handbook*.

## ***REPORTING ON-THE-JOB INJURIES***

Employees must report **any** injury on the job to their supervisor immediately

following a job-related injury. Treatment, if required, will be provided in accordance with law.

Employees and their supervisor must each complete a “Report of Occupational Accident” form within 24 hours of the occurrence of the injury. Forms are available from supervisors, the HR Department and the TCCS Disability Administration Office.

## ***EMERGENCY/DISASTER PLAN***

Pomona College has an Emergency/Disaster Preparedness Plan in the event of a disaster. Employees are provided with information about this important program during new-hire orientation. In addition, employees will be participating in at least two (2) periodic drills and training programs per year. A description of the College’s Disaster Preparedness Plan may be found on the [College’s website](#)<sup>2</sup>.

## ***EMERGENCY NOTIFICATION SYSTEM***

Tragic events and other incidents from across the country have emphasized the need for colleges to be prepared to communicate rapidly and effectively in the event of an emergency. Pomona began implementing an emergency notification system through Everbridge. The system allows campus leaders to convey time- sensitive information within minutes, through a variety of methods.

Pomona College students, faculty and staff who have a campus or residence hall telephone extension and college email are automatically added to the Everbridge service. Having additional cell phones and e-mail addresses on the Everbridge service is an option open to all community members. The more means we have to contact individuals; the better the College’s odds are of spreading timely information and keeping everyone safe and informed. Those community members without a telephone extension or College e-mail can also sign up to receive a voice message on their home phone or a cell phone, a text message or they can receive e-mails at a home e-mail address.

To add a cell phone or home phone number or an additional e-mail address, faculty and staff may submit their information on their [Pomona portal](#)<sup>3</sup>. Employees should log in and click on the link for Update Emergency Contact.

Note: If an employee is a current Pomona College student, faculty or staff and is unable to log in, they must contact the ITS help desk.

---

<sup>2</sup> [www.pomona.edu](http://www.pomona.edu)

<sup>3</sup> <https://my.pomona.edu/ICS/Staff/>

## **TERMINATION**

*Resignation.* If at some time employees decide to leave their position, they are requested to give their supervisor at least two weeks' written notice in advance as a courtesy, in order to permit proper processing of their final paycheck, the scheduling of an exit interview, and the return of all College property. However, as Pomona College is an at-will employer, the employee may terminate his/her employment with the College at any time with or without notice. At the exit interview with the HR Department, employees will have an opportunity to comment on their employment at Pomona College.

*Dismissal.* Pomona College reserves the right to terminate employees at any time for any lawful reason. Action or inaction on the employee's part that may lead to their dismissal includes, but is not limited to: unsatisfactory job performance, negligence, misconduct, excessive absenteeism, tardiness, misconduct, theft, insubordination, violation of confidentiality, sleeping on the job, fighting or other altercations, threatening and/or engaging in violent actions, drug or alcohol intoxication, falsifying records including timecards or violation of rules, violation of any of the policies in this Handbook. Since it is not possible to list all potential unacceptable conduct, the aforementioned list is merely illustrative and not exhaustive.

*Job Abandonment/Constructive Quit.* Employees who fail to report to work for more than three successive days, without notifying their supervisors, are considered to have abandoned their jobs and will be terminated, unless otherwise prohibited by applicable law. This includes employees who do not return from an approved leave. This is deemed a voluntary quit by the employee, and the employee then becomes ineligible for rehire.

*Retirement.* The TCCS Benefits Administration Office is the primary source of information on retirement plan and benefits eligibility. The College provides basic and supplemental retirement plans that make it possible for eligible employees to accumulate a retirement benefit. The basic retirement plan is a defined contribution plan funded solely by Pomona College. Additional information about plan benefits and eligibility may be obtained from the HR Department or from TCCS Retirement Services. If employees are eligible, they will be notified when they begin to participate in the basic retirement plan. The retirement plan allows employees to save additional funds for retirement on a tax-deferred basis. If an

employee is retiring, she/he should make an appointment with the TCCS Retirement Services Office at least six months prior to their retirement date. This meeting will allow employees to discuss benefits and distribution options on retirement payments.

## ***PAY FOR VACATION AND PERSONAL DAYS AT TERMINATION***

At termination, benefits eligible employees will be paid for the vacation days they have earned but have not taken (subject to the vacation accrual cap) at their final rate of pay. The number of days will be calculated based on the vacation schedules in the section on "Vacation Time" in this handbook and the amount of vacation already taken.

Unused personal days will be paid at termination at the employee's final rate of pay. Personal days are defined in the section on "Personal Days" in this handbook.

## ***CONVERTING BENEFITS AT TERMINATION***

Some benefit programs as an employee may be converted or extended after employment is terminated. Employees with medical, dental or vision coverage through the Claremont Colleges have the right to choose continuation coverage if they lose their group health coverage due to reduction in hours or employment or termination of employment for reasons other than gross misconduct. Eligible dependents may also have the right to elect and pay for continuation of coverage for a temporary period in certain circumstances where coverage under the plan would otherwise end, such as divorce, or dependent children who no longer meet eligibility requirements. The TCCS Benefits Administration Office will mail this information to the terminated employee's last known address. Employees may phone extension 18151 for additional information or email to [benefits@claremont.edu](mailto:benefits@claremont.edu).

Certain employees may also be eligible for retiree health benefits. For additional information regarding retiree health, contact TCCS Benefits Administration for offerings available at time of retirement.

## ***STUDENT EMPLOYMENT***

Student workers have been employed by Pomona College because of the special qualifications they offer in support of the College mission. Student



workers are part of the three major constituencies identified by the Pomona College Employee Handbook [Staff, Faculty, and Students] and student workers help to provide the support that the College needs to carry out its teaching, research and public/community service functions. In order to be an effective member of the workplace and the College community and to appreciate fully their environment, as well as fully to understand their employment at the College as part of their professional development and pre-professional experience, it is important for student workers to learn about the College not only as an educational institution, but also as an employer.

## ***HIRING OF STUDENT WORKERS***

Each division, department, program, or service will have its own hiring practices and policies. All job openings and employment opportunities must be listed on Handshake through the Career Development Office. Student employees must present I-9 documentation to Human Resources (HR) when they are hired. There are three basic steps for hiring and onboarding:

1. Supervisors complete Student Hire Form on the Portal.
2. Students complete onboarding in Workday including presenting I-9 documents in person at Human Resources. Returning students do not visit HR but must complete “Wage Theft Notice” in Workday for each position hired.
3. Students will receive a confirmation once they have completed the Workday process; supervisors can confirm this by clicking the “My Team” worklet in Workday and letting the students know they are listed accurately there.
4. Students may not begin working until these items are complete.

## ***WAGE ALLOTMENT AND WORK INFORMATION***

Pomona College puts limits on the number of hours students can work per week at the College. Likewise, Financial Aid will determine for each student the work allotment available for wages each semester, and student hours should not exceed the wages that can be covered by that work allotment.

Students may not work more than the weekly limit set by the College in all jobs combined. Student working multiple jobs that add up to over 20 hours per week may incur overtime, which must be paid as incurred.

Pomona College minimum wage conforms to the California State Minimum Wage:

January 1, 2022:	\$15/hr.
January 1, 2023	\$15.50/hr.
January 1, 2024	\$16.00/hr.

## ***EMPLOYMENT ISSUES AND CHALLENGES***

Each individual organization, program, or service operation that employs students will have certain guidelines and expectations unique to that program and relevant to the particular intellectual, economic, environmental, and pedagogical needs of the program. General employment policies, however, are shared across all programs, conform to Pomona College's broader personnel and HR policies, which are explained in further detail in this Handbook. These policies include but are not limited to timekeeping, breaks, attendance, conduct, confidentiality, non-discrimination, harassment, conduct, and ethics.

## ***STUDENT EMPLOYEE REHIRING***

Upon completion of hire paperwork, students will be hired for the academic year, and will be active in payroll for the Fall and Spring semesters, unless they are terminated by their department, or request termination. Students who wish to continue their work in a new academic year will need to complete hire paperwork for the new year, as all student employees are terminated at the end of the academic year.

# **SECTION II - EMPLOYEE BENEFITS**

Pomona College participates in a comprehensive program of employee benefits as part of The Claremont Colleges. Benefits are generally classified into two types: those required by law (short-term disability, Social Security, Workers' Compensation) and those that the College has chosen to provide for its employees and eligible registered domestic partners and the dependents of employees and registered domestic partners. These voluntary or elective benefits may be modified or terminated at any time in response to legal requirements or financial and organizational necessities. In such an event, the College will inform employees accordingly.

## ***BENEFITS REQUIRED BY LAW***

Pomona College is legally required to provide benefits that follow. Should employees wish for more detailed information regarding these benefits, they should contact the HR Department:

- Short-term Disability Insurance (VDI)
- Social Security (FICA) and Medicare
- Workers' Compensation
- California Sick Pay
- Paid Family Leave Benefits
- Consolidated Omnibus Budget Reconciliation Act ("COBRA")

# ***ELECTIVE BENEFITS***

New employees must apply for elective benefits during the “Initial Eligibility Period,” that is, within 31 days of the employee’s initial hire date. If the date of employment is the first of the month, employee coverage will become effective on the date of employment. If the date of employment is any date other than the first of the month, employee benefits coverage will become effective the first day of the following month.

After the employee’s initial eligibility period, the application for enrollment in, and/or changes to existing coverage will only be accepted during an annual Open Enrollment Period. As an exception to this rule, the application may be accepted under certain circumstances, if employees experience a “qualifying life event” such as the birth, adoption, or death of a dependent; marriage; divorce; legal separation; and loss of coverage through a spouse’s employment status. Employees are responsible for requesting benefits changes due to a significant life event and must apply within 31 days of such event.

## ***Flexible Spending Accounts (FSAs)***

The College offers a Flexible Spending Account (FSA) program which allows employees to pay for out-of-pocket Health Care and Dependent Care with pre-tax dollars. In addition, a childcare subsidy program is also available via the Flexible Spending Account (FSA) program. Additional information is available from the HR Department or the TCCS Benefits Administration

## ***Group Dental Insurance***

Group dental plans are available to eligible employees. An eligible employee may sign up for individual coverage or coverage for dependents, registered domestic partner or eligible children of registered domestic partners. A portion of the dental premium is paid by the employee on a pre-tax basis.

## ***Group Health Plans***

Group health insurance plans are available to eligible employees. These health programs provide comprehensive medical and hospital benefits to employees, their dependents, registered domestic partner, and eligible dependents of registered domestic partners. Pomona College shares costs with employees by providing employer contributions to the health plan premium. If employees choose to participate, their monthly premiums will be deducted from their paycheck on a pre-tax basis.

### ***Group Life Insurance***

One-time base annual earnings, minimum \$20,000 & maximum \$50,000 Term Life Insurance Policy is paid by Pomona College for eligible employees. Additional life insurance may be purchased by employees for themselves and their dependents.

### ***Group Vision Plans***

Group vision plans are available to eligible employees. An eligible employee may sign up for individual coverage or coverage for dependents, registered domestic partner or eligible children of registered domestic partners. A portion of the vision premium is paid by the employee on a pre-tax basis.

### ***Personal Accident Insurance (AD&D)***

Otherwise known as “accidental death and dismemberment,” the Personal Accident Insurance Program provides participating employees and their eligible dependents with benefits in the event of death, or the loss of a hand, foot or eye caused by an accident anywhere, on or off the job. The premium is paid by the employee through payroll deduction.

## ***TIME OFF BENEFITS***

### ***Holidays***

Pomona College observes the following as paid holidays for benefits eligible employees:

- New Year's Day
- Martin Luther King Jr. Day (third Monday in January)
- César Chávez Day (to be observed at Pomona College in accordance with academic calendar)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

When one of the holidays falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, it is observed on the following Monday.

Non-exempt employees who are required to work on any of the holidays listed above will be paid at the rate of 1 1/2 hours for each holiday hour worked. If a non-exempt employee works on such a holiday, he/she will receive holiday pay plus wages at time and one half for the hours worked on the holiday.

Employees will not be paid for any holiday that falls during an unpaid leave of absence (except for FMLA/CFRA leave periods of less than one week).

Non-benefits eligible employees, such as student workers, are not eligible for holiday pay.

### ***Holiday Replacement for Exempt Staff***

From time to time, usually because of the demands of the academic calendar, some employees may be required to work on a College holiday. If an exempt employee works on such a holiday, he/she will receive a floating holiday to be used within 30 days following the holiday, subject to approval in advance by the employee's supervisor.

### ***Personal Time***

Personal time is granted to benefits eligible employees who may wish to use benefit time for personal reasons other than sick or vacation. Personal time may be used for, but not limited to religious observance, parent/teacher conferences, doctor's appointments, or any other reason that an employee deems personal in nature. To use personal time, employees must request advance approval from their supervisors.

Benefits eligible employees are eligible to accrue two paid personal days (16 hours) in each fiscal year. The personal days are prorated for benefits eligible part-time employees who work at least an average of 20 hours per week. Temporary and on-call non-benefits eligible employees are not eligible for paid Personal Time benefits.

Personal time benefits are calculated on the basis of a "benefit year," the twelve-month period that begins when the employee starts to earn personal time benefits. Personal time benefits accrue at the Full Time Equivalent (FTE) that an employee works. For example, an employee who works 75% time, accumulates personal time benefits at 75%. Personal time benefits only accumulate during periods of a paid leave. Personal time benefits do not accrue during an unpaid absence.

Personal time will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation. Personal time will not be counted as hours worked for the purposes of determining overtime.

Employees will accrue 1.34 hours per month up to a maximum accrual of 3 days or 24 hours, prorated based on FTE.

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

### ***School Closure***

The College will close during the winter break from December 26<sup>th</sup> through December 31<sup>st</sup>. The days between the Christmas holiday and New Year's Day holiday will be treated as paid school closure days and not as holidays. Non-exempt benefits eligible employees who are required to work on any of the school closure days will be paid at his/her regular rate for each straight-time hour worked. If a non-exempt employee works on a school closure day, he/she will receive straight time pay for the school closure day and straight time pay for the hours worked. If the employee does work more than 8 hours in a day or more than 40 hours in that work week, overtime provisions as provided by state and federal law will be observed.

Temporary and on-call non-benefits eligible employees (such as student workers) are not eligible for paid School Closure benefits.

### ***Sick Leave Benefits***

In accordance with California law, the College provides paid sick leave benefits to employees for periods of temporary absence due to illness, injury, and other specified purposes as outlined in this policy. All employees will accrue sick time beginning on their date of hire, provided they work at least 30 days within 12 months of their hire date.

Eligible employees will accumulate sick leave benefits at the rate of 12 days per year (one day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the twelve-month period that begins on employee hire date. Sick leave benefits accumulate at the Full Time Equivalent (FTE) that an employee works. For example, an employee who works 75% time, accumulates sick leave benefits at 75%. Sick leave benefits only accumulate during periods of a paid leave. Sick leave benefits do not accumulate during an unpaid absence.

## **California Sick**

Non-benefits eligible employees will receive 40 hours of front-loaded sick time on date of hire, this is known as California Sick. California Sick hours will ensure that employees receive the minimum amount of yearly sick time as required by California law.

Thereafter, 40 hours of California sick hours will be granted on January 1<sup>st</sup> of each year and may accrue to a maximum of 80 hours.

Eligible employees may use sick leave benefits for an absence due to the diagnosis, care or treatment of an existing health condition or preventative care of themselves, a spouse, registered domestic partner, child, parent, grandparent, grandchild, sibling, other persons living in the employee's immediate household, or other "designated person" (a designated person shall be identified by the employee at the time the employee requests sick leave under this section). Sick leave may also be used for an employee who is absent from work because the employee or a family member is the victim of domestic violence, sexual assault, or stalking.

The College has a zero-tolerance policy with regards to retaliation against an employee who asks to utilize accumulated sick time. Specifically, the College is prohibited from denying an employee the right to use paid sick leave, discharging, threatening to discharge, demoting, suspending, or in any manner discriminating against an employee as a result of requesting the use of sick time.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. Your direct supervisor must also be contacted on each additional day of absence. Before returning to work from an extended sick leave absence, employees may be required to provide a physician's verification that the employee may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation. An employee who is medically unable to work for eight or more consecutive calendar days may be eligible to receive State Disability benefits.

Employees may also use accumulated sick time (maximum of 12 days during a 12-month cycle) to attend to an ill spouse, registered domestic partner, child, parent, grandparent, grandchild, sibling, designated person, or other persons living in your immediate household or as otherwise permitted by law. This does not extend any leave to which an employee may be entitled under FMLA/CFRA, PDL or any other leave entitlement.

Accrued unused sick leave benefits will be allowed to accumulate and carry over



from year to year, until the employee has accumulated a total cap of 960 hours or 120 calendar days. Thereafter, employees will not accumulate additional sick leave except to the extent accumulated sick leave is taken.

If the employee's benefits reach this maximum, further accumulation of sick leave benefits, including front-loaded sicktime, will be suspended until the employee has reduced the balance below the cap.

Upon termination of employment, employees will not be paid for unused sick time that has been earned.

### ***Supplemental Emergency Staff Sick Leave***

This policy is designed to provide additional sick leave to eligible employees who have exhausted their sick-day accumulation as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave. Employees will be required to exhaust all of their available sick time, vacation time, and personal time, to be eligible to use Supplemental Emergency Sick Leave.

### ***Summer Early Release***

Pomona College observes a summer early release program for benefits eligible staff generally beginning the Monday following Commencement in May for a period of approximately 12-work weeks.

Benefits eligible staff may reduce the 8-hour workday to 7½ hours and continue to receive pay for the equivalent of 8 hours. Please be aware that should a supervisor, at any time during the summer early release time program require a full-time staff member to work 8 hours on a regular business day, the entire 8 hours will be paid at regular pay. The summer office hours will be 8:00 a.m. - 4:30 p.m., with a one-hour unpaid break for lunch that must begin before the end of five hours after the beginning of his/her shift.

Summer early release time is not vacation time, or any other type of leave time. It cannot be accrued or banked for later use and/or paid out at a later date. The 30 minutes of release time is an occasional payment that the College makes to qualifying employees during the summer recess and does not constitute pay for hours worked. Summer Early Release time is not available on a day when an employee is not regularly scheduled to work.

It is important to remember that time/attendance records for hourly non-exempt staff must always record the actual hours worked and the ½ hour as summer early release time. If the employee works beyond 7.5 hours, then the employee may be given early release up to but not to exceed a full 8 hours in a day. If the employee works a full 8-hour day, early release is not available.

Vacation time earned during this period will accrue at the same rate as if the College was working a five-day, 40-hour work week. One day of vacation will count as eight (8) hours accrued or used during the summer early release program.

The College will observe Memorial Day and Fourth of July as paid holidays for eligible staff. Should circumstances require a non-exempt staff member to work on any of these holidays, the employee will be paid 1½ hours for each hour worked on the holiday, in addition to the holiday pay to which they are entitled.

### ***Vacation Benefits***

Pomona College recognizes the importance of a regular vacation for employees for rest, relaxation, and personal pursuits. Benefits eligible employees who work 20 or more regularly scheduled hours per week earn paid vacation time on a daily basis, beginning on date of hire or benefits eligibility. If a vacation period includes a paid holiday, that holiday will not be counted as a vacation day.

Vacation benefits are calculated on the basis of a “benefit year,” the twelve-month period that begins when the employee starts to earn vacation benefits. Vacation benefits accrue at the Full Time Equivalent (FTE) that an employee works. For example, an employee who works 75% time, accumulates vacation benefits at 75%. Vacation benefits only accumulate during periods of a paid leave. Vacation benefits do not accrue during an unpaid absence.

The following chart shows the monthly vacation accrual rates for benefits eligible employees. Part-time benefits eligible employees who work an average of at least 20 hours per week or more earn vacation at pro-rated rates.

### ***Vacation Accrual Rates for Benefits Eligible Employees***

<b><i>Month of Work</i></b>	<b><i>Hours Accrued</i></b>
1st through 12th month of continuous employment:	6.67 hours per month (10 days per year, capped at 15 days or 120 hours)
13th through 24th month of continuous employment:	8.00 hours per month (12 days per year, capped at 18 days or 144 hours)
25th through 36th month of continuous employment:	12.00 hours per month (18 days per year, capped at 27 days or 216 hours)
37 <sup>th</sup> month and after or any Employee in a position with salary grade 9 and above:	14.67 hours per month (22 days per year, capped at 33 days or 264 hours)

The “vacation accrual cap,” that is, the maximum number of vacation days that benefits eligible employees may accrue, is 33 days or 264 hours.

Vacation accruals and the vacation accrual cap is pro-rated for eligible part-time employees. Once an employee's accrual reaches the vacation accrual cap, further vacation accrual ceases until vacation time is used and the available time has been reduced to an amount below the vacation accrual cap. An employee who is on an unpaid leave of absence does not earn vacation.

Paid vacation time may be used in four- hour increments for exempt staff. To take vacation, employees must request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Supervisors have the discretion as to establish how much advance notice is needed to grant vacation time. Supervisors may properly deny a vacation request if employees do not provide enough advance notice or if scheduling problems exist.

Vacation time off is paid at the employee's base pay rate at the time of vacation and will not include any special forms of compensation.

Upon termination of employment, employees will be paid for accrued but unused vacation time through the last day of employment.

## ***CHILD CARE***

Pomona College, in cooperation with the Early Childhood Center of the Claremont United Church of Christ, sponsors a childcare program for dependents of faculty and staff between the ages of 6 months and five years.

The program provides for priority-access, holiday, and drop-in care for registered participants. Parents must register their children in the program in accordance with the program's requirements.

## ***CREDIT UNION***

Employees are eligible to join First City Credit Union. The Credit Union offers insured savings accounts as well as personal loans to eligible members. There is a membership fee, and employees must open a share (savings) account to become a member. The Credit Union can arrange payroll deduction for loan payments and savings deposits. For further information call the Credit Union at 1-800-944-2200. (*Please note that the Credit Union is not affiliated with Pomona College.*)

## ***EMPLOYEE ASSISTANCE PROGRAM (EAP)***

The EAP provides psychological counseling and referral for employees and their dependents through a network of psychiatrists, psychologists, and certified family counselors. This benefit is paid fully by the College. In addition, EAP sessions (such as team building, conflict resolution, dealing with addictive behavior and others) have been incorporated in College quality-of-work-life programs.

## ***LONG-TERM DISABILITY (LTD)***

Eligible employees are those who are actively employed in benefits eligible positions at 30 hours or more per week. This coverage provides a monthly benefit (after approval by the insurance company) if employees are limited from performing the material and substantial duties of their regular occupation after 180 consecutive days of disability.

## ***REGISTERED DOMESTIC PARTNERS***

The College provides certain benefits to eligible registered domestic partners of faculty and staff and their dependent children, including tuition assistance and library and athletic privileges.

## ***TRAVEL ACCIDENT INSURANCE***

Eligible employees are covered for accidental death or dismemberment while traveling on college-authorized business. The premium is paid by the College.

## ***UNDERGRADUATE TUITION AID***

Pomona College offers a plan of undergraduate tuition aid to its benefit's eligible employees, their spouses, registered domestic partners and eligible dependent children who do not have a bachelor's degree. Such aid is restricted to undergraduate study in any four-year accredited baccalaureate-granting institution in the United States or any two-year accredited institution in the United States that grants an associate degree counting as progress toward a baccalaureate degree.

Undergraduate tuition aid for an eligible full-time employee is a maximum of 100% of the tuition only for a half-time academic load per term, i.e., employees are allowed to take a maximum of two (2) classes, not to exceed (8) credits, per session.

Benefits eligible employees working less than 100% FTE are eligible for pro-rated tuition aid.

Undergraduate tuition aid for an eligible spouse, registered domestic partner and/or dependent child(ren) is a maximum of 50% of the tuition only per term, not to exceed 50% of Pomona College tuition. Benefits eligible employees working less than 100% FTE are eligible for pro-rated tuition aid for their eligible spouse, registered domestic partner and/or dependent child(ren). A dependent child is entitled to a maximum of 50% of the tuition, even when more than one parent is employed by the College. An eligible employee may not receive a combination of tuition aid as an employee and a dependent.

All eligible employees have a waiting period of twelve (12) months of employment before tuition aid may be granted. Aid is available for eight (8) full semesters or twelve (12) full quarters of study or an equivalent combination of terms (semesters, quarters and summer sessions). Aid is not available for repeat classes for any reason. Eligibility for dependent children ceases at the end of the term during which the age of 25 is reached.

Application for benefits under this policy must be made PRIOR to the term of attendance. Forms received retroactively may not be accepted for reimbursement of tuition.

Request for Tuition Aid may be submitted through Workday review and approval.

## ***GRADUATE TUITION AID FOR STAFF***

Pomona College offers a plan of graduate tuition aid intended to enable eligible staff to obtain a relevant masters-level degree in order to enhance job performance at the College. This plan, which is not open to employees holding a faculty appointment, covers a portion of the tuition of staff that are enrolled in pre-approved graduate programs relevant to their employment at the College. Such aid is restricted to graduate programs in any accredited graduate institution. Additionally, graduate tuition aid is available only for master's level programs (i.e. MA, MS, MBA, MFA) and **not** doctoral programs (i.e. Ph.D., Ed.D., J.D.).

To be eligible, staff must have worked for the College continuously in a benefits-

eligible position for at least 12 months, submit a request to their immediate supervisor for endorsement of a graduate degree program, and receive approval from the Vice President to whom they report. Graduate tuition aid for eligible staff is a maximum of 50% of the graduate institution's tuition only for a half-time academic load per term, i.e., employees are allowed to take a maximum of two (2) classes, not to exceed eight (8) credits, per session. Benefits eligible staff working less than 100% FTE are eligible for pro-rated graduate tuition aid.

If he/she agrees with the request, the staff member's immediate supervisor will endorse the eligible employee's request and transmit it to the appropriate Vice President for review and approval. If the Vice President approves, he/she will so indicate on the request, and transmit the request to the President for approval and to the Human Resources Department for processing.

This plan is administered in accordance with tax law in effect during the time the employee is enrolled.

Once accepted and enrolled by the accredited institution, the staff member will inform the Human Resources Department in writing of the total number of credits/units necessary to satisfy graduation requirements.

Application for benefits under this policy must be made and approved PRIOR to the term of attendance. Forms received retroactively may not be accepted for reimbursement of tuition.

Once written approval is obtained, please consult the Human Resources Department, or call extension 18175.

# SECTION III - LEAVES OF ABSENCE

## ***FAMILY AND MEDICAL LEAVE***

### ***Leaves in accordance with the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)***

The terms of FMLA and CFRA leave are extremely complex. If employees anticipate that they require such a leave, employees are advised to contact the Human Resources Department for specific information that pertains to their own situation. This handbook provides employees with general information only.

The FMLA and CFRA allow for a maximum of 12 weeks of unpaid leave in a 12-month period, measured backward from the date an employee takes leave, for: (1) care of a spouse, registered domestic partner (CFRA only), child, parent, grandparent (CFRA only), grandchild (CFRA only), sibling (CFRA only), or “designated person” (CFRA only) with a serious health condition; (2) birth or adoption of a child, or placement of a foster child; or (3) for the employee’s own serious health condition. A “designated person” is any individual related by blood or whose association with the employee is the equivalent of a family relationship. An employee may designate such a family member once every 12 months.

In order to be eligible for FMLA and/or CFRA, an employee must have completed at least 12 months of employment and must have provided at least 1,250 hours of service during the 12 months preceding commencement of the leave. The College requires that any leave that meets FMLA/CFRA criteria be counted toward the employee's 12-week leave entitlement.

FMLA/CFRA is unpaid. However, the employee is required to use his/her accumulated paid sick time while on FMLA/CFRA for the employee’s own serious health condition. Use of sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers’ compensation, state disability or Paid Family Leave benefits. Use of accrued vacation and paid personal days during FMLA/CFRA is optional.

Using paid leave will not extend the maximum amount of leave available. When paid leave is exhausted, the remaining leave is unpaid. (For permissible use of paid time during FMLA/CFRA leave for reasons other than an employee’s own

serious health condition, see section below.)

If the need for a leave is foreseeable, the employee must provide 30 days' written notice of the need for the leave. If the need for a leave is not foreseeable, or if it is otherwise not possible to provide 30 days' notice, notice must be provided as soon as practicable. In no event shall the employee provide less than one or two days of notice, unless otherwise permitted by applicable law.

### ***Medical Certification***

In order to be granted FMLA and/or CFRA leave for an employee's own serious medical condition, the employee must provide medical certification from her/his health care provider to Human Resources.

If the leave is needed to care for an ill family member, the medical certification must contain the following information: (1) date of commencement of the serious health condition; (2) probable duration of the condition; (3) estimated amount of time the employee will be needed to provide care; and (4) that the serious health condition warrants the participation of a family member to provide care.

If the leave is needed for the employee's own serious health condition, the medical certification must contain the following information: (1) date of commencement of the serious health condition; (2) probable duration of the condition; and (3) that the employee is unable to perform the function of his/her position because of the serious health condition or must be absent from work for medical treatment.

Failure to provide complete medical certification within 5 working days may result in delay or denial of a family/medical leave. If the leave is due to the employee's own illness, Pomona College may require the employee to obtain a second medical certification from a health care provider selected by the College. In the event the first and second opinions differ, the College may require the employee to obtain a third medical certification from a mutually agreed upon health care provider. The third opinion will be binding on the employee and on the College. The second and third medical opinions, if required by the College, will be at the College's expense.

### ***Reinstatement upon Return from FMLA and CFRA Leave***

An employee who is on approved FMLA and/or CFRA leave is expected to return to work upon medical release by her/his health care provider, whether the periods of time permitted under FMLA and/or CFRA have expired.

Prior to returning to work, the employee must provide Human Resources with a signed note from her/his medical provider indicating that the employee is cleared



to return to work. An employee who does not so return with such note will be considered to have voluntarily resigned and will be terminated from employment, unless otherwise prohibited by applicable law.

Subject to applicable exceptions, an employee who returns from an approved FMLA and/or CFRA leave on or before the expiration of the period required by law, will be restored to the same or equivalent position. If, however, due to administrative reasons, the same or equivalent position ceased to exist during the employee's leave, and, had the employee not taken the leave, the employee would not otherwise have been employed at the time reinstatement is requested, the College may not be required to reinstate the employee. In accordance with FMLA, and in certain circumstances, the College may deny reinstatement to a "key employee" who is among the highest paid 10 percent of the salaried employees working for the College within 75 miles of the employee's worksite, if necessary to prevent substantial and grievous economic injury. Employees will be given notice of their status as a "key employee" at the time their leave commences or as soon thereafter as is practicable.

In addition, an employee is considered to have voluntarily resigned if:

- The employee does not return to work on the next regularly scheduled workday after the end of the approved leave period;
- The employee does not return to his or her original position or an equivalent one as soon as he or she is able; or
- The employee has accepted other employment during the leave period.

### ***Benefits during FMLA and/or CFRA Leave***

Pomona College will continue the employee's health benefits coverage while the employee is on family/medical leave under the same terms and conditions as was provided while the employee was working. The employee is responsible for the same premiums for her/his health benefits coverage as if he/she were at work. If the employee is on an unpaid leave of absence, or is receiving insufficient pay while on leave, she/he will need to make arrangements with the TCCS Benefits Administration Office to pay for his/her portion of the premium within the first five days of each month. Failure to make timely payments may result in termination of coverage.

If the employee fails to return from the leave, or returns to work for less than 30 days, the College may recover from the employee the premiums it paid for maintaining health benefits coverage during the leave period.

### ***FMLA/CFRA Leave and Short-term Disability***

Where applicable, FMLA/CFRA leave is considered to run concurrently with short-term disability periods (CFRA leave does not run concurrently with those short-term disability periods that qualify for Pregnancy Disability Leave, as discussed below). Available paid sick (where applicable), vacation and/or personal time may be coordinated with Short-Term Disability (VDI benefits) to approximate regular wages.

### ***FMLA/CFRA Leave and Workers' Compensation Disability***

FMLA/CFRA leave is considered to run concurrently with Workers' Compensation disability periods. Available paid sick, vacation and/or personal time may be coordinated with Workers' Compensation benefits to approximate regular wages.

### ***FMLA/CFRA Leave for Reasons Other Than Employee's Own Serious Health Condition***

When an FMLA/CFRA leave is taken for the birth or adoption of a child, placement of a foster child, or care of a child, spouse, registered domestic partner (CFRA only) or parent with a serious health condition, the employee has the option of using accrued vacation and paid personal days. In addition, the employee may use up to 12 days of accumulated paid sick time each fiscal year for the care of an ill spouse, registered domestic partner, child or parent. The maximum is 12 days of allowed Sick time during a 12-month cycle, and not during a fiscal year.

### ***Military Family Leave***

Two types of military family leave are available to eligible employees related to a family member's military service.

FMLA and CFRA-eligible employees may take a "Military Exigency Leave" to deal with a "qualifying exigency" related to or affected by the active military duty or call to active military duty of the employee's spouse, child, parent or registered domestic partner (CFRA only). For additional information on what constitutes a "qualifying exigency" please see the Human Resources Department. The maximum period of leave is up to 12 weeks in a 12-month period, offset by any family care, military caregiver, or medical leave taken in that period.

FMLA-eligible employees may take a "Military Caregiver Leave" to care for a spouse, son, daughter, parent or next of kin who is a member or former member of the Armed Forces, National Guard, or military reserves and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or on the temporary disability retired list, for a serious illness or injury incurred in the line of duty while on active duty. The maximum period of leave is up to 26 weeks of leave in a 12-month period. Military Caregiver Leave is generally a one-time

entitlement, and has a special 12-month leave period which begins on the first day the employee takes Military Caregiver Leave. Additional Military Caregiver Leave is available, however, if the military family member sustains a later injury or illness or for the injury or illness of a different military family member.

When both spouses work for the College, they are limited to a combined total of 26 weeks for Military Caregiver Leave.

In addition, all eligible employees (including employees who are not necessarily FMLA-eligible), are entitled to "Leave for Military Spouses," which is described in the policy below.

Employees on a Military Family Leave must use accrued vacation time and/or paid personal days during the period of leave. In addition, the employee may use up to 12 days of accumulated paid sick time each calendar year for the care of an ill spouse, registered domestic partner, child or parent. The maximum is 12 days of allowed Sick time during a 12-month cycle, and not during a fiscal year. An employee may not use any supplemental time while on PFL.

Use of vacation, paid personal days, and/or sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers' compensation, disability or PFL benefits.

## ***MILITARY LEAVE***

Pomona College grants military leave to eligible staff members in accordance with applicable state and federal laws. The College complies with the requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as applicable state law, which protects the rights and benefits of employees called to active duty in a uniformed service.

## ***LEAVE FOR MILITARY SPOUSES AND DOMESTIC PARTNERS***

Eligible employees may take up to 10 days of unpaid leave during the period the employee's spouse or registered domestic partner is home on leave from deployment during a period of military conflict.

Eligibility requirements for this type of leave are as follows:

- The employee must work an average of at least 20 or more hours per week;
- The employee's spouse or registered domestic partner must (a) be

a member of the U.S. Armed Forces, National Guard or military reserves who has been deployed during a period of military conflict (as defined in California Military Code section 395.10), and (b) if a member of the U.S. Armed Forces, must have been deployed to an area designated as a combat theater or combat zone by the President of the United States.

An employee wishing to take this kind of leave must give the College advance notice of the leave, within two business days of receiving notice that the spouse or registered domestic partner will be on leave from deployment. The employee must also submit written documentation of the dates that the spouse or registered domestic partner will be on leave from military deployment.

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

Pursuant to the Michelle Maykin Memorial Donation Protection Act, employees who have been employed by the College for at least 90 days may take paid leave for up to 30 days for the purpose of organ donation and up to five days for bone marrow donation during a one-year period. To do so, the employee must provide written verification to Human Resources that he or she is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. The leave will not be considered a break in continuous service for purposes of the employee's rights to salary adjustments, sick leave, vacation, annual leave or seniority. Leave taken for the purposes of donating bone marrow or an organ shall not run concurrently with leave under the FMLA or CFRA.

## **PAID FAMILY LEAVE (PFL)**

*Employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child may qualify for PFL. The terms of PFL are complex. If employees anticipate that they require this benefit, employees are advised to contact the Human Resources Office for specific information that pertains to their own situation. This Handbook provides employees with general information only.*

PFL provides partial wage replacement for up to eight weeks for an employee who takes time off to care for an ill child, spouse, registered domestic partner, grandchild, grandparent, parent-in-law, sibling or for the birth, adoption, or placement for foster care of a child. The Program is administered by the State, not by the College. You must apply separately for a leave of absence under the College's leave of absence policies.

PFL does not guarantee job retention or reinstatement. However, if employees are eligible for leave under the FMLA, the CFRA or the PDL, their job may be protected. Employees must apply separately for a leave of absence under our FMLA/CFRA Leave, PDL, and/or Leave of Absence for Personal Reasons policies.

## ***PREGNANCY DISABILITY LEAVE (PDL)***

In accordance with federal and California law, female employees may be eligible for unpaid pregnancy disability leave while disabled due to pregnancy, childbirth or related medical conditions. A female employee is disabled by pregnancy if, in the opinion of her health care provider, she is unable because of pregnancy, childbirth or a related medical condition to perform one or more of the essential functions of her job, or to perform those functions without undue risk to herself, the successful completion of her pregnancy, or to other persons. The duration of a PDL will be determined by a physician but is not to exceed the maximum of four months per pregnancy allowed by law. In addition, an employee may be eligible under CFRA for a birth-bonding leave after the birth of a child, up to a maximum of 12 weeks. PDL does not count against an eligible employee's CFRA leave entitlement.

PDL may be taken intermittently or on a reduced work schedule, depending on the nature of the employee's pregnancy disability and the recommendation of her health care provider.

Employees must provide at least 30 days' advance notice before the PDL is to begin if the need for the leave is foreseeable. If the need for a PDL is not foreseeable, employees must give notice as soon as practicable. Employees who are disabled due to pregnancy may request an accommodation which may include, but not be limited to, a transfer to a less strenuous or hazardous position provided that: (1) the employee requests the accommodation or transfer; (2) the accommodation or transfer is medically necessary; and (3) the College can reasonably grant the accommodation or transfer request.

An employee who requests a PDL must provide Human Resources a medical certification from her attending physician. The certification must include the first date of disability and the estimated duration of the disability. This certification must also contain a statement that the disability renders the employee unable to perform one or more of the essential functions of the position. A physician's statement that the employee is able to return to work at the end of the leave is required to be provided and Human Resources. The College reserves the right to require the employee to be examined, at the College's expense, by a physician of its choice to verify the disability or the release. Failure to return to

work at the end of any combination of PDL/CFRA, on the next regularly scheduled workday, will be considered a voluntary resignation of employment, unless otherwise permitted by applicable law. Additionally, an employee will also be considered to have voluntarily resigned if she accepts other employment during a PDL.

During the PDL, available sick time must be used. The use of vacation and/or personal time is at the option of the employee. Use of vacation, paid personal days, and/or sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers' compensation or disability benefits.

Pomona College will continue the employee's health benefits coverage while the employee is on PDL under the same terms and conditions as was provided while the employee was working. The employee is responsible for the same premiums for her/his health benefits coverage as if he/she were at work. If the employee is on an unpaid leave of absence, or is receiving insufficient pay while on leave, she will need to make arrangements with the TCCS Benefits Administration Office to pay for her portion of the premium within the first five days of each month. Failure to make timely payments may result in termination of health benefits coverage.

To the extent required by applicable law, the College will reinstate an employee returning from a PDL that did not exceed her approved leave period, or four months, whichever is shorter, to the same position or to a comparable position, subject to applicable exceptions.

## ***SUPPLEMENTAL EMERGENCY SICK LEAVE FOR STAFF***

The supplemental emergency sick leave policy for staff is designed to provide additional sick leave to eligible members of the staff who have exhausted their sick-day accumulation as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave.

Specifically, any benefit-based member of the staff employed for at least 12 continuous months is eligible to apply for supplemental emergency sick leave, if the following conditions are met: (1) must have used up all of his/her own available earned sick days, as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave, and (2) must be on medical or disability leave according to a physician or health care provider.

Procedure: The policy is administered by the Human Resources Department. An eligible staff member in need of supplemental sick leave should submit a

request to HR, including supporting documentation of the need. If the request is approved, based on the policy criteria, the College will make up the difference between the employee's daily short-term disability benefit and his/her daily rate of pay for up to 12 days per request, with a total not to exceed 24 days in the course of employment at Pomona. An employee must exhaust all available benefit time (vacation, personal, and sick) before the granting of Supplemental Emergency Sick Leave.

## ***LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT***

The Labor Code extends the right to an unpaid leave of absence, as well as protection against retaliation, to victims of domestic violence, sexual assault or stalking for the following purposes: attending court hearings, seeking medical, legal or psychological assistance, or for otherwise protecting their own or their child's health, safety, or welfare. Accrued sick leave, if applicable, and vacation may be used for such absences. The maximum length of unpaid leave an employee may take under this policy is limited to 12 weeks, offset by any FMLA or CFRA leave taken in the same 12-month period.

Employees who seek to take time off for these reasons must give the College reasonable notice. However, if an unscheduled or emergency court appearance is required for the health, safety or welfare of the victim or his/her child, the employee need not provide advance notice, but in this situation, we require employees to provide evidence from the court or the prosecuting attorney that he/she has appeared in court. The College will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Because domestic violence, assault and stalking may find its way into the workplace, we encourage any employee who has safety concerns to alert the College. This will assist us in maintaining a safe workplace. In addition, any employee who is the victim of such abuse may request reasonable accommodation to ensure the employee's safety while at work. Examples of safety-related reasonable accommodation include safety measures such as transfer, reassignment, modified schedule, changed work telephone, changed workstation, installed lock, assistance in documenting abuse or other crime that occurs in the workplace, formal safety procedures or other adjustments to job structure, workplace facility or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. Please see the College's Workplace Confrontation/Violence Policy for more information.

## ***VICTIMS OF A SERIOUS CRIME***

The Labor Code also allows an employee who is the victim of a serious crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim to take time off from work in order to attend judicial proceedings related to that crime or any proceeding in which the victim's rights are at issue. Advance notice is required unless this is not feasible. The College also requires documentation concerning the judicial proceedings. The time off is unpaid, but employees may elect to use their accrued vacation, personal time, or sick time for such absences. The College will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

## ***LEAVE OF ABSENCE FOR PERSONAL REASONS (LOA)***

Leaves of absence (LOA) for personal reasons may be granted, at the sole discretion of Pomona College, for such purposes as career development, public service, special family needs, or medical reasons. In some cases, it is possible to grant a leave and to hold the position open for the employee's return. In other cases, it is not possible to hold the position open. There is no guarantee that the employee will be returned to her/his former position. It is important that the supervisor and employee discuss a request for personal leave and that it is clearly understood whether or not the position will be held open for the employee's return. Each request is considered on its own merit and must meet the following conditions:

- An employee must be on regular status and must have completed at least one year of continuous service.
- The request for leave must be approved by the employee's supervisor and the Assistant Vice President, Human Resources. Consideration will be given to the employee's reason for requesting the leave and the effect of the employee's absence on the operation of the department and/or College.
- The maximum duration of a personal leave is one year. Leaves of absence for a period longer than 30 days normally are granted only to employees who have completed at least two years of continuous service.
- A leave of absence will not be granted to an employee who has accepted employment elsewhere. If an employee on leave accepts employment elsewhere or engages in self-employment, the leave will be ended immediately, and employment terminated.



- Failure to return to work at the end of a leave will be considered a voluntary resignation of employment.
- An employee will be considered to have voluntarily resigned if he/she accepts other employment when a Leave of Absence for Personal Reasons is not due to a medical condition.
- Time off is unpaid, but employees may elect to use their accrued vacation or personal time off for such personal leaves.

## ***BEREAVEMENT LEAVE***

Benefits eligible employees may be excused for up to five (5) days with pay (per occurrence), following the death of an immediate family member. Non-benefits eligible employees, who have been employed for 30 days, may be excused for up to five (5) unpaid days (per occurrence), following the death of an immediate family member. Immediate family members are defined as child, including grandchild or stepchild; current spouse or registered domestic partner and their child; parent, including grandparent, step-parent or in-law; brother or sister, including step-brother and step-sister or in-law. Other persons living in the employee's immediate household may also be considered immediate family if by blood, or marriage.

Additional time off may be granted to an employee, without pay, when travel is required to attend the funeral of those mentioned above. If employees have accrued Personal Time or Vacation Time available, they may use that time to cover the additional time off granted by their supervisor.

Bereavement leave is used to attend funeral or memorial services and/or to attend to matters related to the death of one of the aforementioned family members (e.g., insurance, estate, housing, etc.). Whenever possible, arrangement for such an absence should be made in advance with the employee's supervisor. Employees may be required to furnish satisfactory evidence to support the bereavement leave.

## ***FAMILY-SCHOOL LEAVE***

Under the Family-School Partnership Act, any employee who is a parent, guardian or grandparent with custody of a child in kindergarten or grades 1 to 12, or in a licensed day care facility, is legally entitled to take up to 40 hours off each school year to participate in activities of the child's school. The employee may not take more than eight hours off in any calendar month of the school year. In addition, an employee is required to (1) give the employer reasonable notice of any such planned absence and (2) use vacation or personal days for this

purpose. An employee may take time off without pay if all vacation or personal days have been exhausted.

## ***SCHOOL SUSPENSION LEAVE***

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. No adverse action will be taken against an employee who takes time off for this purpose. Non-exempt employees must use personal days or vacation in order to receive compensation for this time off, and exempt employees must use personal days or vacation for any full day absence for this purpose. Employees who do not have accrued personal days or vacation time available will take the time off without pay.

## ***JURY DUTY OR APPEARANCE AS WITNESS***

Pomona College provides employees with time off to serve, as required by law, on a jury or grand jury or as a witness. In addition, it is the policy of Pomona College to grant to benefits eligible employees paid leave for up to ten (10) days of actual jury or witness service per calendar year.

Any jury duty that extends beyond 10 days will be unpaid. No deductions will be made for partial workweek absence due to jury duty from the salary of exempt employees who have exhausted their paid leave or who are ineligible for paid leave. Upon receipt of a proposed juror questionnaire or witness subpoena, employees must notify their immediate supervisor that they are required to report for jury duty. During the employee's jury or witness service, the employee will continue to accrue those benefits (such as vacation and sick time), if any, to which they were entitled before their jury or witness leave began. In addition, during the jury or witness leave, the College will continue to make those benefit contributions, if any, that it was making on the employee's behalf before the leave began. Employees placed "on call" by the Court during jury or witness service must return to work while "on call."

## ***VOTING LEAVE***

Employees who are eligible to vote in state and federal elections (of voting age and registered to vote) are encouraged to exercise their voting privileges. In accordance with Section 14350 of the California Election Code, employees who do not have sufficient time to vote outside their working hours, will be allowed to take up to two hours off, with pay, for this purpose. In order to receive time off for voting, the employee must notify the supervisor of the need to be off, two days prior to the day of election, and present proof of voter registration. Unless

otherwise agreed, this time must be taken at the beginning or end of the shift, whichever will minimize the disruption. Proof of having voted may be required by the supervisor or the Human Resources Department.

## ***REPRODUCTIVE LOSS LEAVE***

Employees are granted up to five (5) days of leave following a reproductive loss event. A “reproductive loss event” is defined as a day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. To be eligible for reproductive loss leave, the employee must have worked at least 30 days prior to the commencement of leave. Reproductive loss leave is unpaid, however, accrued vacation may be used during such leave. Leave days do not need to be consecutive but must be completed within three months of the reproductive loss event.

For qualifying employees who experience more than one reproductive loss event within a 12-month period, the College will provide up to twenty (20) days of unpaid reproductive loss leave within a 12-month period.

# **SECTION IV - TIME-KEEPING, ATTENDANCE, AND PAYROLL**

## ***ATTENDANCE AND ABSENCE POLICY***

Attendance is a key factor in employee job performance. Pomona College expects employees to report to work regularly as scheduled, and to be on time, in accordance with the standards defined by their supervisor. Excessive absences, unauthorized absences, tardiness, or leaving early without authorization is not acceptable. This may lead to disciplinary action, up to and including termination. "Excessive" is defined by the College as frequent and disruptive to the College, department, coworkers, or clients/customers, unless absences are otherwise excused by applicable law or Pomona College policy.

Any time an employee needs to be absent, may be arriving late, or wish to leave work early, he/she must notify their supervisor in advance. If this is not possible employees must notify their supervisor as soon as they are able. It is also the employee's responsibility to notify their supervisor each day that they will be absent, unless he/she has provided an off-work notice from their medical provider for the entire period that the employee is absent. A statement from the employee's health care provider, stating the expected duration of the absence may be required for verification of any medical-related absence regardless of length of time or duration of the absence. Please refer to the "Leaves of Absence" section for information regarding health care providers' statements for verification of medical absences, including those under FMLA/CFRA. Failure of the employee to inform their supervisor may result in disciplinary action, up to and including termination of employment.

If an employee fails to report to work without any notification to their supervisor for a period of more than three days, he/she will be considered to have abandoned their job, voluntarily resigned, and their employment will be terminated accordingly. This includes not returning at the end of an approved leave of absence.

Non-exempt employees who use time clocks are required to clock in and out when they arrive and leave according to their schedule. In addition, non-exempt employees are required to clock in and out for their meal breaks. Non-exempt employees who record their time directly into the timekeeping system are required to do so on a daily basis and not wait until the end of the pay period.

## **BREAKS/REST/MEAL PERIODS**

Non-exempt employees are provided uninterrupted rest break periods on days they work at least 3.5 hours total at a rate of 10 minutes for each 4-hour work period or major fraction thereof. Break periods are considered employer- paid time. Rest breaks should be taken to the extent practicable in approximately the middle of the work period. Break periods may not be combined, added to a meal period, or taken at the end of the day. Employees who find that the work is preventing them from taking a rest break they desire to take must notify their supervisor so that arrangements can be made. Unless the employee provides this notification, the College will assume the employee is taking or voluntarily foregoing the rest breaks to which the employee is entitled.

Meal periods of at least 30 minutes are provided for each non-exempt employee who works more than a 5-hour shift and must begin before the end of five hours after the beginning of her/his shift. Employees are required to take their meal periods and non-exempt employees are also required to record the beginning and end of each meal period. Employees will be relieved of all duties during the meal period and will not be interrupted. Meal periods are unpaid. Because of the nature of the College's operations and activities, it is not always possible to adhere to regularly scheduled lunch and break periods.

***Taking a 30-minute duty-free meal period is mandatory for non-exempt employees***, except that employees who work a shift of six hours or less may voluntarily waive the meal period. (See Appendix C) A second unpaid meal period is provided on days the employee works more than 10 hours, which must be started before work time exceeds 10 hours. The second meal period is also mandatory, except that employees who work 12 hours or less and took the first meal period may voluntarily waive the second meal period.

An employee who believes that work responsibilities are preventing the employee from taking a timely meal period to which the employee is entitled, or who does not receive an additional meal period when it is interrupted due to business needs, must notify the supervisor so that arrangements can be made. Employees who fail to comply with this policy will be subject to disciplinary action. No penalty applies to exempt employees who miss his/her meal period.

## **ACCOMMODATION FOR NURSING MOTHERS**

The College will accommodate nursing mothers who wish to express breast milk while at work. Employees can use their regular rest breaks for this purpose. Employees who need a different time or additional time will be accommodated and should make arrangements with their supervisor. Regular rest break time used for expressing breast milk will be paid, but additional break time may be unpaid.

The College will provide nursing mothers a lactation space, which is not a restroom, to express breast milk in private. The space will be close to the employee's work area, shielded from view, free from intrusion while in use, will be safe, clean, and free from hazardous material, have a surface upon which to place a pump or personal items, a place to sit, and access to a source of electricity. The College will also make reasonable efforts to provide access to a working sink and a refrigerator that can be used for storing milk. Employees with private offices may use their offices to express breast milk.

## ***OVERTIME***

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's **prior** authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of calculating overtime.

Unless an alternative workweek schedule has been adopted, overtime is paid as follows: (1) One and one-half times the employee's regular rate of pay for hours worked over 8 in a day, over 40 in a workweek, and up to 8 hours on the seventh consecutive day of work in the workweek; and (2) twice the employee's regular rate of pay for hours worked over 12 in a day and over 8 on the seventh consecutive day of work in a workweek.

Failure to work scheduled overtime or working overtime without prior authorization from the employee's supervisor may result in disciplinary action, up to and including possible termination of employment.

## ***WORKWEEK SCHEDULE***

The "workweek" shall consist of a seven (7)-day payroll period beginning at 12:00:00 am on Sunday and ending at 11:59:59 pm on Saturday.

## **SALARY ADJUSTMENTS**

Salaries are normally reviewed annually and generally revised every fiscal year. The wage-and-salary structure is maintained by the Human Resources Department at the College. Salary rates are normally based on market surveys of local and national employers. Salary adjustments or increases are usually made effective July 1, the beginning of the fiscal year, if increases are approved by the College Board of Trustees during the annual budgeting process.

## **PAYCHECKS AND PAYROLL SCHEDULES**

Paychecks are normally delivered to employees at their campus location. Non-exempt employees are paid on a bi-weekly basis. Exempt employees on the 26<sup>th</sup> of each month for the entire month. In the event that the employee's pay date occurs during a weekend or a holiday, their paycheck will be issued on the last weekday preceding such weekend or holiday.

Monthly and bi-weekly payday schedules are available from the Payroll Office. Employees are encouraged to set up direct deposit of their paychecks for ease of distribution.

## **SALARY ADVANCES**

Requests for salary payments in advance of any normal pay period may be granted only on an emergency basis and after an employee has exhausted all other options or available recourse. "Emergency" is defined for this purpose as an unforeseen event involving medical and life or safety situations beyond an employee's control. **Salary advances will be granted no more than twice in any fiscal year.**

To request a salary advance, an employee should submit a memorandum to her/his supervisor, indicating the nature of the emergency and the requested salary advance amount. Under no circumstances should the requested amount exceed the employee's next regular net paycheck amount. The supervisor may confirm the employee's next regular net paycheck amount with the Payroll Office. (For faculty members, the supervisor is the Dean of the College.)

If the supervisor agrees that a salary advance is warranted, based on the definition of "emergency" above, he/she should send the employee's memorandum to the Assistant Vice President, Human Resources/CHRO recommending approval and explaining the reasons for the recommendation. Salary Advances are not given from vacation time, sick time, or personal time.

The Assistant Vice President, Human Resources/CHRO, in consultation with the Assistant Vice President & Associate Treasurer, will review the recommendation and approve or disapprove the request, based on the criteria contained in the first paragraph of these guidelines.

If approved, the Assistant Vice President, Human Resources/CHRO will notify the supervisor, and the employee will be asked to complete a "Request for Salary Advance" and submit it to the HR Department. If not approved, the Assistant Vice President, Human Resources/CHRO will notify the supervisor and explain the reason(s) why.

If approved, the HR Department will forward the "Request for Salary Advance" to the Payroll Department.

The employee will pick up the salary-advance check in person from the Finance Office upon being notified that the check is available (usually within two to three days of the submission of the "Request for Salary Advance" to the Payroll Office).

In order to make an exception to these procedures, permission must be obtained from the President of the College.



# **SECTION V - EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

## ***CODE OF ETHICS***

As a member of the staff, employees are expected to perform their work not only as stated in their job description, but in accordance with the highest ethical standards as well. Conduct in the workplace that is illegal and behavior that compromises the employee's position, department and the College will be subject to censure and/or disciplinary action up to and including termination. Accordingly, the entire College campus is considered the employee's workplace. Any conduct anywhere on campus whether on duty or off duty is subject to this Code of Ethics.

In addition, employees have an obligation to report to their supervisor or any officer of the administration any situation that may be illegal or detrimental to the interests of the College, or any form of behavior that threatens the principles for which the College stands or undermines the attainment of its mission.

## ***CONFIDENTIALITY AND PROPRIETARY INFORMATION***

All employees have a continuing responsibility to protect the College's confidential and proprietary information, during and after their employment with the College. Such confidential information includes, for example, trade secrets and inventions, financial data, employee and student information, or any other proprietary information acquired through employment with the College. This information is critical to our mission and should be kept strictly confidential. It is not to be discussed outside the College, except as necessary in the normal course of business and cannot be used except for the benefit of the College.

Care should be taken to protect confidential information from disclosure. It should be marked "confidential," kept out of sight, and stored in locked cabinets or drawers when not in use. Any proprietary information not in use should be shredded.

Nothing in this Confidentiality policy prohibits employees from using employee contact information and information about wages, hours, benefits and other terms and conditions of employment to communicate about such matters for their

mutual aid and benefit or to otherwise engage in concerted activity under Section 7 of the National Labor Relations Act.

In accordance with the federal Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any State or Federal trade secret law for the disclosure of a trade secret that is made (1) in confidence to an attorney or to a government official, either directly or indirectly, for the sole purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation for reporting a suspected violation of the law may disclose the trade secret to his or her attorney and use the trade secret information in the court proceeding so long as the individual files any document containing the trade secret under seal and does not disclose the trade secret except pursuant to court order.

## ***CONFLICT OF INTEREST***

It is the policy of Pomona College that its employees refrain from any activity or association that runs counter to the interest or well-being of the College. This policy prohibits employees from using the following, among others, for the purposes of personal gain: College time, campus resources, campus services, and classified, privileged or confidential information acquired in the course of work. If employees are also employed elsewhere or have business interests that may create a conflict of interest with their employment at the College, employees should discuss the matter with their supervisor or the Assistant Vice President, Human Resources/CHRO.

An employee who knowingly engages in any of the above listed or similar activities may be subject to disciplinary action, up to and including termination of employment.

## ***DRESS CODE AND GROOMING STANDARDS***

It is important to Pomona College that its employees project a professional attitude and appearance. Accordingly, their dress and demeanor should reflect the College's high institutional standards. The College expects employees to use good sense in dressing for work and to present themselves professionally at all times.

The College provides required uniforms and mandated personal protection equipment.

The use of liberal doses of fragrance (perfume, hair spray, after-shave lotion and the like) is discouraged in the workplace.

If employees have questions regarding appropriate attire, they should direct them to their immediate supervisor or the Assistant Vice President, Human Resources.

## ***DRUG-FREE WORKPLACE POLICY***

In compliance with federal law, Pomona College maintains a drug-free workplace policy. Employees, as well as those who perform work for the College but are not employees (e.g., independent contractors, temporary agency personnel, authorized volunteers) are prohibited from unlawfully manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing or using illegal or unauthorized controlled substances on the premises of the College, at any time either during work hours or non-work hours, including meal and break periods. The entire College campus is considered the workplace. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, drugs that are legally obtainable but used for illegal or unauthorized purposes. Illegal drugs also include marijuana, which remains illegal under federal law and which, like alcohol, can impair judgment and work performance.

Furthermore, the College does not condone abusive or inappropriate use of alcohol, including incidence of drunkenness or any level of intoxication during normal work hours. Employees, contract workers and authorized volunteers are expected to report to work with faculties unimpaired by alcohol or illegal or unauthorized controlled substances.

The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If you are taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair your abilities, please notify your supervisor or Human Resources of this fact so modifications to job duties can be made if appropriate.

Employees who violate this policy or refuse to consent to testing, as described below, will be subject to discipline, up to and including termination of employment, termination of project, contract or any other form of agreement, and debarment from campus, even for a first offense. Those who are not terminated from employment will be offered the voluntary option of enrolling in a rehabilitation program. Employees with a drug or alcohol problem that has not resulted in and is not the immediate subject of disciplinary action, may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Employees who are eligible for FMLA/CFRA leave will be granted such leave.

If the College has a reasonable suspicion that an employee has violated this policy, it will conduct an investigation, which may include an unannounced

search of College premises or property and/or the employee's personal property. Employees are also subject to "probable/reasonable cause" drug/alcohol testing. This means that employees who, in the opinion of their supervisors, exhibit behavioral or physical effects of drug or alcohol intoxication during working hours may be asked to undergo drug and/or alcohol testing conducted by an independent laboratory at the College's expense. Any employee asked to undergo a test will be suspended from work until further notice. Also, employees operating a vehicle or using dangerous equipment on behalf of the College that have been involved in an accident will be sent for a post-accident drug screen. Any employee (faculty, staff, or student worker) who is injured on the job may be subject to drug and/or alcohol testing. Refusal to test may result in termination of employment, unless prohibited by law or contract. The College will not discriminate against an employee for their use of cannabis off the job and away from the worksite, for a required drug screening test that finds an employee to have non-psychoactive cannabis metabolites in their system, or for an employee's prior cannabis use obtained from their criminal history unless the College is permitted to consider or inquire about such information by state or federal law. Notwithstanding the foregoing, the College does not permit employees to possess, be impaired by, or use cannabis on the job, and maintains a strict drug and alcohol-free workplace.

Any questions regarding this policy should be directed to the employee's supervisor or the Assistant Vice President, Human Resources/CHRO. Information about support groups and rehabilitation programs is also available from the Assistant Vice President, Human Resources/CHRO on a confidential basis.

An Employee Assistance Program (EAP) is available at no cost to all benefits-eligible employees. This employee benefit includes, among other features, counseling sessions on alcohol and drug dependency for adults, adolescents and children at no cost. The system is accessed by calling a toll-free number (1-800-998-8448). A clinical coordinator evaluates the problem and offers a choice of providers. All records are treated confidentially. Additional information is available from the HR Department.

## ***NO-SMOKING POLICY***

Smoking is prohibited in all administrative and academic buildings. The College also prohibits the use of E-cigarettes and other electronic nicotine delivery systems, as well as vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products, inside campus buildings. This policy has been created in recognition of the harmful effects of smoking, including "second-hand" smoke and in accordance with applicable state and local law.

## ***AUTHORIZED DRIVER PROGRAM***

Employee driving records will be reviewed annually in compliance with Risk Insurance requirements, if employees are expected to drive a College vehicle in the course of their employment. Employees will not be allowed to operate a College vehicle until a satisfactory record is confirmed through the Department of Motor Vehicles (DMV). Once authorized, employees will be covered by the College's insurance when driving a College vehicle on official business.

Employees must meet the following criteria to be authorized to operate vehicles owned by Pomona College:

1. Hold a current/valid U.S. driver's license;
2. have no more than a total of three (3) moving violations and/or at-fault accidents in the last three (3) years;
3. no citations for reckless driving or driving under the influence of alcohol or drugs in the past three (3) years; and
4. no drivers under 21 years of age with a combined total of more than two (2) moving violations or at-fault accidents in the past three (3) years.

Under the College's Rideshare program, carpoolers are guaranteed a ride home in the event of an emergency (e.g., carpool driver's vehicle is disabled; carpool driver has to leave on an emergency, thus "stranding" carpool passengers, etc.). When a College vehicle is released for this purpose, an "authorized driver" is still required.

## ***ELECTRIC CART USAGE***

The following policy shall be in force for all electric carts owned by or operated at Pomona College. It is the responsibility of the office controlling the cart to ensure compliance with this policy. Employees who violate any portion of this policy may be subject to disciplinary action including termination of employment.

College employees are the only persons authorized to drive carts. College employees are defined as those on a regular payroll of the College, including student employees. All drivers must possess a current/valid U.S. driver's license. A current/valid driver's license must be in the possession of the driver of the cart at all times while driving. The office controlling the cart will obtain a copy of the driver's license and have it on file prior to issuing keys to the cart. Keys to all carts and padlocks will be kept in a secure place, in the department controlling the cart. (Please note: authorized cart drivers are not necessarily authorized to drive other College motor vehicles.)

The office controlling the cart will give training to all employees who will be

driving carts. Employees must be trained on the proper use of the cart prior to obtaining authorization to use the cart. The training will include information about the specific vehicle they will drive, how to secure the cart, etc. and employees will be required to drive the cart as practice. As part of this training, each employee will be given a copy of this policy.

All electric carts must be driven in conformance with all applicable state laws and College policies. Electric carts that are licensed with the Department of Motor vehicles shall be operated on the roadway and adhere to all rules of the road, similar to passenger and commercial vehicles. Always use caution when operating any College owned vehicle on campus and city streets.

Use of cell phones while driving is prohibited. Employees may not talk on the phone, text, or internet surf on electronic devices while operating an electric cart.

**Licensed carts:** Electric carts with California license plates shall travel in the regular traffic lane in the appropriate direction as other vehicles. Carts may pull close to the curb when driving to allow fast moving vehicles to pass. If a bicyclist is in the bike lane, the electric vehicle shall move into the regular traffic lane and pass the cyclist safely. Electric vehicles shall not operate on public sidewalks, except when crossing the sidewalk is necessary to enter a driveway.

**Unlicensed carts:** Electric Carts without California license plates are not allowed west of College Avenue and are prohibited from operating on public streets or public sidewalks.

**Exceptions for unlicensed carts:** Leaving the Physical Plant's west driveway, across 1<sup>st</sup> Street and entering College property at Amherst and crossing 6<sup>th</sup> Street at College Way.

Carts should not be driven or parked on turf or other landscaped areas.

Any employee who is under the influence of or who is impaired in any way by alcohol, or illegal or controlled substances may not drive a cart. Violation of this "zero tolerance" policy shall be grounds for immediate termination of employment.

The maximum number of occupants for an electric cart is the number of seats provided by the manufacturer. In a licensed cart, the driver and all passengers must be properly restrained by a safety belt when traveling on city streets.

When operating an electric cart at night, headlights are mandatory.

No cart owned by Pomona College, except the escort service cart, may be used to transport an intoxicated person. If such a transport is requested, the cart

driver should contact the Escort Service or Campus Safety to transport the person in question.

The Escort Service shall be trained in using a cart to transport an intoxicated individual. The Escort Service must use a cart with seat belts and ensure that the intoxicated person is at all times in her or his seat with the seat belt fastened when the cart is moving.

Any accident involving the cart, any cart damage, property damage or any cart malfunction must be reported to the cart operator's supervisor immediately, but no later than 24 hours from the occurrence of the incident.

## ***POMONA COLLEGE PROPERTY***

All Pomona College property located on campus or otherwise assigned to an employee, including, but not limited to, offices, desks, desk drawers, file cabinets, closets, lockers, voicemail, e-mail, computers, computer disks and disk drives, and network space belongs solely to Pomona College and should be used and treated accordingly. Employees should not rely on or have any expectation of privacy in connection with such property, and employees are discouraged from bringing personal and/or valuable items to work. College supervisors are entitled to access College property on an as-needed basis, with or without an employee's prior knowledge or approval.

## ***APPROPRIATE USE OF CAMPUS COMPUTING AND NETWORK RESOURCES***

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges' students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges' regulations and policies.

Computing and network facilities resources users are required to use these resources within the Colleges' standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges

extends to use of computing and network facilities resources, and networks throughout the world to which electronic access is been provided.

The full policy on Appropriate Use is available on the ITS website.

## ***WORKPLACE CONFRONTATION/VIOLENCE POLICY***

Pomona College is committed to providing a safe and healthful work environment for its campus community. This policy specifically addresses issues of violence, hostility, intimidation, and the like, that may occur in the workplace. As such, any act or omission of actions that results in actual violence, threats of violence, hostility, or intimidation of others on campus is prohibited. Employees engaging in such acts will be subject to immediate disciplinary action up to and including termination and may also be subject to civil or criminal penalties as prescribed by law.

Employees who believe they have been subjected to, witnesses of, or have first-hand knowledge of actions involving violent, hostile or intimidating acts that have occurred on campus, or have substantial reason to believe that such actions may occur, are encouraged to immediately report such information to the Assistant Vice President, Human Resources/CHRO. In the case of an imminent threat, employees are asked to notify Campus Safety immediately at extension 72000.

For purposes of this policy, violent, hostile and intimidating behavior includes, but is not limited to:

- The actual or implied threat of harm to an individual, or group of individuals;
- The possession of weapons of any kind, on College property, or the brandishing of any object that may reasonably be construed as a weapon (excludes law enforcement officers acting under color of authority);
- Angry or disruptive behavior, including use of abusive or threatening language, that is not consistent with the Pomona College environment conducive to work and study;
- Acts of retaliation;
- Malicious or intentional disregard for the physical safety or well-being of others;
- The willful destruction of College property or personal property belonging to another as a means of expressing anger or intimidation; and
- The commission of a felony or misdemeanor on Pomona College property, or during a College-sponsored event for which the College is responsible, regardless of location, or any other conduct that a reasonable person



- would perceive as hostile, intimidating or constituting a threat of violence.

To assist the College in its efforts to maintain a violence-free workplace, employees are strongly encouraged to notify the Human Resources Department about any restraining order in effect or any potentially violent situation outside of work that could result in violence in the workplace. Employees who become aware of any other workplace security hazards or who have suggestions for increasing security in the workplace, should also speak with the Human Resources Department. Employees making reports as encouraged by this policy will not be retaliated against, and the College will not tolerate any such retaliation.

# SECTION VI - EMPLOYEE ACTIVITIES AND SERVICES

## ***ATHLETIC EVENTS***

Employees are encouraged to attend the intercollegiate events on campus. There is no charge for any of the SCIAC or varsity games played during the regular season. Tickets are required for championship games (NCAA). For information on game schedules for Pomona-Pitzer call extension 18016; for CMS (CMC-HMC-Scripps) games, call extension 72904.

## ***ATHLETIC FACILITIES***

A valid Pomona College ID card will allow employees access and privileges at Rains Center, the athletic facility of the College. Upon presentation of a Rains Center card (which is available on-site), an employee's eligible dependents will also be able to use the athletic facilities free of charge. With a few exceptions, Rains Center privileges are available only to Pomona and Pitzer College employees and their eligible dependents. Employees at other campuses may use the Center for a fee on a semester basis, but their limited privileges are not extended to their dependents. "Recreational Access and Hours" may be found in the Appendices section of this handbook.

## ***@POMONA***

Monthly, the College website covers news about faculty and staff activities and achievements during the academic year. If employees would like to share a recent work-related accomplishment, please call the Communications Office at extension 18503.

## ***CAMPUS SAFETY OFFICE***

The function of The Claremont Colleges Department of Campus Safety is to protect life and property, to help maintain an environment conducive to the academic endeavors of the Colleges, to enforce vehicle and parking regulations and to perform other related duties. Located at 251 E. 11th Street, it also houses an ATM that can process withdrawals only. Normal business hours are from 8:30 a.m. to 4:30 p.m. each weekday, but personnel are on duty 24 hours a day to handle calls for service at extensions 18179 or 72677. ***For on-campus emergencies, call extension 72000.***

## ***COOP STORE***

The ASPC also operates the Coop Store, which is the sole distributor of Pomona College memorabilia and clothing. It is also located in the Smith Campus Center. For Store hours, please call extension 72264.

## ***DUPLICATING SERVICES***

The Duplicating Services Office is centrally located to offer high-volume copying. Duplicating Services produces books, posters, class handouts, class schedules, promotional flyers and official College business cards for faculty, staff and students. Binding and FAX services are also available. In addition to the main copier, there are a number of satellite copiers in various departments throughout the campus.

## ***FACULTY/STAFF FITNESS AND WELLNESS PROGRAM (FSFW)***

Pomona College faculty and staff are eligible to participate in the Pomona College Faculty/Staff Fitness and Wellness Program (FSFW). The Physical Education Department and Human Resources jointly sponsor this program. To learn more about our program and to view the current FSFW schedule, click on the “athletics” link on the Pomona homepage to find an updated class schedule and other helpful information. Also, at the beginning of each semester the FSFW program hosts a kick-off lunch. This is a good time to learn about the various opportunities and to meet the instructors. Look for announcements via email.

Pomona faculty and staff members are also welcomed to participate in Physical Education activity courses (provided space is available) and intramurals. Schedule information is available on the Pomona website (just follow the link to “athletics”, then to “Physical Education” or to “Intramurals”). Please contact the individual instructors or the IM Director for additional information.

### ***FACILITY ACCESS:***

Pomona College faculty and staff, their spouses/partners and dependents, are eligible for recreational facility use during regularly scheduled hours in Voelkel Gym, Memorial Gym, The CARW Weight Training and Aerobic Fitness Rooms, Sessions Racquetball and Squash Courts, the Haldeman and Pendleton

Swimming Pools, and the Pauley and Rogers Tennis Courts.

For identification purposes in gaining entry into the facilities, faculty and staff may use their Pomona College picture ID cards. Spouses/partners and dependents will be issued Rains Center ID cards upon request (first, please go to Human Resources and pick up a copy of the "Dependent Certification" form and then submit a completed form to the upstairs office of Rains Center during business hours).

Employees may also access current facility hours and various schedules by clicking on the Pomona home page "athletics" link. For more information, call the HR Office at 18175 or the CARW at 18428.

## ***HUNTLEY BOOKSTORE***

Located in the ground floor of the Honnold Mudd Library, Huntley Bookstore is one of the joint services shared by all The Claremont Colleges. The bookstore carries textbooks and a wide variety of general titles in paper and hardback editions. Huntley also has office supplies, children's books, art supplies, stationery, and birthday cards.

## ***KSPC – 88.7FM***

With studios located in the lower level of Thatcher Music Building, KSPC, the College's radio station, offers "alternative radio" with well-balanced programming. KSPC's partnership with the HR Office includes public-service announcements informing listeners about jobs on the Pomona campus. For additional information, please call extension 18157 or visit the [station website](http://www.kspc.org)<sup>5</sup>.

---

<sup>5</sup> [www.kspc.org](http://www.kspc.org)

## ***LIBRARIES OF THE CLAREMONT COLLEGES***

As an employee of Pomona College with a valid College ID card, employees can have access and borrowing privileges at all campus libraries. The center of the library system is Honnold/Mudd Library located at the end of North College Way and flanked by Dartmouth Avenue to the west and Columbia Street on the east. The total library collection makes more than 2,500,000 volumes available to students, faculty, and staff. In addition to the Honnold/Mudd Library, the libraries serving the Colleges are the Norman F. Sprague Library on the HMC campus, the Ella Strong Denison Library on the Scripps campus, and the Seeley G. Mudd Science Library on the Pomona campus. Cooperating libraries include the Educational Resource and Information Center and George G. Stone Center for Children's Books at Claremont Graduate University, the Rancho Santa Ana Botanic Garden Library and the Library at the School of Theology at Claremont.

## ***LOST AND FOUND***

A central lost-and-found for the campuses is located at Campus Safety, 150 East 8<sup>th</sup> Street.

## ***MAIL SERVICES***

College mail is handled by "Mail Services," located in Pendleton Business Building, which serves academic and administrative offices at Pomona College; as well as "Student Mail Center," which is dedicated entirely to Pomona College student mail. Both TCCS's Central Mail Service and Pomona's Mail Services Office are restricted to official College communications. Use of campus mail services for personal or political correspondence is not permitted. "Central Mail Service," a TCCS unit located at 101 S. Mills Avenue, is responsible for delivering mail between campuses.

## ***OPENING CONVOCATION***

To welcome the Fall semester of the new academic year, an annual opening convocation is held at 11 a.m. on the first Tuesday after classes begin. The convocation is held in Bridges Hall of Music (commonly referred to as “Little Bridges”). During this hour-long program, the President greets all members of the faculty, staff and students (especially the entering class of first-year students). Other speakers are the President of the Associated Students, Pomona College (ASPC) and a member of the faculty or administration who delivers the keynote address. Employees are encouraged to attend the convocation in order to share the experience of a Pomona College tradition and a sense of community.

## ***PARKING AND VEHICLE REGISTRATION***

If employees intend to park on campus, vehicle registration with Campus Safety is mandatory and should be done within an employee’s first week at work. To register a vehicle with Campus Safety, present an employee ID card and current DMV registration. Employees retain full responsibility for their vehicles and for any liability or damage claims resulting from possession or operation of a motor vehicle on campus. A copy of the parking and vehicle registration regulations may be found on the TCCS web site. Annual campus vehicle registration is conducted on the College campus every September.

## ***STAFF COUNCIL***

The Staff Council of Pomona College is a vehicle for consultation between staff and responsible administrators in the interest of effective communication among the campus community. Activities include social gatherings, Staff Forums for discussion of concerns and interests regarding practices and procedures affecting staff, and monthly meetings of the Council members. The Council also provides assistance to the administration in terms of selecting staff to serve on College committees. Information on the Staff Council is available on the Pomona College web site.

## ***STAFF APPRECIATION LUNCHEON***

To honor members of the staff who have served the College for 5, 10, 15, 20, 30 or more years, the HR Department sponsors an annual “Staff Appreciation” luncheon. This College-wide event is an excellent opportunity to meet employees from other departments.

## ***STAFF & FACULTY DIRECTORY***

Staff & Faculty Directory of all active employees at The Claremont Colleges is maintained online through the The Claremont Colleges Services (TCCS) including campus addresses and telephone numbers. Campus maps for The Claremont Colleges is found on each respective College's web pages.

## ***TELEPHONES***

The Claremont Colleges own a private telephone system. Instructions for its use, as well as campus telephone extensions, are provided by The Claremont Colleges Services. For information on campus numbers that are not listed in the Staff & Faculty Directory, call extension 73344 on any campus telephone. If there are any problems with any campus telephone, or there is a need to request repairs or assistance, dial extension 18188 and ask the operator for assistance.

Emergency campus telephones may also be found throughout the campus. They are marked by posts with blue lights. Pay telephones may also be found in the following locations on campus: Haldeman Pool, Hahn Building, Mudd-Blaisdell, Oldenborg Center, Pauley Tennis Courts, Pendleton Dance Studio, Seaver Theatre, Seeley G. Mudd Science Library, Smith Campus Center, Sumner Hall, Thatcher Building, and Walton Commons.

## ***THE STUDENT LIFE***

The oldest College newspaper in Southern California, this is produced weekly by a staff of students, and is available every Friday during the academic year at various locations throughout the campus.

## ***TRIP REDUCTION INCENTIVE PLAN (TRIP)***

In compliance with regulations of the South Coast Air Quality Management District (SCAQMD), the College has an approved Transportation Reduction Incentive Plan (TRiP) or rideshare program. Benefits eligible employees (both faculty and staff) may claim TRIP incentive credit of \$2.00 per day that an employee is scheduled to work, if the employee commutes at least 51% of the trip using an alternative form of transportation other than a single-driver vehicle. This includes, but is not limited to, bicycle, walking, commuter train, or other form of public transportation. It does not include commuting one-way to work then not commuting at the end of the shift. Employees may not claim TRIP incentive credit for days they do not qualify, and may not claim TRIP incentive credit on days that they do not come to work (i.e. work from home, sick day, vacation day, holiday). The TRIP Incentive Credit is not available to temporary employees.



# APPENDICES



# ***APPENDIX A: WHAT TO DO WHEN INJURED AT WORK***

- **NOTIFY A SUPERVISOR AND HUMAN RESOURCES IMMEDIATELY**, even if the injured person does not wish to receive medical treatment.
- If medical treatment is requested, **NOTIFY THE WORKERS COMPENSATION OFFICE AT 909-607-9493.**

**EMPLOYEES MUST FIRST OBTAIN AUTHORIZATION FROM THE WORKERS COMPENSATION OFFICE OR HUMAN RESOURCES BUSINESS PARTNER BEFORE RECEIVING MEDICAL TREATMENT FOR ANY WORK-RELATED INJURY.**

- For any injury occurring after hours, weekends or holidays, notify the injured person's supervisor and Human Resources immediately.
- An "Employee's Report of Accident" and a "Supervisor's Report of Accident" **MUST** be completed as soon as possible and submitted to the Disability Office at 101 S. Mills Avenue, with a copy to the Human Resources Office.

**IN CASE OF SERIOUS LIFE-THREATENING INJURY OR ILLNESS,  
CALL CAMPUS SAFETY AT 72000 OR 911:**

- **Indicate nature of emergency and**
- **Give exact location of victim.**

Campus Safety will call paramedics **IF** warranted and/or come to the scene and provide the necessary emergency treatment.

If there are any questions concerning these procedures, call the Disability Office at 79493.

## ***APPENDIX B: APPROPRIATE USE POLICY***

### The Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges regulations and policies.

Computing and network facilities resources users are required to use these resources within the Colleges standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;
- All other similar resources owned, controlled, and/or operated by the Colleges;
- and
- Services to maintain these resources.

## ***Ownership***

The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

## ***Access to Resources***

Access to CNF resources is a privilege, which is allowed only to the Colleges authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

1. You must understand and comply with all applicable federal, state, and local laws.
2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere.
3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., spam) are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.

8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals.
9. You must conform to laws and College's policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
10. You must not use campus computing or networking resources, or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
11. You must not use campus computing or networking resources, or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
12. You must not create or willfully disseminate computer viruses. You must employ appropriate virus protection methods to avoid damaging CNF resources.
13. Use of CNF resources for advertising, selling, and soliciting is prohibited without the prior written consent of the Colleges, and use of CNF resources for commercial purposes or for personal financial gain is prohibited. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

### ***Passwords/Security Codes***

Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium.

### ***Supplemental Information to the Appropriate Use Policy***

#### ***File Confidentiality***

Your documents, files and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

You should also know that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files

that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

### ***Network Monitoring***

Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the World Wide Web sites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations and planning. You should also be aware that many Web host machines on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your e-mail address.

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College's IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

# **APPENDIX C: POMONA COLLEGE MEAL BREAK WAIVER FORM**

Employee Name: \_\_\_\_\_

Waiver Effective Date: \_\_\_\_\_

I understand that under California Labor Law, after a work period of 5 hours, I am entitled to receive an unpaid meal break of not less than 30 minutes during which I am relieved of all duties. The College requires that I take this meal period, However, this meal break may be voluntarily waived on any day where the work period is not more than 6 hours.

I also understand that under California Labor Law, I am entitled to a second, unpaid duty-free meal break of at least 30 minutes when I work over 10 hours. The College requires that I take this second meal break unless I voluntarily waive it and (i) have not worked more than 12 hours and (ii) took my first meal break.

- I give my consent to waive my 30-minute unpaid meal break on days I work between 5 and 6 hours. I understand that if my shift exceeds 6 hours, I am **required** to take an unpaid meal break of at least 30 minutes.
- I give my consent to waive my 30-minute unpaid meal break on days when I work between 10 and 12 hours, but understand that I can only do so if I took my first meal break that day.

In order for this waiver to be valid, my supervisor must also authorize the waiver in writing by signing below.

## *Employee Authorization*

Employee  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## *Supervisor Authorization*

Supervisor  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ***APPENDIX D: POMONA COLLEGE STAFF AND FACULTY TITLE IX SEXUAL HARASSMENT POLICY AND PROCEDURES***

Pomona College is committed to providing a safe and nondiscriminatory educational, working, and residential environment for the students, faculty, staff, and other members of the Pomona College and the Claremont Colleges community. The Pomona College Staff and Faculty Title IX Sexual Harassment Policy and Procedures can be found online and are updated regularly, according to state and federal laws. Printed copies of the policy can be obtained by contacting the Title IX and CARES Office

This policy can be found online, view the [Staff and Faculty Title IX Sexual Harassment Policy and Procedures](#).

## ***APPENDIX E: DISCRIMINATION AND HARASSMENT INVESTIGATION AND RESPONSE PROCEDURES***

This policy can be found online, view the [Discrimination and Harassment Investigation and Response Procedures](#).