



LIFECHIROPRACTIC
COLLEGE WEST

Employee Handbook 2015

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Introduction

President's Message

I would like to personally welcome you to the Life Chiropractic College West family!

We look forward to a productive employment relationship with you. We hope to provide you with an employment opportunity that is challenging, rewarding and fulfilling.

Please take the time to familiarize yourself with this handbook. Please note that employees who are part of a union should also refer to their operative Collective Bargaining Agreement ("CBA") in regard to their employment. To the extent there may exist any conflict between the CBA and this handbook, precedence shall be given to the CBA. Direct any questions to the Human Resources Department. We encourage you to bring any issue about which you have any question to our attention so that we may resolve your concerns as quickly and effectively as possible.

Thank you again for your efforts on behalf of Life Chiropractic College West and our students. I look forward to working with you, towards our vision of helping create a brighter future for humanity.

Yours in Life,

A handwritten signature in black ink, appearing to read 'B. Kelly', with a long horizontal flourish extending to the right.

Dr Brian Kelly
President

Acknowledgment of Receipt of this Personnel Policy Manual

This employee manual is designed to acquaint employees with LCCW and provide information about working conditions, employee benefits, and employment policies.

Acknowledgment of Receipt and Acceptance by Employee:

I acknowledge that I have received a copy of the LCCW Employee Policy Manual. I understand that this Manual summarizes LCCW's personnel guidelines, and that it is furnished to me solely for my information. I acknowledge that I agree to follow the guidelines expressed within the Employee Policy Manual to the extent they apply to me.

I further understand that the statements contained in the Employee Policy Manual are not intended to create any contractual or other legal obligations, nor should the Employee Handbook be construed as terms and conditions of a contract of employment with LCCW. I also understand that LCCW at any time may modify or rescind any of its policies, benefits, or practices described in the Employee Handbook, with or without prior notice.

I acknowledge that it is my responsibility to read and become familiar with the contents of the Employee Policy Manual. Should I have any questions, I should speak with the Human Resources Department.

The following HR documents need to be signed with Human Resources:

Application for Employment	Anti-Bias/Harassment Statement
Statistics Survey	Parking Permit Form
Sexual Harassment Policy	Request for Transcript (Campus Faculty Only-Not HC)
Safety Orientation	ID Request
Confidentiality Agreement	ID Request
Pre-designation Form	Key Request

Dated

Print Name

Signature

Life Chiropractic College West Mission

To advance chiropractic through the Doctor of Chiropractic Program, postgraduate education, philosophical inquiry, research and scholarly activity in a climate of love and service.

Life Chiropractic College West Vision

The vision of Life Chiropractic College West is to create a brighter future for humanity.

Doctor of Chiropractic Program Mission

Life Chiropractic College West offers a leading edge curriculum and clinical training experience to provide graduate chiropractors with the knowledge, skills, philosophies, attitudes and competencies to serve the health care needs of the public in the 21st century.

The program focuses on the relationship between the structure and function of the human body as coordinated by the nervous system, and the effects of the vertebral subluxation.

The program instills in the chiropractic graduate an appreciation for the innate potential of the human body to heal and adapt to its environment, and the role of the nervous system in the restoration, preservation and enhancement of human health and performance.

The program prepares graduates for personal and profession fulfillment in a climate of loving, serving and giving.

Life Chiropractic College West Values

The philosophy of chiropractic and the understanding of vitalism, holism and innate intelligence

Congruence in chiropractic and living a congruent chiropractic lifestyle

1. Quality and commitment to excellence in all we do
2. The seriousness of the subluxation and its effect on individual and global life expression
3. The power and specificity of the chiropractic adjustment in restoring the integrity of the nervous system
4. The environment and a commitment to a sustainable future
5. A purpose driven life
6. Our history and heritage
7. Loving, serving and giving
8. Integrity and ethics

Employment Policies

Employee Handbook Statement

This Employee Handbook summarizes various employment related policies, procedures, and benefits for Life Chiropractic College West (LCCW) and is for informational purposes only. This manual is not intended to be a contract. The Employee Manual is maintained by the Human Resources Department. Alterations and additions to this manual may be made from time to time at LCCW's discretion. Employees will receive notification when changes occur to the manual, and are expected to execute a new Acknowledgement form with each revision. It is the employee's responsibility to read and abide by those changes. An updated hardcopy is available in the Human Resources Department and the LCCW Library. After reading this manual, should you have any questions, please do not hesitate to discuss them with your supervisor or the Human Resources Department.

At-Will Employment

An employee is free to terminate employment with LCCW at any time, with or without reason, and LCCW has the right to terminate any employee's employment at any time, with or without reason. Although LCCW may choose to terminate employment for cause, cause is not required. This is called "at will" employment.

No one other than the President of LCCW can enter into an agreement for employment for a specified period of time (annual faculty contract or re-appointment letter) or make any agreement contrary to the policy of at-will employment. Further, any such agreement must be in writing and signed by the President or his designee.

The policies and rules contained in this handbook are binding upon all employees. While employment may be terminated with or without cause, a violation of any of the policies and rules may result in disciplinary action, up to and including termination of employment. The failure to discipline an employee for a violation of any of these policies and rules shall not preclude LCCW from disciplining any employee for any other or future violation, nor shall such failure to discipline reduce the severity of discipline for any other or future violation.

This handbook is not contractual. An employment contract will prevail in the event there is a contradiction between this handbook and the contract.

Equal Opportunity Employment

LCCW is committed to recruiting, hiring, and maintaining a diverse workforce. We believe that equal employment opportunity is not only good business -- it's the law. LCCW does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, age, disability, or on any other basis that would be in violation of any applicable federal, state, or local law.

LCCW will make reasonable accommodations for the known physical or mental disabilities of

an otherwise qualified applicant for employment or employee unless undue hardship would result. Any applicant or employee who requires accommodation in order to perform the essential functions of a job should contact their supervisor. The applicant or employee should advise LCCW what accommodations he or she believes are needed in order to perform the job. Together with the applicant or employee, LCCW will engage in an interactive process to determine effective, reasonable accommodations, if any. If such an accommodation is possible and will not impose undue hardship upon LCCW, LCCW will make the accommodation.

LCCW also reserves its right to require an employee to undergo a fitness for duty medical examination, at LCCW's expense, if LCCW believes or suspects that the employee may not be able to perform the essential duties of the job or may not be able to perform the essential duties of the job without risk of harm to him/herself or others. In such an instance, LCCW will so advise the employee, in writing, of the need for the examination.

If you have questions about your rights or responsibilities under the ADA, please contact the Human Resources Department.

Employment Eligibility Verification (Homeland Security Requirements)

The Immigration Reform and Control Act (IRCA) of 1986, requires employers to hire only those individuals who are authorized to work in the United States. Pursuant to this law, LCCW commits to employing individuals who have legal authorization to work in the United States. All offers of employment are conditioned upon the receipt of satisfactory evidence of the prospective employee's identity and legal authority to work in the United States. LCCW does not unlawfully discriminate on the basis of citizenship or national origin.

Employees with questions or seeking more information on immigration law issues should contact his/her Supervisor or the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

College Code of Ethics

LCCW conducts its business in compliance with all applicable laws and regulations. All employees are expected to act in accordance with the highest standards of business ethics, as set forth in this policy, both on and off LCCW premises, and to avoid any appearance of impropriety. It is crucial that all employees observe all applicable laws and regulations while conducting business on LCCW's behalf. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control.

Employees may not engage in any of the following activities while dealing with students, other employees, patients and suppliers:

- Attempt to influence the purchase of LCCW's services or obtain special favors by

- making payments to or giving consideration to customers or others;
- Furnish gifts and entertainment at LCCW's expense or for LCCW's benefit unless they meet all of the following criteria:
 - The value is \$50.00 or less;
 - No applicable law, regulation, or accepted ethical standard is violated; and
 - Obtain specific records for LCCW to show that these limits and criteria are not exceeded.
- Solicit or accept any payments, fees, or consideration from a supplier or vendor that does business with LCCW.

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the guidelines within which LCCW wishes to operate.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee and/or for a relative as a result of LCCW's business dealings. For the purposes of this policy, a relative is defined as spouse, mother, father, sister, brother, child, stepmother, stepfather, stepsister, stepbrother, stepchild, niece, nephew, cousin, uncle, aunt, grandparent, grandchild, and in-laws within these categories.

No "presumption of conflict" is created by the mere existence of a relationship with outside firms. However, if the employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that the employee discloses the existence of any actual or potential conflict of interest to an officer. Safeguards can then be established to protect all parties. **Failure to inform an officer of LCCW of any actual or potential conflict of interest may result in disciplinary action, up to and including termination.**

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which LCCW does business; it is also when an employee or relative receives any rebate, kickback, bribe, substantial gift, or other special benefit or consideration as a result of any transaction or business dealings involving LCCW.

Any questions about whether or not a conflict of interest exists may be brought to the attention of the Human Resources Department.

LCCW employees must avoid any activity, agreement, business investment, or interest that could be in conflict with LCCW's interests or that could interfere with the employee's duty and ability to best serve LCCW. Prohibited activities include, but are not limited to:

- Owning, operating, or being employed as an employee or consultant by any business that competes, directly or indirectly, with LCCW.
- Having a direct or indirect financial relationship with a competitor, student, faculty member, or supplier. However, no conflict will exist in the case of ownership of less than one (1) percentage of the publicly traded stock of a corporation.

- Engaging in any other employment or personal activity during your LCCW work hours, or using LCCW's supplies, or equipment in other employment.
- Using LCCW's name or logo for personal purposes unrelated to engaging in concerted activities for the purpose of collective bargaining or other mutual aid or protection.
- Using LCCW's stationary, supplies, equipment, or other property for personal purposes. This policy includes, but is not limited to, the personal use of LCCW's computers, telephones (including cellular telephones), fax machines, postage and postage meters, vehicles, audiovisual machines, office machines, and supplies of any kind.
- Soliciting LCCW students, employees, suppliers, vendors, or patients to purchase goods or services of any kind for non-LCCW purposes, or to make contributions to any organizations or in support of any causes, in the name or on behalf of LCCW. This restriction is not applicable to employees engaging in concerted activities for the purpose of collective bargaining or other mutual aid or protection not in the name or on behalf of LCCW.
- Soliciting or entering into any business or financial transaction with a LCCW employee whom you supervise, either directly or indirectly. This restriction applies to all such transactions, however small, including, but not limited to;
 - Hiring a subordinate to perform personal services; and
 - Soliciting a subordinate to participate in an investment of any kind.
 - Soliciting a student to participate in any investment of any kind.
 - Sale of product or services of other companies to faculty, staff, and students while working as an LCCW employee, other than those activities permitted by law.

The purposes of these guidelines are to provide general direction on issues related to the subject of acceptable standards of operation. Employees may seek further clarification on all matters of conflict of interest from the Human Resources Department.

If a conflict of interest exists, the conflict may result in an employee disciplinary action up to and including termination of employment.

Confidentiality Policy

During the course of employment, employees may come into the possession of trade secrets or confidential information and/or materials that belong to LCCW including, but not limited to, student or patient records, student/employee lists and information, financial statements, leases, licenses, agreements, business plans, and proprietary information. Employees are not to disclose any such confidential information to (a) any other person in LCCW unless there is a legitimate reason for doing so; or (b) any person outside LCCW unless management has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves LCCW.

LCCW has developed certain proprietary processes that are unique to LCCW. Keeping such information from competitors plays an important part in our success. LCCW protects proprietary information by restricting employees and visitors access to certain designated areas and access to documents to only those who have business reasons to view them.

Any doubts about the confidentiality of information should be resolved in favor of confidentiality.

Failure to abide by this policy may result in disciplinary action up to and including termination of employment.

As a condition of employment, all LCCW employees are required to sign a separate confidentiality agreement.

Policy Against Harassment

LCCW is committed to a collegial work and study environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment, whether verbal, physical, or emotional, is unacceptable and will not be tolerated.

LCCW is committed to providing a work environment that is free from harassment. LCCW prohibits sexual harassment and harassment based on race, color, national origin, ancestry, gender identity, religion, marital status, registered domestic partner status, age, disability, medical condition, pregnancy, sexual orientation, military or veteran status, or any other basis protected by applicable law. All such harassment is unlawful. LCCW's anti-harassment policy applies to all persons involved in the operation of LCCW and prohibits unlawful harassment by any employee of LCCW, including managers and managers, as well as vendors, customers, independent contractors and any other persons. This policy also prohibits harassment based on the perception that anyone has any of those protected characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes or unwanted sexual advances, initiations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting harassment or threatening to report harassment.

In addition, unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or

creating an intimidating, hostile, or offensive work environment.

Hostile work environment harassment is unlawful if it is based on a prohibited category, is unwelcome, and is severe or pervasive enough to create an intimidating, hostile, or offensive working environment that alters conditions of work.

If you experience or witness harassment in the workplace report it immediately to Human Resources, your manager, or any other manager.

All allegations of harassment will be promptly and thoroughly investigated, and will be handled as confidentially as possible. At the conclusion of its investigation, LCCW will review its findings with the person(s) who made the complaint. If the investigation reveals that inappropriate or offensive conduct occurred, LCCW will take all appropriate corrective and/or disciplinary action to prevent such conduct from occurring again. Anyone found to have engaged in conduct that violates this policy will be subject to disciplinary action up to and including termination.

LCCW will not retaliate against any employee for making an honest, good faith complaint of harassment or discrimination or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, LCCW will not knowingly permit any retaliation against any employee who makes an honest, good faith complaint of harassment or discrimination or who participates in good faith in an investigation. However, knowingly false complaints of harassment or discrimination may subject an individual to discipline, up to and including termination.

Any manager or manager who becomes aware of possible inappropriate or offensive harassment must immediately advise Human Resources or any member of management so it can be investigated in a timely manner. Failure to immediately advise LCCW of any possible inappropriate or offensive harassment may subject the individual to disciplinary action, up to and including termination. Anyone engaging in inappropriate or offensive harassment will be subject to disciplinary action, up to and including termination of employment.

Employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigates and prosecutes complaints of unlawful harassment and discrimination in employment. Employees who believe that they have been unlawfully harassed or discriminated against may file a complaint with either of these agencies. The EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes. For more information, you may contact the nearest office of the EEOC or the DFEH, as listed in the telephone directory.

Consensual Relationships

The relationship between teacher and student is central to the academic mission of the College. No non-academic or personal ties should be allowed to interfere with the integrity of the teacher-student relationship. Consensual sexual relations between teacher and student can adversely affect the academic enterprise, distorting judgments or appearing to do so in the minds of others, and provide incentives or disincentives for student-faculty contact that are equally inappropriate.

For these reasons, LCCW's policy prohibits sexual relations between a teacher and a student during the period of the teacher/student relationship. In addition, it includes sexual relations between academic advisors, program directors, and all others that have supervisory academic responsibility for a student, and that student. Teachers and academic supervisors in a sexual or romantic relationship with a student may not evaluate or supervise the student. Nor should a teacher or academic supervisor involved in a sexual or romantic relationship with a student evaluate comparable students where such evaluation could give rise to an apparent or actual conflict of interest.

The VPAA, Department Chairs, and other administrators must respond to reports of prohibited sexual relations that are brought to them by conducting an investigation, and if such reports appear to be accurate with the Guidance of the Human Resources Department and LCCW Title VII Officer, LCCW may take appropriate disciplinary action or remedial measures against the teacher or supervisor involved.

LCCW's policy also strongly discourages any sexual relations between a supervisor and subordinate. Even when both parties have consented to the relationship, serious concerns may be raised about the validity of the consent, a conflict of interest, and/or unfair treatment of others.

Problem Resolution

LCCW is committed to provide the best possible working condition for its employees. Part of this commitment is encouraging an environment in which any problem, complaint, suggestion, or question receives a timely response from LCCW supervisors and management.

Employees with concerns affecting their employment are encouraged to follow the sequence of steps below

1. Present their concern to their immediate supervisor or another supervisor.
2. Supervisor responds to the concern during the discussion or within a reasonable amount of time.
3. If the concern is not resolved, the employee contacts the Human Resources Department.
4. The Human Resources Director will discuss the concerns with the employee and the immediate supervisor. A plan of action will be developed to address the employee and supervisor's concerns.
5. If the employee feels that his/her concerns are still not resolved, he/she may contact the Executive Vice President or the Vice President of Academic Affairs.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual concerns and issues can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment

at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. “Relatives” are defined as spouse, mother, father, sister, brother, child, stepmother, stepfather, stepsister, stepbrother, stepchild, niece, nephew, cousin, uncle, aunt, grandparent, grandchild, and in-laws within these categories.

Relatives of persons currently employed by LCCW may be hired only if they will not be working directly for or supervising a relative. Spouses of employees may not be employed under each other’s direct supervision and not in the same department. LCCW employees cannot be transferred into such a reporting relationship. Employees who marry or should become related by marriage may continue their employment if they do not work in a direct supervisory relationship or otherwise present problems in supervision, safety, security or morale. If there are problems, LCCW will attempt to reassign one or both of the employees to an available position for which the employee is qualified to eliminate the problem, but if no such position is available, one of the employees may be asked to leave LCCW. The employees will decide which of them will leave. If the employees do not decide, both may be terminated.

Employees shall not initiate, participate in, or exercise any influence over departmental or institutional decisions involving a direct benefit to a relative. Such benefits include but are not limited to, initial appointment, retention, promotion, compensation, leave of absence, or grievance procedure

Outside Employment

An employee may hold employment with another organization outside the employees LCCW working hours as long as he or she satisfactorily performs his or her job responsibilities with LCCW and subject to the Conflict of Interest policy. All employees will be judged by the same performance standards and will be subject to LCCW’s scheduling demands and its conflict of interest policy.

LCCW has the right to determine if an employee's outside work interferes with performance or the ability to meet the requirements of LCCW, as they exist at any given time. If that determination is made, the employee will be expected to satisfy his or her job requirements if he or she wishes to continue their employment with LCCW or the employee will be subject to disciplinary action up to and including termination of employment.

Employment Categories

It is LCCW’s policy to define its employment classifications in order for employees to understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. All categories of employment remain “at-will” (See defining section above).

NON-EXEMPT employees are those who are covered by the California Industrial Wage Order and the Fair Labor Standards Act overtime pay provisions. Non-exempt employees are

eligible for overtime compensation.

EXEMPT employees are those who generally are exempt from overtime under the federal Fair Labor Standards Act or the California Industrial Wage Orders. Exempt employees are not eligible for overtime compensation.

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

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Temporary employees are not eligible for any benefits.

REGULAR FULL-TIME EMPLOYEES are regularly scheduled to work 32 hours or more per week; are eligible for perquisites like paid time off/vacation (as applicable); and are eligible to elect coverage under the LCCW Benefits

REGULAR PART-TIME EMPLOYEES are regularly scheduled to work at least 20, but less than 32, hours per week; may be eligible for some perquisites, like paid time off/vacation (as applicable), on a pro-rated basis; are not eligible to apply for coverage under the TriNet Benefit Plans, unless legally required but may be eligible to apply for certain voluntary benefits.

FULL-TIME and PART-TIME (ADJUNCT)FACULTY APPOINTMENT: Faculty members are generally under contract for services to the College. They may hold the rank of Faculty, Instructor, Assistant Professor, Associate Professor, or Professor and are engaged in full-time or part-time teaching, advising, academic and administrative work for LCCW. They are expected to attend faculty meetings, departmental and committee meetings, and academic functions. They participate in enrollment management functions. Please refer to Appointment & Contract of Employment in the faculty section of this manual to provide further guidance on matters related specifically to faculty issues.

Hiring and Separations

Rehire Policy

For the purpose of calculating the date of service of a re-hired employee, the following will apply:

- If the re-hired employee's termination date was less than 6 months from the re-hire date, he/she will retain the original hire date as if there was no break in service.
- If the re-hired employee's termination date was over 6 months from the re-hire date, the new hire date will be considered the employee's date of service.
-

Internal Employment Opportunities

LCCW posts all available employment opportunities on the designated employee bulletin boards. Open positions are posted internally for a minimum of 3 (three) days.

Employees must meet all of the following eligibility requirements to be considered for a position

transfer:

- A) Must have at least six months of continuous service in their present position
- B) Must have a satisfactory performance evaluation record
- C) Must meet the job requirements stated in the posting
- D) Must not be on disciplinary status or performance improvement plan.

Employees interested in a posted position must submit a letter of interest and current resume to the Human Resources Department stating the reason for wanting the change and why the employee feels qualified for the position.

Employment of Persons Governed By Child Labor Law

Occasionally a person under 16 years of age may be employed. Except as specifically authorized by the statute, it is illegal to employ a child under 14 years of age. In all such cases, all regulations of the State of California Child Labor Law apply. Information on Child Labor Law may be obtained from the Human Resources Department. All employees working with or supervising employees subject to this law are required to become familiar with the law.

Reference/Background Checks and Employment Verifications

All employees applying for any position with LCCW will be subject to background and reference checks with former employer(s) and/or managers. In addition, LCCW will verify the employee's educational background, educational credentials, professional credentials, and references. Unless required by law, reference checks will not be shared with the potential employee. Background checks will comply with both federal and California requirements. Background checks will include criminal and nationwide record indicator w/ sex offender index.

Any individual offered a position that has responsibility for handling any financial transactions will be required to submit to a credit check. LCCW reserves the right to require disclosure of an individual's driving history in the event a position requires an employee to drive their personal vehicle for company errands.

Any false or misleading statements made in an employee's Application for Employment or made during an interview will result in disciplinary action up to and including termination of employment.

All offers of employment are contingent upon clear results of a background check, references check, credit check (if applicable), and driving history check (if applicable).

Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all LCCW property immediately upon request or upon termination of employment.

Where permitted by applicable laws, LCCW may withhold from the employee's check or final

paycheck the cost of any items that are not returned when required. LCCW may also take all action deemed appropriate to recover or protect its property.

Personnel Files and Information

Employment Applications

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

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an on-going basis. LCCW will attempt to conduct a formal written performance evaluation after 90 days of employment and on an annual basis. Additional performance evaluations/discussions may occur throughout the year to provide the supervisor and employee an opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Written References and Letters of Recommendation

All inquiries regarding employees who are currently employed or who have been previously employed by LCCW are to be referred to the Human Resources Department.

The college is not obligated to provide employers with information about the character, performance, scholarship or potential of current or former employees who are seeking employment elsewhere. Should the college choose to provide a reference, it will be given by the Human Resource Department. Normally, the college's reference will be limited to dates of employment, position and job title. An exception to the above statement is that Human Resources may release salary information to credit institutions when such information will assist the employee in securing credit, provided the request for salary information is made in writing and the employee authorizes release of information.

The college understands that individual faculty, administrators or staff may be asked to provide references for former colleagues. Such references are permitted, however, the following guidelines should be observed:

- Faculty, staff or administrators who voluntarily provide reference information understand that they are doing so as a former colleague or peer, not as representatives of LCCW. They should make it clear that their thoughts represent their own opinion and that they do not represent the opinion of the Board of Trustees, the President, or other officers of the college.
- Written references will not be provided on college's stationary or letterhead.

- Limit comments to what is known from personal observation or data that can be reproduced. Avoid third hand information or hearsay.
- Limit comments to issues related to the college. Comments on an individual's personal life or work prior to coming to LCCW should be avoided.
- Some former employees have ended their association with the college under a separation arrangement that may include a nondisclosure agreement. Faculty, staff or administrators who are asked to provide reference information should check with the Human Resources department to make sure that they are not violating any such agreement.

Access to Personnel Files

California law provides that current and former employees (or a representative) have the right to inspect and receive a copy of the personnel files and records that relate to the employee's performance or to any grievance concerning the employee. LCCW will allow such inspection at reasonable times and intervals, but not later than 30 calendar days from the date the employer receives a written request. Upon a written request from a current or former employee, or a representative, the employer shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, not less than 30 calendar days from the date the employer receives the request

The right to inspect personnel files and records does not apply to records relating to the investigation of a possible criminal offense, letters of reference, or ratings, reports, or records that (a) were obtained prior to the employee's employment, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional exam.

Personnel File Changes

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data. Personal changes such as home address, telephone number, marital status, number of dependents, emergency contact person, and beneficiary must be submitted in writing and notification within 30 days of the change.

Employees may submit a written statement clarifying inaccurate information in their file and any other employment information to be included in their file. Any employee who completes a degree while employed at LCCW is responsible to request official transcripts to be sent to the Human Resources Department

Travel Policies

Credit card use

All credit card receipts must be saved (or printed) and annotation made on the receipt of what the item was (and the purpose if not apparent).

Credit card reporting is done on a monthly basis and a detailed report will be delivered to the finance department for approval. Any non-approved expenditures must be repaid by employee from private funds.

All purchases not approved in this manual will require approval from a supervisor prior to purchase.

Booking Hotels

Hotel reservations are pre-approved for prices up to \$150 per night.

Exceptions will be made for: hotels associated with conferences, other special circumstances as approved by your supervisor

Booking Flights

Whenever possible, flights should be booked about a month prior to travel in order to find affordable options. Look on a composite website like kayak.com to see what rates are available. Typically, Southwest offers the best affordable options in this region.

Rental Cars (driving for work)

Before booking a rental car you should do a quick search of several agencies to find the most affordable option.

You will not need to accept additional insurance coverage.

You may buy the entire tank of gas if you will be doing a full tank of driving.

You will need permission from your supervisor before booking a one way car rental (dropping off elsewhere than pick up).

******You may choose to use your own vehicle for travel in the region. You will be reimbursed using the government standard rate of reimbursement (as of 9/1/12 = 55 cents per mile) as to the actual mileage used. You are required to keep a record of the actual mileage driven. You will pay for gas out of your own funds and you will be reimbursed after the trip for your mileage documented.

Wi-Fi Usage

On planes: WiFi can be purchased on flights for \$6 or less if you will use it for working at least 2 hours.

In hotels and public places: You may purchase WiFi in hotels if you will use it for at least 2 hour for work related activities.

*Do not pay for expensive WiFi in conferences without permission

Food and per-diem

a) Food:

The school will provide for the expense of food while travelling. Included in the food policy is the option to shop in a market and buy snacks to be used multiple days provided the overall per-diem is not breached.

b) Per diem:

Life West daily per diem is \$55 which is meant to cover all your meal expenses for the day.

Per diem expenses are used for food and tax on food only.
The general breakdown of a per diem is:

- \$15 Breakfast
- \$15 Lunch
- \$25 Dinner

On a day when you are not “on the road” travelling, per diem is applied based on the time of day you travel.

For example, if you left on your trip at 12:00 noon, you would be permitted a per diem for lunch and dinner but not for breakfast. If you got home at 4:00 in the afternoon, you would be permitted a per diem for breakfast and lunch but not for dinner.

Purchasing Food for Guests (doctors or prospective students and guests)

You will need to list all guests by name on the receipt when hosting people on the road. Hosting meals is for work related meetings only.

You may purchase small meals or coffee/snacks for prospective students when meeting on the road. Please keep costs to a minimum unless a pre-planned and approved program has been organized.

The school cannot provide alcohol for prospective students, even if they are of a legal age. Approved dinners for prospective students: choose a restaurant where average meal prices do not exceed \$15-20 per meal.

Hosting doctor meals: Please keep expenses to a minimum whenever possible. Use these opportunities to maximize a relationship and to train and inspire doctors and their guests to support specific Life West projects. Each doctor meeting should have a reportable outcome.

Travel expense reporting

For the purpose of budgeting and budget accountability, each trip will require a travel expense report (provided by supervisor) which tracks all expenses and outcomes of each excursion. LCCW will reimburse employees for all travel expenses for the employee only in conformity with this policy.

Travel expense reports are due to your supervisor electronically within 2 working days after the trip ends. Failure to submit travel expense reports in a timely fashion may subject an individual to disciplinary action, up to and including termination.

A copy of the Travel Policies and forms can be found on the community “L” Drive. Please follow this link: [L:\Travel](#)

Time Keeping and Payroll

Employee Compensation

LCCW offers a competitive compensation package to its employees. Employee concerns about working conditions, compensation or benefits should be directed to his or her Supervisor or the Human Resources Department.

Work Schedule

LCCW's workweek begins at 12:01a.m. Sunday and ends on 12:00a.m. the following Saturday. The normal work schedule for all regular full-time employees are 32-40 hours per week and the regular part-time work schedule is between 20 and 31 hours per week. Administrative office hours are normally 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supervisors will advise employees of their normal work schedule based on departmental needs. Staffing needs and operational demands may necessitate variations in starting and ending times and days as well as variations in the total hours that may be scheduled each day and week.

Meal Periods

Meal and Rest Breaks

Whether breaks for meals or rest need to be provided and, if so, for how long, are matters that are legally controlled, if at all, by state standards.

LCCW's policy for non-exempt employees are that all such employees, whether employed in California or elsewhere, be provided with meal and rest periods in accordance with the following standards, except where applicable law would require additional or different standards to be met:

Non-exempt employees are provided with a paid, duty-free 10-minute rest period for every four hours of work or major fraction thereof; provided, however, that if that if they work less than 3.5 hours in a workday, they need not be provided with a rest period for that workday. The term "major fraction thereof" means, as applied to a four-hour work period, any amount of time in excess of two hours. Applying this formula, non-exempt employees are entitled to the following rest time:

- One ten-minute rest period for workdays less than 3.5 to 6 hours in length;
- Two ten-minute rest periods for workdays more than 6 hours in length up to 10 hours in length;
- Three ten-minute rest periods for workdays more than 10 hours in length and up to 14 hours;
- Additional rest time is required per the formula for workdays exceeding 14 hours.

In all instances, each rest period is to be taken as close as possible to the middle of the work period to which it corresponds. Although duty-free, rest periods count as time worked for all purposes.

If they work more than five hours in a given workday, non-exempt LCCW employees are provided with an unpaid, duty-free meal period of at least 30 minutes in length starting before the end of the fifth hour of work; provided, however, that if they work no more than six hours during the work day, the meal period may be waived by mutual consent. If they work more than ten hours in the workday, they are provided with a second unpaid, duty-free meal period of at least 30 minutes in length starting before the end of the tenth hour of work; provided, however,

that the second meal period may be waived by mutual consent if the first one was not waived. If they work more than fifteen hours in the workday, they are provided with a third unpaid, duty-free meal period of at least 30 minutes in length starting before the end of the fifteenth hour of work. (An on-the-job meal period, which is paid, is allowed only when the nature of the work prevents such an employee from being relieved of all duty and when, by written agreement between LCCW and the employee, an on-the-job paid meal period is agreed to.) Waivers of meal periods (and agreements for on-the-job meal periods) must be in writing and on approved forms.

- Non-exempt LCCW employees who want to skip, shorten, or waive a meal period must notify their supervisor in advance of doing so, and, if approved, such decisions must be documented in writing on approved forms.
- Neither rest periods nor meal periods may be waived, shortened, or otherwise modified except as provided above at the employee's own discretion and choice.
- Though supervisors and managers are charged with responsibility with carrying out this policy, employees are also responsible for those matters that they can control. For example, if a co-worker asks you a work-related question during a rest or meal period, you should tell your co-worker that you are on a rest or meal break and cannot discuss the matter until later. Moreover, if you know that a co-worker is on a rest or meal break, you should not bother them with work-related issues during that break.
- Questions or complaints about meal or rest period issues should be directed to your supervisor and HR.
- Employees may be required to remain on the premises during rest periods; they are not required to remain on the premises during meal periods.

Time Keeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require LCCW to keep an accurate record of time worked in order to calculate employee's pay and benefits. Time worked is defined as all time actually spent on the job performing assigned duties.

A time sheet is an important, legal, time-recording document. The Fair Labor Standards Act requires that all hourly, none-exempt employees accurately record the time they begin and end their work, as well as the beginning and ending time of each meal breaks. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Non-exempt employees should report to work at their scheduled starting time and should not stay after their scheduled stop time without expressed, prior authorization pursuant to the Overtime Policy below.

It is the employee's responsibility to sign his or her timesheets, to certify the accuracy of the time recorded and obtain his/her supervisor's signature of approval. In case of corrections or modifications to the timesheet, both the employee and the supervisor must verify the changes by initialing the timesheet.

It is the employee's responsibility to submit his/her time sheet on time. If the Payroll Department does not receive the employee's time sheet by the processing date, a paycheck will be issued based on an estimate of the actual hours worked, and any corrections based on the actual time sheet will occur on the next payroll period.

An employee and/or supervisor that knowingly submits a false timesheet, fails to obtain prior authorization for any work beyond their scheduled stop time, or fails to provide the time record in a timely manner as required for processing of payroll is subject to discipline, up to and including termination.

Exempt employees must complete an attendance record that indicates the source of time off benefits (vacation, sick leave, leave-without-pay, etc.) for days not worked. The exempt attendance record must be provided to the Payroll Department at the beginning of each month to be used as the basis for calculating time off benefits available for personal, sick and vacation leave.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime. All overtime hours must receive the supervisor's prior authorization and be submitted to the Executive Vice President for final approval. Overtime is not to be worked until final approval is given. Request for Overtime Forms are available in the Human Resources and Payroll Department.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Time off on sick/personal leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior written authorization from their supervisor may be subject to disciplinary action, up to and including termination.

Payroll Information

In compliance with federal and state laws, the Company withholds federal and state income tax, Federal Insurance Contributions Act (Social Security and Medicare) contributions, and state disability insurance contributions (SDI) from each paycheck. LCCW may also withhold any further deductions as required by law or upon express authorization by the employee. Any questions regarding payroll deductions should be addressed to the Payroll Department.

Pay Days

All employees are paid semi-monthly on the 15th and the last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

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

If a regular pay day falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation and approved by the Executive Vice President.

Checks will be distributed by the manager of each department on payday. Checks will not be released to any person other than the employee unless there the employee signs an authorization to release their check to another person including a spouse.

Direct deposit is the preferred method by which employees are paid. Employees may have all or part of their salary directly deposited into a bank account by completing an online direct deposit form. Employees will receive an itemized statement of wages every pay period. Employees should complete a change form as early as possible if their account information is changed for any reason. Forms are available in the Human Resources or Payroll Department.

Garnishments

If an employee does not pay his/her debts, a creditor can, through legal means, order LCCW to withhold a certain amount from his/her paycheck. This claim is called a garnishment. LCCW has no desire to be involved in the employee's personal affairs but must obey the order of a court. The Payroll Department will notify the employee upon receipt of a court order requiring LCCW to garnish the employee's pay.

Employee Benefits

Benefit Programs

During the introductory period, new employees are eligible for those benefits that are required by law, such as Workers' Compensation, Social Security, State Disability, and Unemployment Insurance. Once classified as a "regular" employee working 32 hours or more per week, the employee may be eligible for other LCCW provided benefits, subject to the terms and conditions of each benefit program.

Benefits eligibility is dependent upon a variety of factors. The Human Resources Department will identify the programs for which employees are eligible during new hire orientation.

The following benefit programs are currently available to eligible employees:

- Bereavement Leave
- Chiropractic Care
- HSA and FSA Accounts
- Dental Insurance
- Disability Leave
- Educational Assistance
- Program Family/Medical
Leave
- Family School Partnership Leave
- Free Parking

Holiday Pay
Jury Duty Leave
Life Insurance
Medical
Insurance
Military Leave
Service Recognition
Awards Sick/Personal
Leave Vacation Leave
Vision Insurance
Voting Time Off
Voluntary Retirement Plans 401(K)

The above benefits are provided by LCCW; some are optional and may require contributions from the employee. Contact the Human Resources Department for complete details. LCCW reserves the right to make changes to all employee benefits, as it deems necessary.

Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment Classification(s) are eligible to earn and use vacation time as described in this policy:

Regular full-time employees:	SCHEDULE I
Regular part-time employees:	SCHEDULE II
Administration employees:	SCHEDULE III

Employees accrue paid vacation time beginning on their date of hire, according to the above schedule. Employees are eligible to use accrued vacation time after they have completed six months of continuous service.

An employee's accrued vacation will be suspended for any significant leave of absence except military leave of absence. (See individual leave of absence policies for more information).

Accrued vacation time can be used in minimum increments of two (2) hours. Employees must complete a request for paid-time-off form and have prior approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as stipends or bonuses.

Employees are encouraged to use their accrued vacation time. In the event that accrued vacation time is not used by the end of the fiscal year employees may carry unused time forward to the next fiscal year. The total amount of unused vacation time may not accrue over the allotted "cap" equal to one and one-half times the annual vacation accrual amount. Once this cap has been reached, vacation accrual will be suspended until the unused vacation hours fall

below the cap.

Upon termination of employment, an employee's remaining balance will be paid for all unused vacation time that has been accrued through their last day of work.

<u>Vacation Earning Schedule I</u>		
Years of Eligible Service	Vacation Hours	Accrual Rate
	Per Month	Per Year
0 - 3 years	6.67	80
Beginning 4th - 7th years	10	120
Beginning 8th year +	13.33	160

<u>Vacation Earning Schedule II</u>		
Years of Eligible Service	Vacation Hours	Accrual Rate
	Per Month	Per Year
Hired to work 20 to 31 hours:		
0 - 3 years	4	48
Beginning 4th - 7th years	6	72
Beginning 8th year +	8	96

Holiday Pay

LCCW will observe eleven (11) days per calendar year as paid holidays. Regular full-time and part-time employees, faculty and administrative employees are eligible to receive compensation. The yearly holiday schedule with the specific dates is available in the Human Resources Department. The following legal holidays will be observed with some exceptions:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas
New Year's Eve

LCCW will grant paid holiday time off to eligible employees upon completion of their 30 day introductory period. Holiday pay will be calculated based on the employee's straight- time pay

rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Full-time and part-time faculty will be compensated for any holiday falling on a scheduled class day.

Employees must work the full workday before and the full workday after the holiday to be eligible for holiday pay. If the employee is on an approved paid vacation leave during the holiday, the holiday benefit will apply. If eligible regular none-exempt employees are required to work on a recognized holiday, they will be compensated based on federal and state laws.

When a holiday falls on Sunday, the following Monday is observed as a non-working day. When a holiday falls on a Saturday, the preceding Friday shall be observed as a non-working day.

Sick/Personal Leave

NON-BARGAINING UNION MEMBERS ONLY

LCCW provides paid sick/personal leave benefits to all regular employees for periods of temporary absence due to illnesses, injuries or personal time needed.

All regular full-time employees will receive 80 hours of paid sick/personal leave benefits per calendar year; however, the accessibility of the 80 hours will be based on monthly accruals. Full-time new hires will receive a pro-rated amount of leave based on 6.67 hours per month. Regular part-time employees will have a pro-rated amount of paid sick/personal leave according to the following schedule:

Hired to work:

32 - 40 hours= 80 hours sick/personal-accrued at 6.67 hrs. per month

20 - 31 hours= 40 hours sick/personal-accrued at 3.33 hrs. per month

19 or less hours = 20 hours sick/personal - accrued at 1.57 hrs. hours/month

Employees can request use of paid sick/personal leave after completing 30 calendar days of employment. Paid sick/personal leave can be used in minimum increments of two (2) hours. All eligible employees may use paid sick/personal leave for an absence due to their own illness, injury, personal time, or doctor's appointments. Paid sick/personal leave can also be used to care for an immediate family member.

Employees who are unable to report to work due to illness or injury must notify their direct supervisor or designee no later than one half-hour before the scheduled starting time unless circumstances preclude notification. Notification is defined as actually speaking to your immediate supervisor or designee. If the employee is unable to reach his/her supervisor, a message should be left on the supervisor's voice mail and the receptionist must be contacted. The

direct supervisor or designee must also be contacted on each additional day of absence. Absence from work without contacting supervisor may be grounds for disciplinary action up to and including termination of employment.

If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the absence and the expected return to work date. If an employee expects to be off work due to an illness or injury for more than five consecutive days, the employee must request for a Leave of Absence and complete a Medical Certification Form. Please contact someone from your Human Resources Department for further instructions. Sick/personal 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 such as, stipends or bonuses.

Sick/personal leave benefits are intended solely to provide income protection in the event of illness, injury, or personal time during the calendar year. Unused sick/personal hours will roll over from one calendar year to the next. Up to 24 hours maybe be carried over from one calendar year to the next, for a total maximum bank of 104 hours allowed each calendar year. Unused sick/personal hours are not payable during employment or upon termination of employment.

Compensatory Time Off

Under no circumstances will comp days off be given in place of receiving overtime pay.

Time off to Vote

LCCW encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non- working hours, LCCW will grant up to two (2) hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two (2) working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Employees may be required to provide a voter's receipt on the first working day following the election to qualify for paid time off.

Jury Duty

LCCW also encourages employees to serve jury duty when required. Full-time employees, who have completed a minimum of six months of service, may request up to two (2) weeks of paid jury-duty leave.

If the requirement to serve jury duty goes beyond the period of paid jury duty leave, the employee may request to be paid using their accrued paid time off (e.g., vacation, sick benefits). If the employee does not elect to use accrued time off, the remainder of the jury duty will be without pay.

The employee requested for jury duty must notify their immediate supervisor as soon as possible. To be paid during the first two weeks of leave, the employee serving jury duty must obtain a receipt from the court for each day of absence. If the employee is "on-call" for jury duty, and the court schedule permits, the employee is expected to report for work.

The supervisor may request that the summoned employee request to be excused from jury duty, if the absence would create a serious hardship to the operations of the department.

LCCW will continue to provide health insurance benefits for the full term of a jury duty absence. The employee must pay any voluntary contributions directly to the payroll department on the first of every month.

Vacation accruals and holiday pay will be suspended during jury duty leave and will resume upon return to active employment.

Military Leave

All employees other than those occupying a temporary position may take leaves of absence to accommodate service in the Armed Forces, Military Reserves, and National Guard. The specific terms of the absence and of your rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. You may direct any questions you may have about military leaves of absence to Human Resources.

Bereavement Leave

Employees who wish to take time off due to the death of an "immediate family" (see below) member must notify their immediate supervisor for approval. A request for time off form must be signed by employee and supervisor and sent to the Payroll department accompanied by a copy of the deceased's death certificate or funeral notice.

Up to three (3) days of paid bereavement leave is allowed. The number of days approved depends on the circumstances, such as, out of state travel to attend funeral services, etc. Unused accrued sick, personal or vacation time may be used for additional time off, with the approval of the employee's immediate supervisor.

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

LCCW defines "immediate family" as the employee's spouse, parent, grandparent, child, sibling; or the employee's spouse's parent, grandparent, child, or sibling.

Family and Medical Leave Act (FMLA)

Companies employing 50 or more employees within a 75-mile radius may be covered by the FMLA. If the absence you have from work is for a serious health condition—either yours or a qualifying family member—you may be eligible for leave under the FMLA. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. The FMLA also provides for up to 26 weeks of Servicemember Caregiver Leave as further described at the end of this section.

- Employees eligible for leave under FMLA are those who:

- Have completed at least 12 months of service with the company, and
- Have a minimum of 1,250 hours of service during the 12 month-period immediately preceding the commencement of the leave, and
- Are employed at a worksite that employs 50 or more employees within 75 miles of the worksite.
- FMLA leave is available on a rolling 12-month time period, measured backward from the date you begin FMLA leave unless your company designates another specific 12-month period.

Qualifying Reasons. If you're eligible, you can take unpaid FMLA leave:

- To care for your child after birth
- To care for a child placed with you for adoption or foster care
- To care for your spouse, child, or parent who has a serious health condition
- When a serious health condition leaves you unable to perform one or more of the essential functions of your position
- Because of a qualifying exigency as determined by the U.S. Secretary of Labor, arising out of the fact that your spouse, son, daughter or parent is on covered activity duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces
- In order to care for a covered servicemember with a serious injury or illness if you are the spouse, son, daughter, parent or next of kin of the servicemember (Servicemember Caregiver Leave)

Wage Replacement and Additional Benefits. When taking unpaid leave through FMLA, you should determine if you may be eligible to use or receive the following wage replacement benefits:

- **PTO** is paid time off that may be available, and which your company may require you to use before taking unpaid leave under certain circumstances.
- **Vacation and/or sick time** is paid time off that may be available if your company offers it instead of a combined PTO benefit, and which your company may require you to use before taking unpaid leave under certain circumstances.
- **STD** is short-term disability insurance that may cover you for certain kinds of illnesses or accidents. In addition, some states provide short-term disability benefits (SDI). SDI is state disability insurance that may require you to first use earned, or accrued, time off before SDI is available. To determine if the state in which you work offers SDI, consult your manager or HR Representative.
- **LTD** is long-term disability insurance that may cover you for certain kinds of illnesses or accidents—after you have exhausted the benefits of your STD/SDI coverage
- **Workers' compensation insurance** may provide benefits for work-related injuries or illnesses.
- **State-paid family leave insurance** may provide benefits when you are caring for a qualified family member with a serious health condition or bonding with a newborn child

or newly placed foster child or adopted child. To determine if the state in which you work offers paid family leave benefits, consult your manager or HR Representative.

Tracking and Integration. A leave is deemed to begin on the first day you are unable to work, even if you use PTO, vacation, or sick time during the waiting period for STD, SDI, or LTD. Also, if you use PTO/vacation/sick leave and you receive other wage replacement benefits, we will integrate your PTO/vacation/sick leave with your other wage replacement benefits so you will receive up to, but not more than 100% of your pay.

Intermittent and Reduced-Schedule Leave. FMLA leave may be taken either intermittently or on a reduced-schedule leave if the leave is taken for a qualifying exigency or if you have a serious health condition, are caring for a family member with a serious health condition, or are taking Servicemember Caregiver Leave.

- **Intermittent leave** is leave taken in separate blocks of time due to a single qualifying reason, illness or injury.
- **Reduced-schedule leave** is a schedule that reduces the usual number of working hours in your workday or workweek. The amount of leave time taken on this basis will reduce the total amount to which you are entitled based on the amount of time off you actually use.

When FMLA is unpaid, because there is no paid leave available or you have chosen not to substitute paid leave, the company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced-schedule leave, the company may temporarily transfer you to an available alternative position that better accommodates your recurring leave and which has equivalent pay and benefits.

Applying for FMLA Leave. If your need for Family/Medical Leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of yours or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member, you must give the company at least 30 days prior notice if possible. We request that you provide notice by completing the Extended Leave of Absence Request form, available in the Human Resources Department. If the need is not foreseeable, you must give notice as soon as practicable (generally within the same or next business day of learning of your need to take leave).

- For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.
- If you are planning a medical treatment, you must consult with your company first regarding the dates of such treatment.
- If you are requesting leave because of your own serious health condition, or that of a child, spouse or parent, or for Servicemember Caregiver Leave, you must submit a written medical certification signed by your health care provider.. Invitational travel orders (ITOs) or invitational travel authorizations (ITAs) will be accepted as sufficient certification for a Servicemember Caregiver leave. Employees who take leave for a qualifying exigency must also provide a written certification to support the need for leave. You must provide any required certification within 15 calendar days

after requested to do so, unless not practicable under the particular circumstances, despite your diligent, good faith efforts. Failure to provide medical certification in a timely manner may be grounds for a delay or denial of leave.

- You may be requested to provide recertification of a serious health condition at reasonable intervals, but no more than every 30 days and generally not before the minimum duration of the serious health condition indicated in the original certification. During an absence because of your own serious health condition, you must report to your manager at least every 2 weeks on your status and prospects for return to work.
- If the leave was for your serious health condition, you will be required to submit a doctor's release when you return to work.

Job Benefits and Protection. During a qualifying FMLA leave, LCCW continues to make available your regular LCCW group health benefits at the same level and under the same conditions as before the FMLA leave, provided your share and the company's share of the premiums are paid. However, if you elect not to return to work for at least 30 calendar days at the end of the leave period, you may be required to reimburse the company for the cost of the LCCW health benefit premiums paid by the company so that LCCW could maintain your regular health benefits during your qualifying FMLA leave, unless you cannot return to work because of a serious health condition of you or your covered family member, or because of other circumstances beyond your control. Accrual of PTO/vacation/sick leave and holiday pay will be suspended during any unpaid portion of your FMLA leave, and will resume upon your active return to employment. The use of FMLA leave will not result in the loss of any employment benefit that was earned before the start of the leave. When returning from FMLA leave, you will be restored to your original or an equivalent position with equivalent pay, benefits, and other employment terms, unless you would not otherwise have been employed at the time reinstatement is requested, you fail to provide a written release from your health care provider (if required), or another exception applies.

If an employee is laid off during an FMLA leave, his or her employment will be terminated and the Company's responsibility to continue leave, LCCW's responsibility to maintain group health benefits, and the Company's responsibility to reinstate the employee will cease at the time of the layoff.

Definitions Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care (requiring an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e. inability to work, attend school or perform other regular daily activities) or any subsequent treatment in connection with such inpatient care;
2. Continuing treatment by a health care provider that includes one or more of the following:
 - a. A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: (a) treatment two or more times within 30 days of the first day of incapacity (unless extenuating circumstances exist), by a health care provider,

by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;

b. Any period of incapacity or treatment for incapacity due to a chronic serious health condition which: (a) requires periodic visits (at least twice a year) for treatment by a health care provider or by a nurse under direct supervision of a health care provider; (b) continues over an extended period of time (including recurring episodes of a single underlying condition); and (c) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.);

c. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, such as Alzheimer's, a severe stroke, or the terminal stages of a disease. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;

d. Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for (a) restorative surgery after an accident or other injury or (b) a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment.

Leave taken because of a work-related illness or injury is covered by this policy, and will be counted in determining whether you have exhausted your entitlement for the relevant 12-month period under the FMLA.

Qualifying Exigency Resulting From Covered Duty means one or more of the following: (a) to spend up to seven calendar days to address issues that arise from short-notice deployment (seven or less calendar days); (b) to attend military events and other activities sponsored or promoted by the military, military service organizations or the American Red Cross that are related to a military member's covered active duty or call to covered active duty status; (c) to engage in certain childcare and school activities, including to arrange for alternative childcare, to provide for childcare on an urgent basis, to enroll a child in or transfer a child to a new school or day care facility, and to attend meetings with staff at a school or daycare facility; (d) to make or update financial or legal arrangements, or to act as the military member's representative before a federal, state or local agency for the purposes of obtaining, arranging or appealing military service benefits while the military member is on covered active duty or call to covered active duty status, and for a period of 90 days following the termination of such status; (e) to attend counseling needed due to the covered active duty or call to covered active duty status of a military member; (f) to spend up to five days with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment; (g) to attend official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the military member's covered active duty status or to address issues that arise from the death of a military member while on covered active duty status; and (h) to address other

events which arise out of the military member's covered active duty or call to covered active duty status provided that the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

Servicemember Caregiver Leave. FMLA entitles eligible employees to take leave to care for a covered servicemember with a serious injury or illness. You must be the spouse, son, daughter, parent or next of kin of the servicemember. **Covered servicemember** means:

1. A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes such medical treatment, recuperation or therapy.

Outpatient status for a covered servicemember means the status of a member of the Armed Forces assigned to:

- A military medical treatment facility as an outpatient, or
- A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious injury or illness of a servicemember means:

1. In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the covered servicemember in line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank or rating; and
2. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the 5-year period described above, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Veteran means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember, beginning on the first day the employee takes leave to care for the servicemember and ending 12 months after that date. If an employee does not take all of the 26 workweeks of leave entitlement to care for a covered servicemember during this single 12-month period, the remaining part of the 26 workweeks of leave entitlement to care for the covered

servicemember is forfeited. During such 12-month period, employees may also take leave for other qualifying reasons under the FMLA. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Servicemember Caregiver Leave runs concurrent with other leave entitlements provided under federal and state law.

The Servicemember Caregiver Leave entitlement is to be applied on a per-covered-servicemember, per-injury basis such that an employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than 26 workweeks of leave may be taken within any single 12-month period.

If both spouses are employed by the company and request leave because of the birth, adoption or placement of a child (bonding purposes), they may only take a combined total of 12 weeks of leave for such reasons during any 12-month period. In addition, if both spouses are employed by the company and take Servicemember Caregiver leave, the amount of Servicemember Caregiver Leave taken in combination with any leave taken for bonding purposes may be limited to a combined total of 26 weeks during the single 12-month period in which the Servicemember Caregiver Leave is taken.

Note: in this situation, the employees' combined total leave taken for bonding purposes will still be limited to 12 weeks.

Leave under State Military Leave Laws

A growing number of states provide leave for family members of servicemembers. The entitlements for such leave differ from state to state. Please ask your HR Representative for details regarding your state.

Leaves To Accommodate Legally-Recognized Disability or Work-Related Injury Leave may be available, if necessary, to reasonably accommodate employees with a workplace injury or a disability under state or federal law. Such leaves are generally unpaid and availability is dependent on the circumstances of each particular case. Please contact your HR Representative for specific details regarding eligibility, requirements, and reinstatement rights for such leaves. In addition, please remember that all workplace or work-related injuries must be immediately reported to your manager.

Return to Work

If you take any kind of leave for your own serious medical condition, you must provide your manager with a medical release from an attending physician immediately upon return to work.

Questions

If you have any questions regarding any of the leaves referred to above, please contact your HR Representative

California Paid Family Leave Law

As of July 2004, California became the first state in the country to offer a comprehensive paid family leave program. The program allows workers to receive up to six weeks per year of partial wage replacement for leave taken to care for a seriously ill family member (child, spouse, parent, or domestic partner); to care for a newborn child; or to bond with a child after adoption or foster-care placement. Paid leave can be taken all at one time, or intermittently – i.e., in hourly, daily, or weekly increments.

The program, which is funded through the State Disability Insurance (SDI) system, is funded entirely by employee contributions. While the previously existing SDI benefit provides partial wage replacement to individuals who cannot work because of their own illness or injury, the new paid family leave benefit provides partial wage replacement to individuals who must take time off from work to care for a seriously ill family member or new child. Workers who take leave under the paid family leave program receive up to 55% of their wages, subject to a statutory cap. Only workers who pay into the SDI system -- i.e., almost all private sector employees and some public sector employees -- are eligible for paid leave. The paid family leave law does not require an employee to work a minimum number of hours or days before becoming eligible for paid family leave benefits.

Paid family leave insurance is not a form of job protection. In other words, the program does not guarantee an employee the right to take leave, nor does it require an employer to hold an employee's job open while the employee is on leave. Paid family leave does, however, run concurrently with leave under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), both of which provide job protection. In general, employers with 50 or more employees are covered by the FMLA and CFRA. The paid family leave law applies to all employees, regardless of employer size.

The paid family leave law requires a one-week waiting period. In other words, an employee must be out of work at least eight days in order to receive paid family leave benefits. In addition, an employer may require an employee to use up to two weeks of vacation leave (but not sick leave) before the employee can receive the benefit. Finally, in the case of an individual taking leave to care for a sick family member, if another family member is able, available, and willing to provide care to the seriously ill family member, the individual is not eligible for the paid family leave benefit.

Short Term Disability Leave

LCCW provides disability leave to all employees experiencing any illness, injury, or surgery that prevents them from performing their regular job duties and which requires them to be absent from work for more than five consecutive days. Elective surgery, pregnancy, childbirth, or related medical conditions are also covered.

An employee requesting short term disability must notify his/her supervisor and the Human

Resources Department by providing a health care provider's statement verifying that the employee is unable to perform his/her job duties and has a need to be on short term disability leave. The anticipated commencement date and duration of the disability leave must be included in this statement. Any changes in the information provided must be promptly reported to the Human Resources Department.

The employee has the option to apply for state disability wage benefits through the Employment Development Department (EDD). SDI coverage provides the employee with a weekly wage benefit during the disability leave, up to a maximum of 52 weeks. For claims beginning on or after January 1, 2010, weekly benefits range from \$50 to a maximum of \$987. To qualify for the maximum weekly benefit amount (\$987) an individual must earn at least \$23,305.46 in a calendar quarter during the base period. An individual's weekly benefit amount is approximately 55 percent of his or her earnings up to the maximum weekly benefit amount. Most STD plans won't start paying until the employee has been absent for one week or until the sick leave has expired, whichever comes first. State disability claim forms and information can be obtained from the Human Resources Department, your health care provider, or the EDD office.

The employee's regular salary will be suspended during the disability leave. Available sick/personal leave and unused vacation hours may be used to continue salary during the waiting period prior to receiving the state disability benefits. Employees may elect to use their unused accrued vacation hours to supplement their pay during the disability leave. The employee must contact the Human Resources Department prior to the commencement of disability leave.

Subject to the terms, conditions, and limitations of the applicable health care insurance plans, LCCW will continue to provide health insurance benefits. The employee must pay any voluntary contributions to LCCW on the first day of every month.

Accruals for years of service and the profit sharing plan will continue during the approved leave, however, vacation accrual and holiday pay will be suspended during the leave and will resume upon return to active employment.

Upon returning from a disability leave, the employee will be reinstated to the same position unless either the employee's job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate safely and efficiently. If the same position is not available, the college will make every effort to offer a comparable position in terms of such issues as pay, location, job content, and opportunity.

The employee on an approved disability leave is required to inform the Human Resources Department at least one week prior to the date of return. Prior to returning to work, the employee must provide a health care provider's authorization to return to work note to the Human Resources Department and the employee's supervisor. Any work related restrictions to return to work, must be documented clearly in the notification from the health care provider.

If an employee fails to report to work at the end of the approved disability leave, LCCW will consider that the employee has voluntarily terminated employment.

Personal Leave of Absence

Full-time employees have the option to apply for an unpaid personal leave of absence under the following conditions:

- 1) Employee must have at least three (3) years of service with LCCW.
- 2) Employee must submit a request in writing to immediate supervisor, specifying the reason for the leave, the date beginning leave and the date returning to work.
- 3) Immediate supervisor must approve the request prior to taking the leave.
- 4) If the supervisor is unable to maintain the department operations during the proposed leave, the leave will not be considered at that time.
- 5) The leave is subject to approval on a two-week basis and must not exceed thirty days, in any twelve-month period.

Subject to the terms, conditions, and limitations of the applicable health care insurance plans, LCCW will continue to provide health insurance benefits for up to 30 days of leave. The employee must pay any voluntary contributions to LCCW on the first day of every month. If the personal leave extends beyond 30 days, the employee will be offered to continue coverage through COBRA (see insurance benefit section).

Accruals for years of service and the profit sharing plan will continue during the approved leave, however, vacation accrual and holiday pay will be suspended during the leave and will resume upon return to active employment.

Upon returning from a personal leave, the employee will be reinstated to the same position unless either the employee's job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate safely and efficiently. If the same position is not available, the college will make every effort to offer a comparable position in terms of such issues as pay, location, job content, and opportunity.

Long-Term Disability Leave

Long-term disability (LTD) can provide coverage when a six-month period has elapsed since the onset of the eligible disabling condition. The covered conditions may be occupational or non-occupational and can be the result of illness, injury, or related to a disabling pregnancy. Long-term disability requires a waiting period of 90 days before commencement of benefits. This coverage provides additional compensation to the State Disability benefits and must be applied for as soon as the employee has knowledge that the health condition will require an absence from work for more than 90 calendar days.

Pregnancy Disability Leave

Employees who are disabled by pregnancy, childbirth or related medical conditions an unpaid pregnancy disability leave (PDL). Conditions for which leave is available include prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth. PDL is available for the actual period of disability as certified by the employee's health care provider

Employees planning a pregnancy disability leave must notify the Human Resources Department at least 30 days in advance of a foreseeable event and as soon as possible for an unforeseeable event.

A health care provider's statement must be submitted verifying that the employee is unable to perform job duties and has a need to be on pregnancy leave, including, the beginning and anticipated ending dates of the disability. Any changes in this information should be promptly reported to the Human Resources Department.

Employees may substitute any accrued paid leave time for unpaid leave as part of the pregnancy disability leave period.

Subject to the terms, conditions, and limitations of the applicable plans, LCCW will continue to provide health insurance benefits for the full period of the pregnancy disability leave.

Accruals for years of service and the pension plan will continue during the approved leave, however, vacation accrual and holiday pay will be suspended during the leave and will resume upon return to active employment.

Once the employee is released by a health care provider to return to work, written authorization must be submitted to the Human Resources Department and supervisor prior to returning to work. At the time the employee is released from pregnancy leave, the employee then has the option to request a family leave to care for their newborn (see section Family Medical Leave Act of 1993 & Paid Family Leave).

Upon returning from a pregnancy disability leave, the employee will be reinstated to the same job position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate safely and efficiently. If the same position is not available, LCCW will make every effort to offer a comparable position in terms of such issues as pay, location, job content, and opportunity.

If an employee fails to report to work promptly at the end of the pregnancy disability leave, LCCW will interpret that the employee has voluntarily resigned employment with LCCW. An employee may be subject to disciplinary action should they fail to comply with the notice and medical authorization requirements stated above.

Family School Partnership Leave

LCCW recognizes the crucial need for parents to be involved in their child's education and school activities. In accordance with the Family School Leave Act, LCCW will provide unpaid time off in accordance with the guidelines set forth below.

An employee who is a parent, guardian, or grandparent having custody of children in kindergarten through grade 12 is allowed up to 40 hours of unpaid leave each school year (prorated for part-time employees). This time off must not exceed eight (8) hours in any calendar month of the school year.

The employee must give reasonable notice to immediate supervisor and complete a request for time off form and return it to the Payroll Department with the appropriate timecard or monthly absence report. Employees have the option to use accrued, unused vacation hours to be paid for this time.

Retirement Benefits

All retired faculty members are eligible to participate in the following benefits: faculty discount at the bookstore, admission to convocations on campus, use of the library facilities, admission to College activities and Health Center privileges.

Subject to the terms and conditions of the College health insurance plans, the retired faculty is eligible to continue health coverage. The retiree is eligible to convert the group life insurance plan into an individual policy, subject to the terms and conditions of the insurance company.

Service Recognition Awards Program

LCCW recognizes the importance of acknowledging the long-term commitment of its employees. The Service Award Program is an opportunity for LCCW to show its appreciation and gratitude for employees with multiple years of service. Awards will be given to employees with service length of 3, 5, 10, 15, 20 years, and every 5 years thereafter.

Educational Assistance Program

LCCW recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within LCCW.

All regular full-time employees and full-time appointment employees who have completed two years of continuous service and are performing their current job satisfactorily are eligible to submit a request for educational assistance. The course schedule must not interfere with daily work assignment or scheduled work hours and is subject to supervisor approval.

Individual courses or courses that are part of a degree, licensing, or certification programs must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. LCCW has the sole discretion to determine whether a course relates to an employee's current job duties or to a foreseeable- future position.

While educational assistance is expected to enhance employee's performance and professional abilities, LCCW does not guarantee that participation in formal education will entitle the employee to an automatic advancement, a different job assignment, or any pay increase.

Employees must submit a written request for educational assistance to their supervisor. The request must include:

- I. The name of the institution to be attended
- II. The title of each course to be attended

- III. The cost of each course to be attended
- IV. A statement of how each course to be attended will enhance the employee's current job performance and/or how the course will enhance the employee's personal growth for future opportunities within LCCW.

Upon approval of the request by the employee's immediate supervisor, the employee must forward the request to the Human Resources Department for final approval and processing.

The Human Resources Department will notify the employee and the department supervisor as to the status of the request.

Reimbursement of Educational Assistance:

After approved courses are completed, LCCW will pay up to a maximum of \$800.00 per fiscal year. LCCW will reimburse the employee for the cost of courses and books only.

Reimbursement will be made in accordance with the following criteria:

- 25% for a grade of "C"
- 50% for a grade of "B"
- 75% for a grade of "A"

Employees requesting reimbursement must provide the Human Resources Department with copies of report card and receipts for tuition and books.

Insurance Benefits

Group Health Insurance

All eligible full-time regular employees may sign up for Group Health Insurance benefits provided by LCCW. LCCW offers eligible employees a comprehensive benefits package, including Medical, Dental, Vision, Basic Life and Accidental Death & Dismemberment and Long-Term Disability.

Full-Time regular employees eligible for health benefits on the 1st day of the month following one month's employment; (coverage terminates at the end of the month in which termination occurs).

Summary plan descriptions will be provided and explained during new-hire orientation and further information can also be obtained from the Human Resources Department.

Employees must contact the Human Resources Department when experiencing any "qualifying event", such as, a marriage, divorce, and death of a spouse, birth or adoption of a child(ren) and/or the loss of other health coverage that was provided by a spouse, within 30 days after the event. It is essential that employees notify the Human Resources Department of such events to ensure that the appropriate insurance forms will be completed and explanation of benefits provided.

On an annual basis, LCCW offers an "open enrollment period" which allows eligible employees to elect health insurance plan changes.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at LCCW's group rate plus an administration fee. The maximum period for continuation depends upon the qualifying event. LCCW provides each eligible employee and participating dependent(s) with a written notice describing rights granted under COBRA. These notices are administered through TriNet to the COBRA participant. For any questions about COBRA contact the Human Resources Department.

Chiropractic Care

All regular part-time and full-time employees, their spouse and dependent children are eligible to receive chiropractic care at no cost through the LCCW Health Center upon hire. Employees are responsible for fees associated with x-rays and lab work.

Employees interested in receiving chiropractic care must schedule their appointments during non-working hours.

Workers' Compensation Insurance

As of your date of hire, you are covered by workers' compensation insurance. You may contact TriNet's Employee Solution Center or your local Workers' Compensation Bureau for additional information.

Please note that workers' compensation covers only work-related injuries and illnesses. You will not be eligible to receive workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that does not constitute a part of your work-related duties.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear. An Incident Report Form must be completed and returned to the Human Resources Department within 24 hours of the injury. The employee may be required to complete further paperwork to file a claim with the insurance carrier, depending on the severity of the injury.

Unemployment Insurance

The Unemployment Insurance Program, commonly referred to as UI, provides weekly unemployment insurance benefits for workers who lose their job through no fault of their own. Eligibility for benefits requires that the claimant be able to work, be seeking work, and be willing to accept a suitable job.

Unemployment Insurance is a unique federal-state program, based on federal law, but executed in its relationship to the employer and the unemployed worker through state law and by

state employees. It is financed by unemployment program tax contributions from employers.

Rules of Conduct

Employee Rules of Conduct

Although LCCW reserves its right, where permitted by law, to terminate employment “at will” with or without cause and with or without notice, to protect the interests and safety of all employees and the organization, LCCW expects all persons employed or contracted by LCCW, to follow the employee rules of conduct. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. However, in order to provide guidelines, examples of unacceptable conduct are listed below. The following are examples of unacceptable behaviors during employment with LCCW. Any infractions to proper conduct and professional behavior may result in disciplinary action ranging from verbal and/or written warnings to suspension and/or termination of employment:

- Excessive absenteeism, tardiness and unexcused absences;
- Neglecting job duties, responsibilities and/or insubordination (refusing to follow directions and/or instructions given by supervisor);
- Conducting any personal business during work hours, on LCCW premises;
- Malicious, harassing, defamatory, vulgar, obscene, libelous or discriminatory comments;
- Disclosure of confidential trade secrets or copyrighted materials to third parties;
- Representation of personal opinion as the policy of LCCW without authorization;
- Restricting or interfering with the performance of other employees’ jobs, and/or engaging in any unwarranted interruption of the working environment; Using LCCW telephones for personal long-distance and toll calls without prior approval from immediate supervisor;
- Falsifying, tampering, or misrepresenting any reports or records, including personnel information, timecards, absences, sickness, student records, or any requested leaves of absence. Including dishonest acts such as, clocking in other employees, forging signatures, stealing, etc; Falsely stating or making claims of workers’ compensation injuries or disability;
- Removing any confidential, trade secret property, records, or other material without proper written authorization by the appropriate department supervisor;
- Abuse or destruction of LCCW property including, office equipment, furniture, etc;
- Any acts of violence toward employees, students, and visitors or the possession of firearms or weapons on College premises;
- Smoking in the non-designated smoking areas;
- Dispensing or copying the College keys and/or security codes without authorization from the Manager of Campus Enhancement
- Insubordination;
- Failure to observe LCCW's safety regulations;
- Unlawful harassment, including sexual harassment, of any person on the college campus or Health Center.

Safety Responsibility and Rules

To assist in providing a safe and healthful work environment for employees, students, and visitors, LCCW has established a workplace safety program.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Some employee safety responsibilities/ rules include but are not limited to:

1. Do not operate any equipment without proper training and authorization.
2. Report any safety hazards or defective equipment to your supervisor or the Campus Enhancement Manager immediately.
3. Do not remove and/or tamper with any guards or safety devices and never use any equipment with inoperative or missing guards or safety devices.
4. Report all accidents and injuries, no matter how minor, to your supervisor and the Human Resources Department within 24 hours.
5. Do not climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Always follow safe lifting procedures when lifting any object and get help for heavy objects.
 - a. Bend knees, not your back
 - b. Keep object close to body
 - c. Lift with legs
 - d. Do not lift and twist
7. All tools and equipment should be inspected for safe condition, grounding, and operation before using.
8. When required, employees must wear all safety articles and use protective equipment provided to them.

Employees violating any of these rules or practices, or engaging in any conduct that creates a safety hazard or disruptive environment, will be subject to disciplinary action up to and including termination of employment.

Ergonomics Program

LCCW is committed to minimizing repetitive motion injuries through work site evaluations, proper office equipment, control measures and safety and prevention training. All employees are encouraged to report any related concerns to their supervisor and/or the Human Resources department.

Maintaining an Alcohol and Drug-Free Environment

LCCW is committed to providing a drug-free healthful and safe workplace. This statement of policy and information is provided to employees and students of LCCW in accordance with the Drug-Free Workplace Act of 1988, 34 CFT, Part 85F and the Drug-Free Schools and Communities Act of 1989, Public Law 101-226, Section 22. All employees and students are

expected to take this information seriously and abide by the college policy.

Employees and students of LCCW are hereby notified that the unlawful manufacturing, distribution, and/or possession of illegal drugs or alcohol are prohibited on LCCW property. Any violation of the above or being under the influence of illegal drugs or alcohol while on LCCW property will result in disciplinary action up to and including termination of employment.

LCCW employees and students are hereby notified that illegal drug and/or alcohol abuse in the workplace and/or classroom is dangerous to all employees, students, and to the general welfare of the College. Illegal drugs come in many forms and names. LCCW is required by law to control certain drugs in the workplace. There are many “controlled substances” which are against the law, and legal drugs that if taken without a prescription or misused, can be dangerous in the workplace.

The following substances are prohibited in the workplace and on LCCW premises:

- Cocaine, Hallucinogens, Heroin, Marijuana, and other illegal drugs.
 - Misuse of prescription drugs, such as, amphetamines and sedatives.
 - Prescription drugs such as, amphetamines and sedatives taken without a valid prescription
- A. Being under the influence of illegal drugs and/or alcohol effect mental processes, which can cause dangers in the workplace.
 - B. Any employee that would like further information or resources on dealing with a particular substance abuse may contact the Human Resources Department.
 - C. It is required that each employee engaged in the performance and/or receipt of any federal funds is given a copy of this statement of policy and information.
 - D. Employees engaged in the performance of any federal grant shall as condition of employment abide by the terms of this statement of policy Item “A” and notify LCCW of any criminal drug statute conviction or a violation occurring in the workplace no later than five (5) days after such conviction.
 - E. LCCW shall notify the federal agency within ten (10) days after receiving notice under item “D” from an employee or otherwise receiving actual notice of such conviction.
 - F. LCCW will take action within 30 days of being notified when an employee has been convicted of violating our drug-free workplace rules. One or more of the following will occur:
 - a. Disciplinary actions up to and including termination of employment, or
 - b. Require such employee/student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency
 - G. LCCW will make a good faith effort to continue to maintain a drug-free environment through implementation of items “A” through “F” of this document.

Drug Testing

Under LCCW’s drug testing policy, employees may be asked at the college’s discretion to submit to a drug test for the following reasons:

- Pre-Employment Drug Testing
- Reasonable Suspicion Drug Testing: Employees may be required to submit to a drug test if the college believes an employee may be under the influence of drugs or alcohol on the job. Only an administrator, who has been trained to recognize Reasonable Suspicion, shall request an employee to submit to a drug/alcohol test. Reasonable Suspicion drug testing means drug testing based on a belief that an employee is using or has used drugs in violation of the college's policy drawn from specific objective facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
 - Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
 - Information that an employee has caused, or contributed to, an accident at work.
 - Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.
- Post Accident Drug Testing: Any employee involved in an on the job accident or injury may be tested for drug or alcohol use.

LCCW's drug testing policy is intended to comply with all federal and state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights.

Any drug testing requested by LCCW will be conducted by a laboratory licensed by the state. All expenses related to the test will be incurred by the college. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by contacting the Human Resources Department.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended without pay until the results of the drug and alcohol test are made available to LCCW by the testing laboratory. Where drug or alcohol testing is part of the reasonable suspicion or post-accident screening, there will be no adverse employment action taken until the test results are in.

All testing results will remain confidential. Employee must sign a consent form prior to the release of results. The results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. If the employee is to be referred to a treatment facility

for evaluation, the employee's test results will also be made available to the employee's counselor.

Smoking

In keeping with LCCW's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in all parking areas and open outdoor areas away from entrances to the College buildings. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, students, patients, and visitors.

Hazardous Waste Disposal

Employees who handle toxic or hazardous substances on behalf of the College are required to maintain, use and dispose of such substances in accordance with applicable state, federal and local laws and regulations as a condition of their employment. The employee may obtain assistance in ascertaining his or her obligations under these laws and regulations from the office of Buildings and Grounds. Any employee, who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the office of Buildings and Grounds, shall be deemed to have acted outside the scope of his or her authority.

Workplace Violence

Consistent with this policy and others supported by the college, any act of intimidation, harassment, harm, violence, aggression, coercion or any other physical or psychological acts will be addressed as a disciplinary action up to and including termination of employment.

Creating a hostile or stressful environment by abusing or intimidating co-workers or subordinates will be dealt with accordingly. All threats or acts of violence should be reported immediately to the Human Resources Department. Further examples include:

- Hitting and shoving or caging in another person
- Making threats against a person, their family, friends, property, etc.
- Harassing by stalking or surveillance
- Carrying, pointing or using firearms and other weapons against another

Emergency Closings

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.
- Do not re-enter the building until instructed to do so.

Computer E-Mail and Phone Usage

Use of Phone and E-Mail Systems

Personal use of LCCW telephones (landlines or cell phones) for long-distance and toll calls are not permitted. Employees must practice discretion in using LCCW telephones when making local personal calls and may be required to reimburse LCCW for any charges resulting from their personal use of the telephone

The use of LCCW paid postage or shipping for personal correspondence is not permitted.

Computer and E-mail Usage

Computers, computer files, the e-mail and voicemail systems, and software furnished to employees are LCCW's property and are intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure quality control, employee safety, security, and the compliance of this policy, computer, e-mail and voice mail usage may be monitored.

Messages you send or receive via these systems should not be treated as private or confidential communications. Authorized College personnel must have unrestricted access to information stored on these systems. Reasons for access include, but are not limited to:

- Retrieving business information;
- Trouble-shooting hardware or software;
- Assuring compliance with software distribution policies;
- Complying with legal and regulatory requests for information.;
- Preventing system misuse;
- Random audit of system contents;

LCCW strives to maintain a workplace free of harassment. Therefore, LCCW prohibits the use of computer, E-mail and voice mail systems in ways that are disruptive, offensive or harmful to others or morale.

For example, the downloading, display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic or racial slurs, comments or jokes, or anything that may be construed as harassment or showing disrespect for others.

LCCW is sensitive to the legitimate privacy rights of employees; therefore, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

LCCW purchases and licenses various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software

developer, LCCW does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. LCCW prohibits the illegal duplication of software and its related documentation.

The use of social media sites (Facebook, YouTube, Twitter, etc.) for non-college business is prohibited during work hours.

Employees must notify their immediate supervisor, the Human Resources Department or any member of the management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Social Media

LCCW understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with LCCW, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct not permitted by law that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects LCCW's employees may result in disciplinary action up to and including termination.

Carefully read these guidelines and LCCW's discrimination and harassment policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or utilizing LCCW's complaint procedures than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, disparaging, harassing, or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or LCCW policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company or fellow employees. The following are some dos and don'ts to keep in mind:

- Maintain the confidentiality of the Company's trade secrets and privileged, confidential information. Do not post internal reports, policies, procedures or other internal Company-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Company website without identifying yourself as an employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for LCCW. If LCCW is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of LCCW or LCCW employees. If you do publish a blog or post online related to the work you do or subjects associated with LCCW, make it clear that you are not speaking on behalf of LCCW. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of LCCW."
- Do not use LCCW email addresses to register on social networks, blogs or other online tools utilized for personal use.
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College Provided Cell Phones

Unless otherwise authorized, LCCW provided cell phones must be used only for business purposes. In addition, employees should use a college provided cell phone only when a less costly alternative does not exist. Employees must fully reimburse the company for any personal use of a college provided cell phone. Business phones with excessive non-business long distance and over limit fees will be passed on to the employee in terms of disciplinary action

Cell Phone Use While Driving

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance.

Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call or use a hands-free speaking device such as a speakerphone/ earpiece.

Cell Phone Use – Other Services

In addition to telephone service, many cell phones or cellular providers offer a host of additional functions and/or services, including text messaging, data and digital photography. It is not possible to list all of the services that are now or may become available. Whether enumerated or not, employees are strictly prohibited from using any of these services on college provided cell phones, unless such use has been specifically authorized. Using such services could be grounds for disciplinary action up to and including termination of employment

Blogging

Blogging has become a popular activity on the Internet and you may now or in the future decide to start a blog. The college takes no position on your decision to start or maintain a blog.

Unless specifically authorized to do so, you are prohibited from "blogging" on work time or during working hours and may not use LCCW computers (or other college provided devices) to blog.

You are also subject to the college's discipline policy for any blog posting that the college determines is: (1) discriminatory, harassing, threatening, or libelous;. (2) represents your personal opinion as the official position or policy of LCCW; (3) discloses confidential trade secrets or privileged, confidential information; or (4) infringes upon a copyright.

Accordingly, unless specifically instructed, you are not authorized to speak on behalf of the college and, therefore, must not do so.

The nature of any blog posting will be a factor in determining what (or whether) discipline will be imposed, but you may be subject to discipline up to and including immediate termination of employment.

The above policy applies to other forms of social media or technology on the Internet, including Facebook, MySpace, Twitter, and wiki postings or video postings.

Instant Messaging

You are not permitted to use any instant messaging system or technology to conduct personal business while at work. Any employee doing so will be subject to discipline, up to and including immediate termination.

Videotaping In the Workplace

Unless expressly authorized by the Human Resources Department, taking video in the workplace is strictly prohibited. The type of device used to capture video is irrelevant as is the format in which the video is taken. Employees are prohibited from using any device that has the capacity to capture video images.

The nature of the activity captured on video is also irrelevant. Videotaping the workplace or work activities has the potential of disclosing confidential college information and/or trade secrets.

Any employee determined to have taken an unauthorized video will be subject to discipline, up to and including termination of employment.

Use of Equipment and Vehicles

When using LCCW property, employees are expected to exercise care, and follow all operating instructions, safety standards, and guidelines.

Please notify the Campus Enhancement Manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles,

as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

General Information

Animals on Campus

Animals are not allowed on campus or in the parking lot at any time for the exception of Guide dogs for the visually impaired.

Attendance and Punctuality

Employees are expected to report to work at their scheduled time. Absenteeism and tardiness place a burden on other employees and puts a strain on the department as a whole. Employee's, who are unable to report for work due to illness or other justifiable cause, must notify their supervisor prior to the absence or within one half- hour after the regular scheduled starting time. If the supervisor is unreachable, a voice mail message must be left and the employee must contact the main receptionist and state the reason for the absence and the approximate date of return.

Punctuality is an essential part of the job. When reporting to work and returning from lunch and breaks, employees are expected to report on time and remain at work for the scheduled shift. The College attendance terms and guidelines are defined below:

Absence: Any time an employee is scheduled to work but does not report or leaves during work without prior approval.

Tardy: Any incident when an employee has not reported to work when scheduled or has previously agreed to work. This includes reporting to work, returning from lunch or breaks.

Excessive Absenteeism: Any combination of absences and tardiness that exceeds the department standards.

Each supervisor is responsible for monitoring and tracking employee attendance. Expectations and standards may vary depending on individual departments. Contact your supervisor for department guidelines. Employees' who exceed guidelines and expectations of the department supervisor are subject to disciplinary actions up to and including termination.

Bulletin Boards

Throughout LCCW there are a number of bulletin boards to be used for general posting purposes. Materials shall be posted only in specifically designation areas of the campus and health center. Some bulletin boards are assigned for a specific purpose and all postings must have approval. All areas for general posting are periodically updated. Bulletin Boards inside the classrooms are for the use of faculty to post information pertinent to the classes being held.

Damage resulting from any inappropriate postings will be charged to the offending party.

Children on Campus

Children of employees and students are not allowed on campus during working or closed hours. On occasion there may be a specific day where children are allowed on campus that will be announced in advance.

Clubs on Campus

All clubs on campus are required to have a faculty advisor. Advisors are responsible for providing leadership to the organization and elected officers.

Commute Options

LCCW recognizes that traffic congestion contributes to air pollution and energy waste. To help reduce congestion and improve air quality, LCCW encourages employee commute options. Finding alternatives to driving alone to work benefits both the employee and the environment.

If at all possible, walking or bicycling to work are the healthiest commute options. These options also have the greatest impact on reducing traffic and the cost of commuting. Bicycle storage racks and shower facilities are provided for employees who choose these alternatives.

Public transportation is a commute option that reduces traffic and air pollution. Transit riders eliminate the stress of driving and may even have time to read, sleep, or write while commuting.

Carpooling is a convenient option that saves money on commute cost, reduces the stress of driving every day in traffic. A carpool consists of two or more individuals who share a ride to work. The number of riders may vary, the days the carpool operates may change, the drivers may rotate, and riders may share expenses. Conveniently located parking places are reserved for employees who carpool. Employees that carpool must register with the Student Services Office.

Dress Code/Personal Appearance

It is LCCW's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization for all its staff, faculty, students and community.

Employees are expected to maintain clean personal hygiene and present themselves in a professional manner and appearance.

LCCW considers the following as unacceptable attire:

- Athletic wear, cut off pants, mini-skirts, advertisement T-shirts or T-shirts with inappropriate words or pictures, blue denim jeans, spandex or lycra such as biker shorts, tennis shoes, tank tops, tube tops, halter tops with spaghetti straps, beach wear, midriff length tops, provocative attire, off-the shoulder tops, hoodies, workout clothes or shoes, flip flops, see through clothing, jewelry affixed to nose, tongue, cheek, lip or eyebrow, and visible tattoos.

If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

If an obvious policy violation occurs, the department supervisor /manager will hold a private discussion with employee and ask the employee to go home and change his/her attire immediately. Under such circumstances, employees will not be compensated for the time away from work.

Repeated policy violations will result in disciplinary action, up to and including termination.

For safety or other reasons, a supervisor may set specific attire guidelines for the employees in a specific department. Any questions regarding the dress code for a particular department may be brought to the department supervisor.

Recycling

LCCW supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of recyclable materials at LCCW locations. The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

By recycling, LCCW is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Building and Grounds Department.

Room Reservations

Any meeting, seminar, or training class occurring on campus must be registered with the Student Services department. A room reservation form must be submitted to the Student Services department for approval in advance.

Identification/Security Badges

Identification/security badge request forms are obtained through the Human Resources Department and must be authorized by an employee's immediate supervisor. All employees are expected to carry the badge at all times. The badge is used for identification purposes, security access, library loan privileges and employee discounts at the bookstore, continuing education functions, and health center services. Your badge is not to be shared with anyone. If your badge is lost or stolen please contact the Human Resources Department immediately.

Lost and Found

Since the library is open longer hours than most departments on campus, the staff at the circulation desk will handle Lost & Found. Please send all found items to the library.

*** If the item is electronic, contains sensitive information, or is critical to transportation (i.e., cell phone, wallet, keys, computer) please inform the staff at the circulation desk (extension 4507) as soon as possible. Let the staff know what specific items you have and that you will take them to circulation desk. Every lost item is logged, and those with a high dollar value are all locked in a secure cabinet. A signature is required to claim all items.

***An exception to the above procedure applies to items found at the Health Center that likely belong to patients. These items should be taken to the Records Room. However, Records Room staff will still call the library circulation desk (extension 4507) to inform the library staff about crucial or valuable items. The circulation desk will document the item the log book and refer people to the Records Room as appropriate