



Employee Handbook

2016 - 2017

Celebrating More Than 40 Years of Excellence in
Education, Training, Counseling and Community Service

www.pgu.edu

This policy manual is the property of Phillips Graduate University. These provisions supersede all existing policies and procedures. Phillips Graduate University reserves the right to revise, delete or add policies at any time. This can be exercised only by the written approval of the President of Phillips Graduate University. EMPLOYEE POLICY HANDBOOK

RECEIPT AND ACKNOWLEDGMENT FORM

I acknowledge that I have read the Employee Policy Handbook, which can be viewed on the Phillips Graduate University website at www.pgu.edu located under Human Resources. I understand that this Handbook supersedes any previous policies or procedures.

I understand that all questions regarding the Employee Policy Handbook should be directed to the Human Resources Office.

I understand and agree that my employment with Phillips will be governed by the policies contained in this Handbook.

NAME (Please print) _____

SIGNATURE _____

DATE _____

At-Will Employment Status

Phillips Graduate University personnel are employed on an at-will basis. Employees may be terminated or disciplined with or without cause and with or without advance notice at any time by the University. Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the University has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President of Phillips Graduate University has the authority to make any such agreement, which is binding only if it is in writing.

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PURPOSE OF THIS HANDBOOK

This Handbook is a living document reflective of the current practices and policies of Phillips Graduate University and designed to familiarize you with the various policies and procedures pertinent to your employment.

This Handbook summarizes the policies and practices in effect at the time of publication. It supersedes all previously issued Handbooks and any policy or benefits statements or memoranda that are inconsistent with the policies described herein. As policies and procedures may change from time to time, please replace the old policies with the new revised policies. The intention of this Handbook is to provide the employee with clear descriptions of our programs, practices and policies.

It is the expectation of Phillips Graduate University that the policies contained herein will be fairly and equitably applied to all employees. The President has the authority to make any such agreement, which is binding only if it is in writing.

Phillips Graduate University reserves the right to revise, modify, delete or add to any or all policies, procedures, work rules, or benefits stated in this Handbook or any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the President of Phillips Graduate University.

INTRODUCTION

History

A nonprofit educational, counseling, training and research center, Phillips Graduate University and the Phillips Counseling Center trace their origins to the 1950s when Clinton E. Phillips, Ph.D., pioneered the application of family systems theory and the initiation of family therapy at the American University of Family Relations.

In 1971, Dr. Phillips founded the California Family Study Center (CFSC) as the only freestanding graduate program in the country dedicated solely to the field of human relationships. Built upon the family systems model, the graduate program in Marriage and Family Therapy attracted a diverse population of students brought together by a shared passion for making a difference. As the program gained momentum, it quickly became known as a leader in mental health higher education across the profession. In 1996, in recognition of his innovative leadership, the Board of Trustees honored Dr. Phillips by changing the name to Phillips Graduate University.

With more than forty years of excellence in graduate education and training, Phillips has grown from a small, single-degree granting institution to a leader in the field.

Today, Phillips Graduate University remains at the forefront of confronting complex interpersonal business and social issues, exploring new avenues for change, and ultimately creating academic programs that are shaped by the communities it serves.

VISION

We strive to be a thriving global diverse learning community.

MISSION

Our mission is to provide outstanding education and training to students as well as counseling and consulting services to the community.

We inspire personal transformation and professional excellence in an experiential, collaborative, and innovative learning environment.

VALUES

The Challenge to Grow and Develop

This is applicable at the individual, family and organizational levels. We apply it to ourselves and others.

Collaborative Involvement

This is the catalyst for innovative and effective solutions outside the organization.

Integrity

We encourage the making and honoring of commitments, consistency and wholeness even under challenging circumstances.

Creativity

Institutional support for creativity helps to find new solutions and to look "out- of-the box" for new opportunities in times of change.

Appreciation for Diversity

We can capitalize on the advantage of differences, learning new ways of doing things from each other.

Contribution to Positive Social Change

Every person involved with Phillips Graduate University contributes to the well-being of the community. This contribution, however seemingly small, is eventually reflected at global levels.

OUR DIVERSITY COMMITMENT

Phillips Graduate University's commitment to diversity includes focused consideration of ethnicity, race, culture, gender, sexual orientation, socioeconomic status, age, spiritual or religious beliefs, and disability as factors which have a salient impact on individuals' and groups' world views, values, and practices, such as recruitment and retention of students, faculty and staff, and integration of diversity issues into educational, training and community outreach programs.

Issues of diversity are central to the ethics and richness which guide the mission of Phillips Graduate University.

ACADEMIC PROGRAMS

All Phillips programs integrate academic knowledge and theory with practical experience and training. Students balance process and theory to create a framework for understanding their chosen field of study. Phillips emphasizes effective interpersonal relationships and self-awareness and is dedicated to the educational, professional, and personal growth of each student.

Phillips Graduate University offers the following degree programs:

Doctor of Psychology degree in Organizational Management and Consulting (Psy.D.)

Master of Arts in Psychology/Marriage and Family Emphasis

Master of Arts in Psychology/Marriage and Family/Art Therapy Emphasis

Master of Arts in Psychology/School Counseling Emphasis/Pupil Personnel Services Credential

Master of Arts in School Psychology/Pupil Personnel Services Credential

See the catalog for detailed information on degree programs at www.pgu.edu.

EDUCATIONAL PHILOSOPHY

Phillips Graduate University's educational philosophy emphasizes a "systems" approach to the investigation, understanding, and treatment of human relationships. Broadly, this means that an entire network of relationships is the focus of attention and assistance, rather than one individual.

Interventions are seen as most helpful when they address the family, school, or larger organization as well as the individual's issues. Our educational philosophy balances three types of learning: academic knowledge, practical application, and personal and professional growth. We believe that all three domains are crucial components in the development of helping professionals.

CLINICAL/FIELD-BASED TRAINING

The Master of Arts and doctoral degree programs at Phillips include the application of theory through direct experience. Students are required to provide direct service in order to meet the specific requirements of their professional field. The sites must be approved by the school. This hands-on training is intended to augment, enhance, and integrate the academic and applied knowledge acquired through coursework.

The training received at an approved training site is often referred to as a practicum, internship or field placement. It is through these designated training sites that students obtain their required hours of practical experience (practicum/internship). Please refer to program level Clinical Placement/Field Studies Manuals for specific program requirements. Placement Handbooks can be found on the Phillips website at www.pgu.edu under Student Services/Clinical Placement and Training.

PHILLIPS GRADUATE UNIVERSITY

ACADEMIC RESOURCE CENTER

Phillips Graduate University further supports student success by providing students from all academic programs with access to the Academic Resource Center (ARC). The ARC coordinator works closely with faculty and academic advisors to identify student needs and provide targeted programming and learning assistance materials to matriculating students. ARC services include consultation on writing, managing coursework, time management skills and organizational skills. The Academic Resource Center also offers guidance in accessing various non-academic campus resources and provides suggestions for becoming more involved with the Phillips' community.

COUNSELING CENTER

The Counseling Center provides clinical training for master's level students and interns, and affordable counseling and psycho-educational services to the community. The Counseling Center offers a wide range of clinical experiences at the University and at a variety of sites throughout the San Fernando Valley. In over thirty years, the Counseling Center has helped more than 44,000 families reach a higher level of functioning while training beginning and advanced clinicians to work with individuals, couples, families, children, adolescents and seniors. Group therapy is offered around a variety of topics including but not limited to: Parenting, Anger Management for Adults, Men's Group for Ending Domestic Violence. Specialized training for work with children, juvenile offenders, the elderly, and with Spanish-speaking communities are offered at the Counseling Center and at local schools, probation facilities and elderly residential settings. Fees are based on the client's ability to pay and scholarships are available for clients in need.

CONTINUING EDUCATION

The Department of Continuing Education operates under the purview of the Professional Training and Services Department at Phillips Graduate University and offers classes, workshops, special events and certificate programs for pre- and post- licensed mental health practitioners, educators and the business community. The programs offered are designed to meet the changing needs, schedules and expanding awareness of those seeking continuing education in our community and conform to the requirements for Mandatory Continuing Education (MCE).

Classes are approved to grant continuing education by the Board of Behavioral Science for MFTs and LCSWs (Provider #PCE 677). The Phillips Graduate University Chemical Dependency Studies Program is approved for continuing education by the California Association of Alcohol and Drug Abuse Counselors (CAADAC Provider #2N-86-055- 0506). Selected courses have approval for MCEP's from the California Psychological Association (MCEP Provider # PHI016). Classes are conducted at the graduate level and certificates are awarded at the completion of all offerings.

CAMPUS GOVERNANCE

Phillips Graduate University is governed by a Board of Trustees that is responsible for operating the University in compliance with the laws of the State of California and the federal government as well as the Universities accrediting bodies. The Board has overall fiduciary and management responsibility.

The Board delegates authority and responsibility for all operations to the President, who serves as the Chief Executive Officer (CEO) of the University. As CEO, the President is accountable to the Board of Trustees for the implementation of Board policy, the implementation of University goals and objectives, and campus fiduciary and operating matters. The President provides overall leadership to the campus community by serving as the chief decision-maker on the campus. The President is also responsible for University planning, development and advancement.

CAMPUS EXECUTIVE/LEADERSHIP TEAM

The President delegates responsibility to the following administrators:

Vice-President of Business & Finance/Chief Financial Officer (CFO) reports to the President, manages all financial functions of the University, and has oversight of the Department of Business and Finance. Working closely with the President and appropriate members of the Board of Trustees, the CFO is responsible for developing the annual budget to support the Universities strategic objectives, budget management, and budget oversight. The CFO is the senior administrative officer responsible for monitoring day-to-day expenses and preparing monthly reports on the financial status of the University. Additionally, the CFO analyzes financial trends; prepares financial analyses and reports; provides oversight of the annual audit; develops fiscal policies and procedures reflective of good practices; and keeps the President informed on a timely, regular basis regarding financial matters. The CFO is a member of the Executive and Leadership Teams.

Provost is the Chief Academic Officer of the University and reports directly to the President. The Provost is responsible for the administration of the academic programs, day-to-day academic operations, long-term academic planning, and oversight of program reviews. Also, the Provost provides oversight and leadership to the academic Department Chairs, the Executive Director of the Counseling Center, and the Stipend Program Director. In conjunction with the Faculty Council, the Provost guides the faculty performance review process and helps guide the professional development of the faculty. The Provost in collaboration with Department Chairs serves as a campus representative to local, regional and national professional and accrediting bodies and ensures the Universities compliance with all academic matters related to regional and specialty accreditation.

The Provost serves as chair of the Academic Affairs Council (AAC), and is a member of the Executive and Leadership Teams.

Vice President Human Resources (VPHR) reports to the Provost and manages all functions related to the human resources of the University. The VPHR is responsible for designing, planning and implementing human resource programs and policies including compensation, benefits administration, employee relations, employee counseling, compliance with regulatory agency rules and regulations, recruitment and training, maintenance of employee personnel records, and the employee performance review process for non-academic personnel. The VPHR is also responsible for the Employee Policy and Procedures Handbook and, in conjunction with the academic leadership, the Faculty Handbook, Faculty contract distribution and management of faculty personnel files. The VPHR serves as a member of the Leadership Team and is the Chair of the Employee Development Subcommittee.

Director of Institutional Research, Assessment and Planning (IRAP) reports to the Provost and works in collaboration with other campus entities to develop meaningful assessment initiatives. The Director is responsible for the implementation of these initiatives for both the academic and administrative functions of the University. The Department of Institutional Research, Assessment and Planning is the University's primary data collection unit of non-financial information and generates institutional reports/analyses. The Director of IRAP serves as a member of the Leadership Team, the Academic Affairs Council (AAC), and the Strategic Planning Committee.

Information Technology and Operations (IT/OPs) is responsible for the design, installation, and day-to-day management of all electronic equipment and components, specifically video cameras, computers and associated hardware/software, intranet and internet connections, telephone equipment, fax and photocopying equipment, etc. Additionally, IT/OPs manages the technical support staff; formulates procedures on equipment usage; has oversight of the Universities website; and trains staff/faculty/interns/students on the use of equipment. Additionally, IT/OPs manages all campus operations, specifically, the day-to-day operations of the facilities, including space planning, room scheduling, parking and campus safety. IT/OPs manages the Help Desk and Operations personnel. The IT/Ops team is a member of the Leadership Team.

Director of Enrollment and Admissions (DEA) is responsible for strategic enrollment planning, oversight of recruitment strategies, directing enrollment-related staff efforts and managing the Admissions team to meet the enrollment initiatives of the University. The DEA serves as a member of the Leadership Team.

Coordinator Development and Alumni Affairs reports to the Provost and is responsible for planning, coordinating, and administering ongoing special fundraising programs such as individual gifts, in-kind donations, direct mail campaigns, and special events. In addition, the Coordinator manages all functions of alumni relations, including working with elected Alumni Association Board of Directors, planning and running special events designed for alumni, and implementing services and activities that engage alumni and encourage participation in the life of Phillips Graduate University. The Coordinator is a member of the Leadership Team and serves as the Chair of the Development Subcommittee.

GENERAL POLICIES

OVERVIEW

The successful business operation and the reputation of Phillips Graduate University are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

SCOPE

All Phillips Graduate University employees.

DEFINITIONS

Employees shall be diligent, conscientious, and committed to the highest standards of performance.

Phillips Graduate University will comply with all applicable laws and regulations and expects its trustees, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Compliance with this policy of business ethics and conduct is the responsibility of every Phillips Graduate University employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

PROCEDURE

In general, the use of good judgment, based on high ethical principles, will guide the employee with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter openly with his/her immediate supervisor and, if necessary, with Human Resources for advice and consultation.

OVERVIEW

It is the responsibility of each employee to conduct business within guidelines that prohibit actual or potential conflicts of interest. To protect the interests of both Phillips Graduate University and the employee, any potential or apparent conflict of interest activity must be disclosed by the employee and be approved by the President.

SCOPE

All full-time and part-time Phillips Graduate University employees

DEFINITIONS

Phillips Graduate University does not intend to interfere with the rights of employees to engage in outside business or other activities that do not conflict with their obligations to Phillips Graduate University. The following are examples of activities that would be deemed in conflict with the duties of employees and contrary to Phillips Graduate University policy:

Any outside activity, including employment, which by its nature or duration, lessens the performance, effectiveness, productivity, impartiality or judgment expected from employees in their jobs.

Outside work by the employee for, or being a director or agent of, a current or prospective competitor or supplier of Phillips Graduate University without the prior written authorization of the President.

Any financial interest held by an employee, family member or household member who is a current or prospective customer or supplier of the company. For the purposes of this policy, a family or household member is a person related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The acceptance of gifts, favors, or other considerations by an employee or member of the employee's family from current or prospective customers or suppliers which extend beyond the common courtesies usually associated with ethical business practices. The value cannot exceed \$100.00.

The improper transfer of material or disclosure of proprietary Phillips Graduate University information to unauthorized persons whether through participation in professional or civic activities or otherwise.

PROCEDURE

When an employee has questions regarding the interpretation of this statement or the application of Phillips Graduate University policy to any specific activity or situation, it is the employee's responsibility to discuss the matter with his/her immediate supervisor. The supervisor may forward the information to Human Resources, who will review and implement action.

If a clear determination cannot be made at the Human Resources level, the President or President's designee in consultation with legal counsel will make the final determination.

EQUAL EMPLOYMENT OPPORTUNITY

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OVERVIEW

Phillips Graduate Universities policy in all aspects of employment is to insure equal opportunities to all persons without regard to race, color, age, gender, ancestry, religion, national origin, citizenship, sexual orientation, marital status, medical condition, pregnancy, disability, veteran status, or any other basis prohibited by federal, state, or local law. Phillips Graduate University also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Phillips Graduate University is also committed to not discriminating against any qualified employee or applicant because s/he is related to or associated with a person with a disability.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Phillips Graduate University will be based on merit, qualifications and competence.

This policy includes recruitment, hiring, selection for and participation in company-sponsored training and education programs, compensation, benefits, transfers, promotions, layoffs, terminations and social and recreational programs.

SCOPE

This policy applies to all full-time and part-time employees, non-regular employees, independent contractors and retired and former employees.

PROCEDURE

Phillips Graduate University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Phillips Graduate University representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The company will then conduct an investigation to identify the barriers with the representative who has day-to-day personnel responsibilities and request such an accommodation. The individual with the

EQUAL EMPLOYMENT OPPORTUNITY

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disability should specify what accommodation he or she needs to perform the job. The company will then conduct an investigation to identify the barriers that interfere with equal opportunity of the applicant or employee to perform his or her job. Phillips Graduate University will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Phillips Graduate University will make the accommodation.

If an employee believes that he or she has been subjected to any form of unlawful discrimination, the employee should submit a written complaint to his or her supervisor or to Human Resources. The employee's complaint should be specific and should include the names of the individuals involved and the names of any witnesses. Phillips Graduate University will immediately undertake effective, thorough, and objective investigation and attempt to resolve the situation. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

OVERVIEW

Phillips Graduate Universities commitment to diversity includes focused consideration of ethnicity, race, culture, gender, sexual orientation, socioeconomic status, age, spiritual or religious beliefs, and disability as factors which have a salient impact on individuals' and groups' world views, values, and practices. Recruitment and retention of students, faculty and staff, and the integration of diversity issues in education, training, and community outreach programs reflect this commitment.

Issues of Diversity are central to the ethics and richness which guide the mission of Phillips Graduate University. The mission's overarching goal of enhancing relationships among individuals, families and organizations presents a challenge which the University embraces and integrates in its planning and daily functioning. Accordingly, Phillips Graduate Universities academic, field training and clinical programs encourage the growth and development of its diverse faculty, staff, students, and service recipients.

SCOPE

The policy applies to all full-time and part-time employees, non-regular employees, Independent Contractors, and students. Phillips Graduate University acts affirmatively to assure that it will:

Recruit, hire and promote for all job classifications without regard to race, creed, color, national origin, age, religion, sex, pregnancy, ancestry, citizenship, marital status, physical or mental disability, medical condition, sexual orientation, special disabled or Vietnam Era veteran status, or other protected group status.

Make promotion decisions only on the individual's qualifications as related to the requirements of the position for which the associate is being considered without regard to race, creed, color, national origin, age, religion, sex, disability, special disabled or Vietnam Era veteran status, or other protected group status.

Ensure that all other personnel actions such as compensation, benefits, transfers, staff reductions, company-sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to race, creed, color, national origin, age, religion, sex, pregnancy, ancestry, citizenship, marital status, physical or mental disability, medical condition, sexual orientation, special disabled or Vietnam Era veteran status, or other protected group status.

NON-DISCRIMINATION POLICY

Page: 1 of 2

OVERVIEW

It is the policy of Phillips Graduate University to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of any program or activity of the University.

SCOPE

This policy applies to all full-time and part-time employees, non-regular employees, faculty, vendors, consultants, independent contractors, students, and other visitors to the University.

DEFINITION

“**Unlawful Discrimination**” means discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, citizenship, marital status, medical condition, mental disability, pregnancy or veteran status as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment.

It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of Phillips Graduate University, to engage in unlawful discrimination, as defined below, or for anyone to retaliate against a person who files a discrimination complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for the complaint or for the person against whom a complaint is made.

The University will take preventive, corrective, and disciplinary action towards anyone who violates this policy or the rights and privileges it is designed to protect.

Employees, students, or other persons acting on behalf of the University who engage in unlawful discrimination or retaliation may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Employees should be aware that if they engage in unlawful discrimination, such acts are outside the course and scope of their employment and may result in personal liability to the employee.

NON-DISCRIMINATION POLICY

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PROCEDURE

Any employee who feels he or she is a victim of unlawful discrimination should promptly report the incident to Human Resources.

Employees who observe an unlawful discrimination incident should report the incident to Human Resources.

All incidents of unlawful discrimination should be reported to Human Resources, Phillips Graduate University, 19900 Plummer St., Chatsworth, CA 91311. Telephone (818) 386-5679.

An employee who reports an incident of unlawful discrimination or is a participant in an investigation will be protected against retaliation. An employee who feels subjected to retaliation should report the conduct directly to Human Resources.

Upon receipt of a complaint, Phillips will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

A copy of this policy will be provided to faculty and staff. All newly hired employees will receive a copy of this policy at new hire orientation.

Employees should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited unlawful discrimination and harassment in employment. If an employee thinks that he or she has been discriminated against or harassed, or that he or she has been retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency. The nearest office is listed in the telephone directory.

OVERVIEW

Phillips Graduate University is committed to providing a work environment that is free of discrimination and harassment. This policy applies to all forms of harassment including abusive language, joking, teasing, gesturing and offensive materials or pictures based upon legally protected characteristics.

Any employee engaging in sexual or other unlawful harassment will be subjected to disciplinary action, up to and including termination of employment.

SCOPE

The policy applies to all full-time and part-time employees, non-regular employees, Independent Contractors, and students.

DEFINITIONS

“**Sexual harassment**” means unwelcome sexual advances, requests for sexual favors, verbal, visual or physical conduct of a sexual nature made by someone from the work or educational setting, and/or the creation of an intimidating, hostile or offensive work environment that undermines the integrity of the employment relationship. An action is considered harassment under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.

Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.

The conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through Phillips Graduate University.

Specific Examples: For the purpose of further clarification, sexual harassment may include, but is not limited to, the following conduct, when it occurs under one or more of the conditions described in the section above:

Making unsolicited written, verbal, physical, or visual contact with sexual overtones.

Written: Includes, but is not limited to, suggestive or obscene letters, notes, or invitations.

Verbal: Includes, but is not limited to, derogatory comments, slurs, jokes, or epithets.

Physical: Includes, but is not limited to, assault, touching, impending, or blocking movement.

Visual: Includes, but is not limited to, leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters not germane to the employment setting.

Continuing to express sexual interest after being informed that the interest is unwelcome.

Making reprisals, threats of reprisals, or implied threats of reprisals following rejection of sexual harassment:

- **Within the Work Environment:** Either implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared, or suggesting that probation will be failed.
- **Within the Educational Environment:** Either implying or actually withholding grades earned or deserved; suggesting that a poor performance evaluation will be prepared; or suggesting that a scholarship recommendation or college application will be denied.

Within Phillips Graduate University, sexual harassment is prohibited regardless of the status and/or relationship the affected parties may have.

Private, personal conduct may at some point become unwelcome. Employees placed on notice that the other employee or student now finds the conduct unwelcome shall cease such conduct and are subject to investigation by the University based on the complaint of an individual who finds it to be unwelcome.

Employees who participate in a consensual relationship, and at some point wish to discontinue the relationship, must clearly state to the other participant that the conduct is no longer consensual or welcome, and that all such conduct must cease.

PROCEDURE

Any employee who feels he or she has been the victim of harassment and is unable or unwilling to resolve the problem with the offending party should promptly report the harassment to Human Resources.

All incidents of harassment should be reported to Human Resources, Phillips Graduate University, 19900 Plummer St., Chatsworth, CA 91311. Telephone (818) 386-5679.

An employee who reports an incident of harassment or is a participant in an investigation will be protected against retaliation. An employee who feels subjected to retaliation should report the conduct directly to Human Resources.

Upon receipt of a complaint of harassment, Phillips Graduate University will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If Phillips Graduate University determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Phillips Graduate University to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.

A Phillips Graduate University representative will advise all parties concerned of the results of the investigation to the extent legally permissible.

Phillips Graduate University will not retaliate against anyone for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

Phillips Graduates University employees should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he or she has been harassed or that he or she has been retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency. The nearest office is listed in the telephone directory.

A copy of this policy will be provided to faculty and staff. All newly hired employees shall be provided with a copy of this policy as part of their orientation package.

SCOPE

The policy applies to all full-time and part-time employees, non-regular employees and independent contractors.

DEFINITION

A grievance is an allegation by an employee that a specific policy of Phillips Graduate University has been violated. It is the intent of the parties to equitably resolve grievances at the lowest possible level. It is the intent of the parties to encourage an informal and confidential atmosphere in the resolution of the grievance. No reprisals of any kind will be undertaken by Phillips, or by any member or representative of the University against any aggrieved person, or any other participant in the grievance by reason of such participation.

PROCEDURE

Time Constraints

The number of working days indicated at each step herein should be considered a maximum, and effort must be made to expedite the process. If the University fails to respond to the grievance within the maximum number of days at any step, the grievant proceeds to the next step. Failure of the grievant to comply with the time limits or to attend scheduled meetings to discuss or consider the grievance shall be deemed a termination of the grievance with prejudice. Time limits may be extended by mutual written consent or due to unusual circumstances.

The employee shall be entitled to contact the Human Resources department regarding any grievance.

There shall be an earnest effort on the part of the involved parties to settle grievances promptly through the steps listed below.

COMPLAINT/GRIEVANCE PROCEDURE

Informal Level. The complainant shall verbally submit his/her complaint to his/her immediate supervisor. The immediate supervisor shall respond to the complainant within ten (10) working days.

Formal Level.

Step 1. If the complaint is not resolved, the complainant must file a formal written grievance using the Employee Grievance form.

The Employee Grievance form must be completed by the grievant and submitted to his/her supervisor and the Human Resources department within ten (10) days following the date of the occurrence. The form must contain a clear, concise statement of the grievance regarding the specific alleged violations, the decision rendered at the informal level and the specific remedy sought. The Employee Grievance form is available in the Human Resources folder located on the I-Share drive.

The supervisor shall communicate his/her decision using the Grievance Decision Report form. The completed Grievance Decision Report form must be distributed to the grievant and Human Resources within ten (10) working days from the date the written grievance was received. The Grievance Decision Report form is available in the Human Resources folder located on the I-Share drive.

There shall be an earnest effort on the part of the involved parties to settle the grievance promptly through the above-listed steps.

Step 2. In the event the grievance is not satisfied with the decision at Step 1, the grievant may appeal the decision in writing to the Human Resources department using the Grievance Appeal Request form. The Grievance Appeal Request form is available in the Human Resources folder located on the I-Share drive.

The Grievance Appeal Request form must be completed by the grievant and submitted to Human Resources within ten (10) working days following the issuance of the decision at Step 1. The Grievance Appeal Request form is available in the Human Resources folder located on the I-Share drive.

The appeal shall include a copy of the original Employee Grievance form, the Grievance Decision Report completed in Step 1 and a clear, concise statement of the reason(s) for the appeal.

The Human Resources Director will seek mediation by consulting with all parties upon receiving the grievance.

The resolution of the mediation process shall be documented on a Grievance Decision Report form and distributed to the grievant within ten (10) working days following receipt of the appeal.

There shall be an earnest effort on the part of the involved parties to settle the grievance promptly through the above-listed steps.

Step 3. In the event the grievance is not satisfied with the decision at Step 2, the grievant may appeal the decision in writing to the President using the Grievance Appeal Request form.

The Grievance Appeal Request form shall be completed by the grievant and submitted to the President within ten (10) working days following the issuance of the decision at Step 2. The Grievance Appeal Request form is available in the Human Resources folder located on the I-Share drive.

The grievance appeal shall include a copy of the original Employee Grievance form and the Step 2 appeal, the decisions rendered at Step 1, and a clear, concise statement of the reason(s) for the appeal.

The President shall communicate his/her decision using the Grievance Decision Report form. The completed Grievance Decision Report form must be distributed to the grievant and Human Resources within ten (10) working days from the date the written grievance was received. The Grievance Decision Report form is available in the Human Resources folder located on the I-Share drive.

At the request of either party, a meeting with the grievant may be conducted within the ten (10) working day period referred to above.

If a meeting is held, the decision of the President shall be due within ten (10) working days of the meeting.

There shall be an earnest effort on the part of the involved parties to settle the grievance promptly through the above-listed steps.

Step 4. In the event that the grievance is not satisfied at Step 3, the grievant may appeal the decision by completing a Grievance Appeal Request form to the Human Resources department within ten (10) working days of the issuance of the Step 3 decision. The Human Resources Director will bring the appeal before the Executive Team for further consideration. The final decision will be made by the President.

GRIEVANCE PROCESSING DURING REGULAR WORKING HOURS. All parties involved in the grievance shall be entitled to process a grievance during normal working hours with no loss of pay or benefits.

SEPARATE GRIEVANCE FILE. Until adjudication is concluded, all materials concerning an employee's grievance shall be kept in a file separate from the employee's personnel file which shall be available for inspection only by the employee, the Vice President and the President, and those management and confidential employees involved in the grievance procedure. Four (4) years after adjudication is concluded, the file shall be shredded. During the interim, the file will be sealed and opened only as a result of court action by the grievant.

All grievance forms are located on the I-Share drive in the Human Resources Forms directory. You may also obtain the forms from the Human Resources department.

Note: For Policy Forms please see Human Resources.

WHISTLEBLOWER'S PROTECTION

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OVERVIEW

Phillips Graduate University is dedicated to providing an open, candid, and empowered work environment in which employees can raise concerns and issues about the operation of the University without fear of reprisal for doing so. Phillips Graduate University also promotes upward communication and supports its leadership structure by honoring the established chain of command. Thus, any employee who has concerns about the operation of the University should first raise such concerns with their supervisor. If the concerns are not satisfactorily addressed, then s/he may move up the chain of command to the President.

Consistent with this philosophy, employees who report a reasonable belief that the University is in violation of federal or state law are protected from retaliation. This includes protecting employees who refuse to engage in activities that would result in a violation of state or federal law and employees who exercised these “whistleblower” rights in a former employment.

SCOPE

All Phillips Graduate University employees

DEFINITION

A general definition of whistleblowing is an employee raising a reasonable belief that the University has engaged in an activity that violates federal or state law, and/or the refusal by an employee to engage in activities that s/he reasonably believes could result in a violation of a federal or state law. This is protected conduct.

PROCEDURE

Any employee who reasonably concludes that the University has engaged in or is about to engage in conduct in violation of federal or state law should raise the issue with his/her immediate supervisor.

If s/he is not satisfied that the matter has been appropriately resolved, then s/he can continue up the chain of command and raise the issue to the highest levels of the University, up to and including the President.

If s/he is still not satisfied that the concern has been properly addressed, s/he can then directly contact the Board of Trustees' designee to handle such matters.

WHISTLEBLOWER'S PROTECTION

Page 2 of 2

If, after raising the matter up the chain of command, including the Board of Trustees' designee, the employee is still not satisfied that the matter has been properly addressed, s/he may report the suspected violation to the California Attorney General's Whistleblower hotline: (800) 952-5225. Employees who report suspected violations of this policy are protected from workplace retaliation.

OVERVIEW

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of an employee’s work, he or she may have access to confidential information regarding Phillips Graduate University, its suppliers, its students, its clients, or perhaps even fellow employees. Employees have the responsibility to prevent revealing or divulging any such information unless it is necessary for the employee to do so in the performance of his or her duties.

Access to confidential information should be on a “need-to-know” basis and must be authorized by an employee’s supervisor.

SCOPE

This policy applies to all full-time and part-time employees, non-regular employees, independent contractors and retired and former employees.

PROCEDURE

Any breach of this policy will not be tolerated and could lead to immediate termination of employment. In addition, Phillips Graduate University reserves the right to take legal action against the offending party. All employees affected by or who have witnessed a breach of confidentiality must report the offense to the Human Resources department immediately.

PERSONNEL RECORDKEEPING POLICY

Page 1 of 2

OVERVIEW

The materials in an employee's official personnel file shall be considered and used as the only official personnel record of the University in any proceeding affecting the employees of the University.

DEFINITIONS

The personnel file shall include, but not be limited to, records of employment with the University and records of professional evaluation. The personnel file shall be kept in a locked file cabinet in the Office of Human Resources.

CUSTODIANS

Custodians of official personnel files include Human Resources personnel or designees only.

PROCEDURE

An employee shall have the right at any reasonable time to examine and/or obtain copies of any material from their personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to employment.

Any employee may review his or her own personnel file and shall be allowed to do so within a reasonable time of such a request.

Authorized access to official personnel files shall be permitted upon appointment with the Human Resources Department during regular business hours (i.e., Monday through Friday, 9.00 a.m. through 6.00 p.m., excluding holidays and non-work days). Employees may view their personnel files in sight of the custodian.

CONFIDENTIALITY AND REVIEW

Confidential personal information is accessible only under the following circumstances:

The custodians have access to the information for maintenance purposes.

Employees may have access to their own personal information.

Employees' legal representatives may have access to the information, if they have written authorization from the employees.

Law enforcement officials may have access to the information for purposes of investigating employment-related misconduct or for other legal reasons.

Information must be disclosed if required by a subpoena issued by the court of jurisdiction or if otherwise required by law.

PERSONNEL RECORDKEEPING POLICY

Page 2 of 2

Insurance-related medical records will be kept separately from other employee records and will not be used for making employment decisions.

Any employee who willfully breaches the privacy and confidentiality of employee data may be subject to disciplinary action up to and including termination.

Subpoenas and other legal requests for information maintained in official personnel files are to be immediately forwarded to the appropriate authority or designee.

DEROGATORY MATERIAL

Any person who places written material of a derogatory nature into an employee's file will first present a copy of such material to the employee concerned. The employee will have a right of rebuttal within (20) working days of the receipt of such material and have it attached. Under no circumstances will any derogatory information be entered into a personnel file without the employee's knowledge.

REMOVAL

Derogatory material placed in a personnel file may be sealed and removed upon the request of the employee when such material is more than two (2) years old.

INACTIVE FILES

Several laws contain explicit or implicit recordkeeping requirements. Phillips Graduate University will maintain inactive personnel files onsite for five years, which is consistent with the longest legal recordkeeping requirement.

DRUG AND ALCOHOL-FREE WORKPLACE

Page 1 of 1

OVERVIEW

It is Phillips Graduate Universities intention to provide a drug and alcohol-free, healthful, and safe workplace for employees, students and the community-at-large. Accordingly, it is Phillips Graduate University policy to prohibit on its premises the manufacture, use, possession, distribution, sale, or the dispensing of illegal drugs, narcotics, controlled substances, or alcohol that may impair work performance. In addition, it is Phillips Graduate policy to prohibit working under the influence of illegal drugs and narcotics, prescription drugs, or alcoholic beverages that may impair work performance.

Violation of these rules and standards of conduct will not be tolerated. Phillips Graduate University also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Phillips Graduate University reserves the right to conduct searches of University property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

SCOPE

All Phillips Graduate University employees and final candidates for employment

DEFINITIONS

Behavior that violates the Universities Drug-Free Workplace policy includes:

Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;

Driving a Company vehicle while under the influence of alcohol; and

Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Arrival at work or working under the influence of alcohol or illegal drugs is unacceptable and may be grounds for disciplinary action up to and including termination.

PROCEDURE

Employees should inform the Human Resources department if a legal medication has been prescribed that may alter work performance.

Employees are required to cooperate with Human Resources in identifying a problem, including participation in a rehabilitation program, if necessary.

OVERVIEW

In an effort to provide a healthy and safe environment for employees, students and the surrounding community, Phillips Graduate University prohibits smoking on its premises.

SCOPE

All Phillips Graduate University employees, students and visitors.

DEFINITIONS

This policy applies to all forms of smoking, including, but not limited to cigarettes, E-cigarettes, cigars, pipes, and all other such products and/or smoking devices.

Phillips's premises include all indoor areas as well as all outside patio locations, the campus parking lot, and the sidewalk areas surrounding the campus parking lot.

Off-campus areas are defined as any area located across the street from the surrounding sidewalk areas of the campus parking lot.

PROCEDURE

Violation of non-smoking policy will not be tolerated. Phillips Graduate University also may bring the matter to the attention of the applicable enforcement authorities.

Any person witnessing a violation of the non-smoking policy must contact the Operations department immediately.

DRESS CODE POLICY

Page 1 of 1

OVERVIEW

Phillips Graduate University is an open, diverse, and professional community. Because each employee is a representative of Phillips Graduate University in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Attire should always be appropriate to the job position and the activities required.

Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

SCOPE

All Phillips Graduate University employees

DEFINITIONS

Inappropriate attire includes tightly fitted or revealing attire, thongs, halter-tops, shorts, sandals and other beach-type attire not consistent with the work environment Phillips Graduate University strives to maintain.

If employees are unsure as to what is considered appropriate and professional dress, they should consult with their immediate supervisor and/or manager or Human Resources.

All personal exceptions to this policy must be submitted in writing to the Human Resources department.

PERSONNEL POLICIES

PERSONNEL DATA CHANGE POLICY

Page 1 of 1

OVERVIEW

It is the responsibility of each employee to promptly notify Phillips Graduate University of any changes in personnel data so that employee files are accurate and current at all times.

Changes in an employee's mailing address, telephone number(s), and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other status reports must be reported promptly to Human Resources.

SCOPE

All Phillips Graduate University employees

DEFINITIONS

Personnel data changes include employee's mailing address, telephone number(s), and names of dependents, banking changes for direct deposit, individuals to be contacted in the event of emergency, educational accomplishments, and other status reports.

PROCEDURE

All changes must be submitted to Human Resources with a copy to the Payroll department. All change forms are located on the I-Share Drive in the Human Resources Forms directory.

OVERVIEW

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Phillips Graduate University and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its Board-directed policy of employment-at-will, may be amended or cancelled at any time at Phillips' sole discretion.

Employment with Phillips Graduate University is voluntarily entered into and the employee is free to resign at will at any time, with or without cause. Similarly, Phillips Graduate University may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

SCOPE

All Phillips Graduate University employees and candidates for employment

DEFINITIONS: EMPLOYMENT CLASSIFICATIONS

It is the intent of Phillips Graduate University to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not constitute a contract or guarantee employment for any specified period of time.

Phillips Graduate University offers employment on an "at will" basis. Accordingly, employment may be terminated either by the employee or by Phillips Graduate University at any time and for any reason.

Exempt status employees are exempt from the Fair Labor Standards Act and therefore are not eligible for overtime pay.

Non-exempt employees are subject to the Fair Labor Standards Act and will receive overtime pay under the specific provisions of federal and state laws. Non-exempt employees are paid for actual hours worked and paid time off as found in other sections of this Handbook.

An employee's exempt or non-exempt classification may be changed only upon written notification by Phillips Graduate University management.

Regular full-time employees are defined as working 30 to 40 hours per week.

Regular part-time employees are defined as working 20 or less hours per week and up to 29 hours per week.

EMPLOYEE WORK SCHEDULES

Regular Full Time 30–40 hours per week

An employee who has successfully completed the 90-day introductory/trial period and who is scheduled to work at Phillips Graduate University full 30-40 hours per week is considered a regular full-time employee. Regular full-time employees work five days per week on various schedules. Evenings and weekend shifts may be required based on the needs of the University. Typical schedules are 8:00 a.m. – 5:00 p.m., 9:00 a.m. – 6:00 p.m. and 1 p.m.– 10:00 p.m.

Full-time regular employees receive all legally mandated benefits and some additional benefits that Phillips Graduate University offers (See Benefits section for specific benefits.)

Regular Part Time – 20 to 29 hours per week

An employee who has successfully completed the 90-day introductory/trial period and who is scheduled to work at Phillips Graduate University between 20 and 29 hours per week is considered a regular part-time employee. Regular part-time employees work various schedules, including evenings and weekends, as determined by the department manager in order to meet the needs of the University.

All regular part-time employees receive all legally mandated benefits and some additional benefits which Phillips Graduate University offers. (See the Benefits Section for specific details.)

Non-Regular Employee

A temporary, on-call, contract, or casual employee who is hired to work on an as-needed basis or intermittent basis is considered a non-regular employee. These employees may work part-time or full-time as required. They are not eligible for Phillips Graduate University company benefits.

Job Duties and Responsibilities

Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Phillips Graduate University. Your cooperation and assistance in performing such additional work is expected.

Phillips Graduate University reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

PROCEDURE

Any permanent changes to an employee's schedule must be approved by the department manager and submitted in writing to Human Resources at least three weeks in advance of the desired schedule change.

All temporary changes to meet the urgent needs of the department must be documented and submitted to the Human Resource and Payroll departments immediately.

OVERVIEW

Phillips Graduate University is an open and collaborative community that is committed to providing a diverse and stimulating environment for students, faculty, and staff. Volunteers are an important part of this community who contribute valuable skills and services. Phillips Graduate University is committed to following all applicable laws and regulations and providing a safe and healthful environment to all of those who volunteer their services at Phillips.

SCOPE

All Phillips Graduate University employees and candidates for employment

PROCEDURE

Employees who wish to invite a volunteer on campus must first secure the approval of their immediate supervisor and/or manager. If approved, the employee and supervisor and/or manager will determine the scope of the volunteer activities, the duration of these activities, the Phillips Graduate University person, or persons responsible for the volunteer, etc.

Once the employee has secured such approval, s/he must consult with Human Resources to ensure that all proper documentation is in place. Among others, this may include a work permit, medical information, evidence of insurance and applicable professional certifications. A volunteer may NOT commence activities until both sets of approvals have been secured.

Once the employee has secured the approvals described above, the employee may invite the volunteer onto campus, provide a brief orientation of the campus, its policies and procedures and the nature and duration of the volunteer assignment.

OVERVIEW

The recruitment and selection process is conducted in Human Resources with the collaboration of the hiring manager. All recruitment and selection efforts must be approved by the President in advance.

SCOPE

All Phillips Graduate University employees and candidates for employment

PROCEDURE

Personnel Requisition Form (PRF) / Job Description

The Hiring Manager sends an e-mail to Human Resources requesting a PRF to open a position.

The Hiring Manager develops a job description. Human Resources will work with the Hiring Manager to write the essential functions of the position.

A salary range for the new position is determined and budgeted prior to submission of the PRF to Human Resources.

The Hiring Manager completes the PRF, signs it and sends it back to Human Resources with the job description attached.

Human Resources reviews the PRF and obtains signatures (approval) from the CFO and the President.

Job Posting

Human Resources and IT post the open position on the Phillips Graduate University website and, depending on the position, with outside job postings services/websites (e.g., L.A. Times, CareerBuilder, Craigs List, Chronicle of Higher Education, etc.).

Human Resources sends email to the Phillips Graduate University community announcing the open job position.

Resumes will be sent directly to Human Resources for the initial screening.

Interview Process

First round of interviews will be conducted by a panel. Human Resources works with the Hiring Manager to select the interview panel and develop a list of interview questions.

Immediately following each interview, the Human Resources Director leads a discussion about the candidate's qualifications, skill level, and appropriateness for the position.

Human Resources collects panel members' notes at the end of each interview session. The top candidates are interviewed by the President.

Job Offer

Job offers are made by the Human Resources Department. All job offers must be approved by the President.

EMPLOYEMENT OF RELATIVES

Page 1 of 1

OVERVIEW

Phillips Graduate University may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest.

SCOPE

All Phillips Graduate University employees and candidates for employment

DEFINITION

Phillips defines “relatives” as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

PROCEDURE

All changes in marital status must be submitted to Human Resources.

Employees who refer job candidates to Phillips must disclose any familial relations they may have with them to the Human Resources department.

INTERNAL APPLICANTS

Page 1 of 1

OVERVIEW

Phillips Graduate University provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Phillips Graduate University will post employment opportunities on its website to facilitate recruitment. Employees are encouraged to apply for posted jobs for which they believe they possess the required skills, competencies and qualifications.

Exceptions may include growth promotions, direct placements or other business demands that may require an external search. All exceptions must be approved by the President.

DEFINITION

To be eligible, an employee must have completed twelve (12) months in his/her present position, be an employee in good standing, and meet the minimum requirements of the posted position.

PROCEDURE

Upon completion of the Internal Application, Human Resources will conduct verification either by telephone or in writing of appropriate credentials. In addition, any preliminary interviewing and/or screening of the eligible employee will be conducted by the departmental manager or designee in coordination with the Human Resources department.

All new hire decisions must be approved by the President.

EMPLOYMENT INTRODUCTORY PERIOD

Page 1 of 2

OVERVIEW

This provision as stated applies to new hires, re-hires, transfers, those who change from part-time to full-time status, and/or promotions. The first ninety (90) calendar days of employment with Phillips Graduate University are considered the introductory/trial period.

During this time, the employee's performance is being evaluated to determine whether further employment in a specific position with Phillips Graduate University is appropriate. The new hire is not eligible to use or accrue health or sick leave during the introductory period.

An employee who is promoted, transferred, or moved from part-time to full-time status within Phillips Graduate University are required to complete another introductory/trial period of the same length with each reassignment to a new position.

Employees who move to full-time status and become eligible for health and other benefits are required to wait the 90-day period before benefits become effective.

Benefit eligibility does not change during a second or any subsequent introductory/trial period if a full-time employee is promoted or transferred within Phillips Graduate University.

SCOPE

All Phillips Graduate University employees and candidates for employment

PROCEDURE

All department managers wishing to hire a new employee, promote a current employee, or change an employee's status must notify Human Resources at least three weeks in advance of the desired change.

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you.

After the 90-day period, the departmental manager will work with the Human Resources department to complete an introductory evaluation. The evaluation must be signed and dated by both the supervisor and staff member. The original evaluation must be submitted to Human Resources with a copy to the employee. If the employee is proving unsuitable for the job, the supervisor should discuss the situation with the Human Resources department before discussing it with the employee.

EMPLOYMENT INTRODUCTORY PERIOD

Page 2 of 2

Employment may be terminated prior to the end of the 90-day introductory period. Introductory employees may not grieve a termination through the Universities grievance procedure.

Completion of the introductory period does not entitle you to remain employed by Phillips Graduate University for any definite period of time, but rather allows both you and the University to evaluate whether or not you are right for the position. After completion of the trial period, eligible employees will receive the benefits described in this Handbook.

OVERVIEW

This procedure establishes a process for appraising the performance of staff and administrators at Phillips Graduate University. Performance appraisals have the following objectives:

Encourage ongoing supervisor-employee communications about job-related and professional matters. Forms of communication include coaching, counseling, training, and feedback on job performance.

Provide a vehicle whereby the supervisor and employee may establish and maintain workplace goals and objectives.

Provide guidance for employees on professional and job development.

Provide a means for supervisors to recommend employee's salary increase and/or further development opportunities based on merit and job accomplishments.

All supervisors and employees are required to participate in the appraisal process at least annually.

SCOPE

This procedure applies to employees who have achieved "regular employment status" and who occupy positions other than "temporary."

RESPONSIBILITIES

The Human Resources Director will work with the Executive Administrators to ensure the following:

Supervisors provide a performance appraisal at least annually to staff and administrative employees under their supervision, in accordance with guidelines and procedures specified herein.

The Human Resources department will provide guidance and training for supervisors in performance appraisal techniques, including goal-setting, employee motivation, team building, conflict resolution, and coaching/counseling.

The Human Resources department will coordinate the administration of the performance appraisal process.

PROCEDURE

Employee Goals, Objectives and Standards

To begin the employee's appraisal cycle, supervisor and employee meet to discuss and establish employee goals, objectives, and standards. These goals, objectives, and standards are to be based on the supervisor's expectations and by the duties and responsibilities outlined in the employee's position description.

In order to be useful as management and developmental tools, the goals, objectives and standards should be measurable and reasonable.

Coaching and Counseling

After the initial setting of goals and objectives at the beginning of the appraisal period, the supervisor and employee meet periodically (e.g., weekly, bi-weekly, monthly) throughout the appraisal period to review progress and discuss problems which the employee may be having in achieving the goals, objectives and standards. At these sessions, the supervisor, with input from the employee, also may re-establish the goals, objectives, and standards if changing job conditions, workloads or other circumstances so warrant.

EMPLOYMENT VERIFICATION

Page 1 of 1

OVERVIEW

Every effort is made to ensure that individuals who join Phillips Graduate University are well qualified and have a strong potential to be productive and successful.

SCOPE

It is the policy of Phillips Graduate University to check employment references. A background check will be undertaken on all applicants, internal and external, selected to fill any position regarded as “University-sensitive” as determined by the President or the President’s designee. This information will not be accessed without written authorization from the applicant.

PROCEDURE

Human Resources is responsible for processing all employee applications.

Misrepresentations, falsifications, or material omissions in any of the application information may result in Phillips Graduate Universities exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

OVERVIEW

Termination of employment is an inevitable part of personnel activity within any organization and reasons for termination vary. Employment with Phillips Graduate University is based on mutual consent, which means that both the employee and Phillips Graduate University have the right to terminate employment at will, with or without cause, at any time. Termination of employment will be administered in a manner that recognizes both the concerns of the employee and the interests of Phillips Graduate University.

SCOPE

All full-time and part-time Phillips Graduate University employees

DEFINITIONS

Resignation/Voluntary Termination

An employee voluntarily initiates and terminates employment. Phillips Graduate University requests that employee gives a two-week advance written notice to his/her immediate supervisor in order to allow for transition of work duties and to allow for the separation process.

The termination date may not be altered by the use of vacation, sick or personal days. Supervisors need to note the date the resignation notice was received and the actual last day of work. Employees are expected to report to work on the final day of employment.

With the President's approval, management may release the employee prior to the requested last day of work and may provide up to, but not exceeding, two weeks of pay in lieu of notice. Pay in lieu of notice cannot exceed the length of notice period initially given by the employee.

An employee who does not report to work for three (3) consecutive days and does not call his/her supervisor to report the absence will be considered to have abandoned the job and consequently will have terminated employment. At the end of the three days, the termination will be administratively processed and the employee will be sent written notification. The employee will be paid through the last day actually worked.

Job Performance or Behavior

Phillips Graduate University may, but is not required to, utilize a corrective action process in an attempt to correct employee job performance or misconduct when the employee is not meeting

the Universities requirements. While Phillips Graduate University will often provide appropriate advance warning, management reserves the right to terminate employees without the progressive discipline process, since Phillips Graduate University is an at-will employer.

Involuntary Termination

Some behaviors or conduct are considered such unacceptable infractions that they warrant immediate suspension for investigation and/or termination of employment. These may include but are not limited to the following:

- Theft or inappropriate removal or possession of University property;
- Falsification of University records (i.e., timesheets, reports regarding personal status or University business, expense reports, company reports or documents);
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace, including offensive language/behavior to co-workers, superiors or subordinates;
- Insubordination, defined as refusing a request by a supervisor or senior manager that does not jeopardize safety, does not violate business ethics or legal statutes, or refusing to perform assigned tasks;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials in the workplace, such as explosives or firearms;
- Excessive absenteeism or absenteeism for three (3) days or more without notice;
- Unauthorized disclosure of confidential information;
- Breach of personnel policies; and
- Unsatisfactory performance or conduct.

PROCEDURE

Exit Process

Prior to the last work day, an employee will meet with his/her supervisor and with Human Resources to ensure that the employee has had an opportunity to discuss employee benefits, conversion privileges, repayment of outstanding debts to Phillips Graduate University, or return of Phillips Graduate University property.

An exit interview may be conducted to provide an opportunity for the employee to give feedback and suggestions and, if the termination was voluntary, enable management to understand reasons

EMPLOYMENT TERMINATION

Page 3 of 3

for the termination. The exit interview and/or final meeting will be on the employee's last day or as close as possible to the last day.

Employees are responsible for all Phillips Graduate University property, materials, or written information issued to them or in their possession or control. Employees must return all Phillips Graduate University property as part of the exit process, on or before their last day of work. University property may include building keys, laptop computers, credit cards, written materials, policy and procedure manuals, and any other company property. Where permitted by applicable law, Phillips may take all action deemed appropriate to recover or protect its property.

Employees will receive their final pay in accordance with applicable law. This includes payment of all salary then due and accrued and any unused vacation time.

OVERVIEW

Phillips is an at-will employer and can terminate an employee at any time and for any reason. All Phillips Graduate Universities employees may be subject to layoff for lack of work and/or lack of funds. A reduction in the workforce may be enforced when Phillips Graduate University deems that economic conditions require a reduction in a portion of the workforce. Involuntary terminations can be executed only with the approval of the President.

ORDER OF LAYOFF

Whenever a business unit employee is laid off, the order of layoff within the business unit shall be determined by the President relevant to the needs of the University.

REDUCTION IN HOURS

Reduction in hours in lieu of a layoff shall be considered by the President relevant to the needs of the University.

DEMOTIONS/REDUCTIONS

The President may determine that a demotion and/or a reduction in hours within certain business units are adequate solutions to meet the financial needs of the University. Employees who are approved for a demotion and/or reduction in hours may remain in their present positions, be reassigned and/or reclassified in accordance with the reduction in workforce plan.

RE-EMPLOYMENT

The re-employment policy applies to all employees subjected to a layoff, demotion and/or reduction in hours. All job announcements are open to internal and external applicants. If a formerly laid off employee applies for an open position, the former employee shall compete for the position as a new employee without preferential treatment. Should the former employee be rehired, the probationary period will apply. The employee's former length of service benefits shall not be reinstated.

NOTIFICATION

Affected employees will receive written notice and the termination will be effective immediately. Notice of layoff shall be delivered personally to the employee either at the worksite or to the employee at his/her last known address on the day of termination. If delivered to the employee's home address, a signature of receipt must be obtained. Notice must be received within 24 hours of termination date.

WAGES AND EARNED, ACCRUED VACATION PAYOUT

The terminating employee will be paid wages through the last day of work as well as any accrued, unused vacation that has been earned through the last day of work. Employee must receive these payments at the time of termination.

SEVERANCE PACKAGES

Employees are not entitled to severances packages; however, the President reserves the right to issue a severance package to constitute adequate legal consideration for the promises made by the employee in the Separation Agreement. The President also reserves the right to extend the affected employee's health benefits as part of the severance package or as a single benefit offering upon termination. All severance packages and/or health insurance extensions must be approved by the President.

All approved recipients of a severance package will receive one week of pay for each year of employment, with a minimum of two weeks and a maximum of four weeks of pay, less applicable tax withholdings.

HEALTH BENEFITS

To the extent permitted by the health insurance carrier, employees laid off shall be entitled to health benefits up to and including the last day for which the University has made payment for those benefits. Should an employee elect to continue his/her health insurance benefits, the employee will be responsible for the full cost of those benefits while on layoff status.

If the employee is currently insured with the Universities health provider and has benefits that fall under COBRA, the Universities benefits broker will contact the employee to initiate the COBRA benefit.

All other benefits will cease at the time of termination.

UNEMPLOYMENT INSURANCE

An employee who has been laid off may apply for Unemployment Insurance with the EDD of the State of California. The employee will be responsible for contacting the unemployment agency and filing all unemployment claims.

EMPLOYEE BENEFITS

EMPLOYMENT BENEFITS SUMMARY

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OVERVIEW

Eligible employees at Phillips Graduate University are provided a wide range of benefits. This section of the Handbook is designed to acquaint you with some of the features of Phillips Graduate Universities benefit program. A number of the programs (such as Social Security, Worker's Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. It is important to remember that more detailed information is set forth in the official plan documents and insurance policies that govern the plans.

Accordingly, if there is any real or apparent conflict between the brief summaries contained in this Handbook and the terms, conditions or limitations of the official plan documents, the provisions of the official plan documents will prevail. Employees who wish to inspect these documents can make an appointment with Human Resources for that purpose.

SCOPE

Benefit eligibility is dependent upon a variety of factors, including employee classification. Your supervisor or Human Resources can identify the programs for which you are eligible. The following benefit programs are available to all eligible employees and their immediate family members:

- Education Assistance Program
- Insurance/Flexible Spending Accounts
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Chiropractic/Acupuncture Coverage
- Employee Assistance Program (Group Health Insurance)
- Long-Term Disability Insurance
- Health Care Flexible Spending Account (HCFSA)
- Dependent Care Flexible Spending Account (DCFS)
- Accrued Vacation
- Other Paid Absences
- Bereavement
- Holidays
- Witness Duty
- Jury Duty

EMPLOYMENT BENEFITS SUMMARY

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Scope (continued)

- Military Reserve Duty
- Emergency Office Closure
- Time Off to Vote
- Sick Time
- Family and Medical Leave
- Paid Family Leave
- Pregnancy Disability Leave
- Government-Mandated Insurance/Contributions
- Worker's Compensation Insurance
- Social Security (FICA)
- State Disability Insurance (SDI)
- State Unemployment Insurance (SUI)
- Medicare
- Retirement Fund

For additional information about any of these benefits, please consult with Human Resources. Various benefit programs require contributions from the employee. These contributions will be explained during open enrollment.

OVERVIEW

Phillips Graduate University values and encourages the professional development of its employees. When appropriate, eligible employees may consider participation in the educational programs offered at Phillips.

SCOPE

Tuition Reduction at Phillips will be provided to eligible employees who meet the following requirements:

Employee is a regular full-time employee.

Employee is progressing satisfactorily in his/her current job assignment.

Employee remains on active status at the time coursework is completed and agrees to maintain employment with satisfactory performance for a minimum period of one (1) year subsequent to completion of the program or full repayment of this benefit will be required.

Employees who have completed 2 years of continuous, active employment with satisfactory performance may take up to the maximum number of units required per semester at no tuition cost to the employee. Any additional coursework beyond the required units per semester may be taken at a 50% reduction of tuition only.

Taxes on tuition may be waived if the employee agrees to complete a research project or teaching assignment to be assigned and approved by the President.

Employees have obtained supervisor approval with final approval of the President.

Supervisors have obtained the President's approval 60 days prior to the scheduled matriculation date.

The employee has no outstanding debt to the University.

Employees who attend class during normal working hours are to make up that time with supervisor's approval or the time will be deducted from his/her salary.

Educational Assistance: Immediate Family Members

Tuition Reduction at Phillips Graduate University may be provided to an immediate family member of a Phillips employee who meets the following requirements:

Employee is a regular full-time employee.

Employee has completed 5 years of continuous active employment with Phillips Graduate University.

Employee is progressing satisfactorily in his/her current job assignment.

Employee remains on active status while the eligible family member is in course attendance at Phillips Graduate University.

Employee agrees to maintain employment with satisfactory performance for a minimum of one (1) year following access of this benefit or full repayment of this benefit will be required.

Employee has no outstanding debt to the University.

An immediate family member may participate in a Phillips program at 50% reduction of tuition only.

Employee Debt

An employee who has an outstanding debt to the University will not be eligible to enroll in any course or program or continue in a program until the debt has been paid in full.

Non-Reimbursable Expenses

Non-reimbursable expenses include textbooks, administrative fees, late fees, parking, testing, meals, lodging, entrance exams, transportation, supplies, equipment, and preparatory courses for certification or licensing. These fees are due each semester prior to the start of class.

Employee Responsibility

Employees who participate in a Phillips academic program are expected to maintain their regular work schedule and perform their job functions at a satisfactory level. Employees must also obtain prior supervisor approval within the specified time frame that will allow for approval from the President 60 days prior to the scheduled matriculation date.

PROCEDURE

An employee is required to discuss his/her educational plan with his/her immediate supervisor or Human Resources. For initial enrollments, the acceptance into the program should be included. Admission into a Phillips' academic program is subject to current admissions requirements, employee satisfactory performance, and the President's final approval.

An employee can obtain a Tuition Reduction Form from Human Resources and obtain the Supervisor's approval. Employees should allow at least 75 days prior to course start date for approval process. A copy of the approved Tuition Reduction Form is placed in the employee's personnel file.

After completion of each semester, the Registration Office submits the employee/student grade report to Human Resources.

Tuition Reduction Provisions

Employees are subject to all policies and procedures delineated in the most recently published Student Handbook including academic testing and grading policies.

Employees must be currently employed with Phillips and upon completion of course(s), must remain employed with satisfactory performance by Phillips for a minimum of one (1) year or full repayment of this benefit will be required.

It is solely within the prerogative of the President to authorize a reduction in tuition for educational experiences that s/he deems necessary and relevant for the competent execution of an employee's job.

Full-Time Employee Implications

Due to the fact that classes may be taught in the daytime during normal working hours, it is possible that an employee may incur a reduction in working hours. An employee who is exempt or non-exempt will only be compensated for time spent on the job and during the times authorized by their supervisor. Taking classes could also render them less than a full-time employee and ineligible for certain employee benefits, including, but not limited to:

- Vacation and sick accruals
- Health insurance
- Retirement plan contributions

Under current provisions, an employee is required to work a minimum of 30 hours a week to retain eligibility for retirement plan and health insurance participation. An employee will be entitled to COBRA benefits, as allowed by Federal law, in the event that their eligibility and participation in the health insurance plan terminates.

Full-Time Faculty Implications

It is anticipated that full-time faculty at Phillips, in addition to their full-time teaching loads, may also be involved in other professional activities, including utilizing the tuition reduction policy.

These activities include, but are not limited to:

- Teaching Assistantships at Phillips Graduate University
- Private Practice
- Outside Employment
- Education at Phillips (i.e., Psy.D. program and related activities)

For purposes of this policy, a full-time Philips faculty member is considered any five-day per week faculty member who is on campus a minimum of four (4) full days per week and maintains a Full-Time Measurement Score (FTMS) of .8 or more.

Policy Exceptions

Exceptions to this policy will be considered and approved by the President on a case-by-case basis.

Note: For Policy Forms please see Human Resources.

OVERVIEW

Phillips Graduate University believes in providing eligible employees and their families with competitive insurance coverage. Each year, Phillips Graduate University will review the offerings to ensure they meet the needs of the community. During the yearly open enrollment, plan changes and pricing options will be presented to employees, allowing them to make these important decisions for themselves and their families.

Phillips Graduate University offers medical, dental, vision care, chiropractic/acupuncture, life and long-term disability insurance benefits. Additionally, Phillips Graduate University offers to its eligible employees two types of Flexible Spending Accounts. These accounts allow the employee to use pre-tax dollars for a variety of health care and dependent care expenses.

While this statement of policy is intended as a general overview, it is important to note that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, if there is any real or apparent conflict between the brief summaries contained in this Handbook and the terms, conditions or limitations of the official plan documents, the provisions of the official plan documents will prevail.

For more information about any of the insurance plans offered by Phillips Graduate University, please contact Human Resources.

SCOPE

Phillips Graduate University employees who work 30 hours or more

DEFINITIONS

Currently eligible Phillips Graduate University employees may select insurance benefits for themselves and their dependents through the Universities health insurance plan offerings during open enrollment. The contribution levels are dependent upon the selections made and may vary from year to year.

Regular full-time employees who lose their existing health coverage may have a qualifying event, which would make them eligible to select health insurance outside the normal open enrollment period. All such employees should contact the Human Resources department immediately.

PROCEDURE

Human Resources will notify all eligible employees when it is time to participate in open enrollment.

RETIREMENT FUND CONTRIBUTIONS

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OVERVIEW

Phillips Graduate University provides a retirement benefit. Participation in the plan begins upon completion of two years of continuous full-time employment. Phillips Graduate University's contribution is determined on an annual basis by the Board of Trustees and the President, pending available resources.

SCOPE

All regular part-time and full-time Phillips Graduate University employees

PROCEDURE

Contact the Human Resources department for further information regarding participation in the Phillips Graduate University current retirement plan.

OVERVIEW

Vacation time off with pay is available to eligible employees to provide a respite from work. Also, it allows employees time for rest, relaxation, and for personal pursuits and to return to work with a renewed commitment to the University.

SCOPE

All regular employees working 30 hours or more per week and regular part-time (scheduled to work between 20-29 hours per week). Part-time employees who are regularly scheduled to work less than 20 hours per week are ineligible for this benefit.

DEFINITIONS

Effective dates

Regular full-time employees must complete ninety (90) days of continuous active employment before becoming eligible to accrue and/or use paid vacation time.

Accruals

Vacation will be accrued evenly throughout the vacation year. The amount of paid vacation time employees receive each year increases with the length of their employment. Employees are entitled to the following:

All regular part-time and full-time employees accrue vacation time based on the hours they are scheduled to work. See the Accrual Rate Sheet for detailed information.

All regular full-time employees regularly scheduled to work 40 hours per week accrue:
0 through 5 years of service: 10 vacation days annually accrued at a monthly rate of .833 days. The maximum accrual is 150% of the annual allotment, or 15 days of vacation.

6+ years of service: 15 vacation days annually accrued at a monthly rate of 1.250 days. The maximum accrual is 150% of the annual allotment, or 22.5 days of vacation.

Maximum Accrual

The maximum number of vacation days that any employee may carry forward to the next benefit year is equal to 150% of his/her annual accrual rate. Once an employee reaches the maximum vacation accrual, vacation time will cease to accrue and will be lost. Once the employee has taken vacation and the accrual balance is below the maximum, vacation accruals may commence again. However, any time "lost" will NOT be restored.

VACATIONS
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Pay in Lieu of Vacation

As outlined in the “Overview” Section above, the purpose of vacation at Phillips Graduate University is to allow eligible employees to take a break from their work duties, to rest and relax with family and friends, and then to return to the University with a renewed sense of commitment and energy. To reinforce this, Phillips Graduate University does NOT allow eligible employees to receive pay in lieu of vacation.

Requesting Vacation

Supervisors are encouraged to discuss vacation plans with their employees in advance of each new vacation year to ensure appropriate coverage for their department. The approved Time Off Request form must be attached to the employee’s timesheet during the pay period in which it has been taken.

Reporting Vacation Time

Vacation time must be reported on an employee’s timesheet. In addition, a “Time-Off Request” form must be signed and approved by the department manager five (5) days in advance and attached to the employee’s timesheet during the pay period in which the vacation time has been taken.

Using Vacation Time

Vacation time taken is paid at the employee’s base pay rate at the time of vacation. It does not include overtime or any other special form of compensation. Vacation time used will not be considered hours worked for purposes of overtime calculation.

All vacation time must be exhausted before requesting Leave Without Pay (LWOP).

Change in Employment Status

Vacation time may not be used during the final two weeks of employment and cannot be used to extend termination. Terminated employees will be paid for earned, accrued, unused vacation time.

If an employee is laid off from Phillips Graduate University and returns to Phillips Graduate University within twelve (12) consecutive calendar months, the employee will be given credit for his/her previous service time for vacation accrual purposes.

If an employee terminates employment with Phillips Graduate University and returns to Phillips Graduate University within six (6) consecutive calendar months, the employee will be given credit for his/her previous service time for vacation accrual purposes.

OTHER PAID ABSENCES

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OVERVIEW

Phillips Graduate University understands that occasionally employees are absent from work for an array of reasons. This statement of policy addresses those instances in which eligible employees may be paid for an absence.

SCOPE

All regular full-time/regular part-time employees who have completed the 90-day introductory/trial period

DEFINITIONS

Rate of Pay

During an authorized paid absence, employees receive their regular pay rate in increments of no less than one-half (1/2) day.

Bereavement

Upon supervisory approval, regular full-time employees may take up to five (5) days of paid bereavement leave per calendar year due to the death of an immediate family member. In any year, should an employee desire to take off time in addition to the five (5) bereavement days per year, s/he may do so as vacation, if authorized by his/her supervisor. If all vacation is exhausted, the employee may take the time off without pay if authorized by his/her supervisor. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

Immediate Family

Phillips Graduate University defines "immediate family" as the employee's spouse, domestic partner, parent, grandparent, child, grandchild, sibling, aunt, or uncle; the employee's spouse's or domestic partner's parent, child, or sibling; the employee's child's spouse or domestic partner.

Holidays

Each year the total number of holidays may vary. Phillips Graduate University grants holiday time off to all eligible employees in observance of days designated by law or proclamation. The standing holidays are as follows:

OTHER PAID ABSENCES

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New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Winter Break

Witness Duty

When a regular employee is subpoenaed by Phillips Graduate University to testify as a witness, s/he will receive paid time off at their base rate for the entire period of witness duty. The subpoena should be shown to the supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. An employee is expected to report for work if excused from witness duty before the end of the day providing sufficient time remains in the workday.

Witness duty includes legally required court appearances, except for those in which the employee is a participant in the judicial proceeding, such as a plaintiff or defendant, or could benefit from the litigation.

When a regular employee is subpoenaed to appear in court as a witness at the request of a party other than Phillips Graduate University, an employee will be granted a maximum of four (4) hours of paid time off each calendar year. Should service extend beyond the four paid hours, employees may request approval to use any accrued vacation time available. Exceptions must be approved by the employee's immediate supervisor and appropriate Vice President prior to being paid.

Jury Duty

When a regular full-time employee is summoned to jury duty, s/he will receive up to five (5) days paid time off within a 12-month period.

An employee is required to advise his/her supervisor as soon as s/he is summoned to jury duty in order to assist the supervisor with coverage.

An employee is required to submit a copy of the jury duty certificate attached to the timesheet for the time period that jury duty occurred.

“On Call” Jury Service – after checking in with the jury service official, if the employee is not called into court to serve on a panel/jury the following work day, s/he is expected to report to work as any other regular work day.

Military Reserve Duty

Employees in the Armed Forces of the United States will be granted a leave of absence with proper documentation in accordance with federal and state laws for up to a maximum of two (2) weeks. Employees on approved active military reserve duty will receive full pay less the amount received for the active service. The two weeks of pay difference shall not be charged to any other paid leave. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees requiring leaves of absence in excess of two weeks may use available paid time off for the absence. Those on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service.

During a military leave of absence, employees will accrue benefits according to applicable federal law.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with federal and state laws.

Emergency Office Closure

In emergency situations caused by severe weather, fires, power failures, earthquakes, or situations that may disrupt University operations, Phillips Graduate Universities President or designee may deem it necessary to close Phillips Graduate University.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Phillips Graduate Universities President or designee is responsible for informing the employees of specific closure notification procedures. (See Emergency Procedures)

Payment in excess of three (3) days requires written approval from Phillips Graduate Universities President. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for time off and may request available paid leave time such as unused vacation benefits.

OTHER PAID ABSENCES

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Time Off to Vote

Employees who are unable to vote in an official state-sanctioned election during their nonworking hours may request up to two (2) hours of paid time off to vote. Employees should request time off to vote from their supervisor at least two working days prior to 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 must submit a voter's receipt to their immediate supervisor on the first working day following the election to qualify for paid time off.

OVERVIEW

Phillips Graduate University provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Sick time may be used for doctor's appointments. The new California Sick Leave law, effective as of July 1, 2015. All eligible employees will accrue one hour of sick time for every 30 hours worked.

SCOPE

Eligible employees

All employees paid by Phillips Graduate University. This includes full-time, part-time and less than part-time employees.

Non-Eligible employees:

All employees not paid by Phillips Graduate University (e.g., volunteers, unpaid interns, trainees, etc...).

How it works:

- Under California state law, sick leave will be provided on an accrual basis, not in a bank of leave at the beginning of the year.
- All employee paystubs will reflect the employee's hours worked, the associated sick leave accrual, sick hours used and the sick leave balance.
- Sick leave hours will accrue at the rate of one hour for every 30 hours worked.
- Sick leave hours will continue to accrue until the employee reaches the maximum of 64 hours within the 12-month period.
- Unused accrued sick time at the end of any given 12-month period will be rolled into the next 12-month period until the sick leave balance reaches the maximum of 64 hours.
- Under the Healthy Workplace Healthy Family Act of 2014 (AB 1522)

Usage

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.
- An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

- Unused sick leave balances will not be paid out at the time of termination.

PROCEDURE

Employee must complete the time-off request form for supervisor's approval for all pre-arranged sick time off. If the employee is unable to provide advanced notice, employee will complete the time-off request form when they return to work.

An employee who does not report to work due to illness or injury should notify his/her direct supervisor before the scheduled start of their workday, if possible. Contact must be made with his/her direct supervisor for each subsequent day of absence.

If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided prior to or the day the employee reports back to work. However, Phillips Graduate University reserves the right to request physician notification of illness for absences of less than three (3) days.

Employees who are ill or injured for three (3) or more days will not be allowed back on campus without a full and unconditional release to return to work. The physician statement should state the nature of the illness or injury, its beginning and expected ending dates, and any restrictions the employee may have in performing the job/position. Before returning to work from a sick leave absence of three (3) workdays or more, an employee must provide a physician's verification that s/he may safely return to work. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick-Time: Rate of Pay

Sick-time hours are paid at the employee's base pay rate and do not include any special forms of compensation.

Sick leave will not be considered hours worked for purposes of overtime calculation

Sick time is a distinct and separate benefit from vacation. If, however the employee exhausts his/her sick leave, the employee may use vacation time if more time is required for recovery.

OVERVIEW

To provide a voluntary method for employees to donate their sick leave hours to other employees in order to provide additional paid leave for eligible employees who are affected by a catastrophic medical condition, illness, injury or impairment and would otherwise be in an unpaid status.

The intent of this program is to protect regular full-time and part-time staff employees who may face financial hardship because they have exhausted all of their own sick leave and vacation leave due to an extended serious, catastrophic, or unforeseen illness, injury or impairment.

Donation of sick leave is strictly voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donating sick leave hours. Donations are designated for a specific person and are not for a general pool.

SCOPE

All full-time and part-time Phillips employees

DEFINITIONS

"Catastrophic medical condition, illness, injury or impairment" means a physician certified death imminent case or a medical condition, illness, injury which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave of absence without pay in excess of five working days.

The Sick Leave Donation Program extends to relatives living with and dependent upon the employee. These dependents must be listed and approved as dependents on the employee's medical insurance beneficiary designation form at the time of application for benefits under this Section.

Permissible use of Sick Leave Donations

Subject to the limitation of available hours in the sick leave bank, leave drawn from Sick Leave Donations shall be paid in accordance the following conditions:

Catastrophic medical condition, illness or injury which incapacitates the employee from performing his or her work; or

Absence for medical or dental care directly related to a catastrophic medical condition illness or injury; or

SICK LEAVE DONATION POLICY

Page 2 of 5

Absence because of a catastrophic medical condition, illness or injury to the employee or those relatives living with and dependent upon the employee.

Eligibility for Sick Leave Donation

To be eligible for the Sick Leave Donation Program an employee must have completed six continuous months as a regular employee with the University based on date of hire.

Temporary employees, Independent Contracted employees, and volunteers are not eligible for the Sick Leave Donation Program.

An employee must have exhausted all available vacation hours and sick leave hours before being eligible for the Sick Leave Donation Program.

The Sick Leave Donation will not be approved if the physician's certification states that the employee is not expected to return to employment.

Employees who are eligible for and collecting workers' compensation benefits, Short-Term or Long-Term Disability benefits are not eligible for this program. Employees who are waiting for Short-Term or Long-Term Disability benefits to begin may be eligible.

Application for the Sick Leave Donation Program may be made during or after the pay cycle during which accrued paid leave hours are being exhausted.

Qualifying for Use of Donated Sick Leave

An employee must first exhaust all accrued vacation and sick leave before the Sick Leave Donation will be granted.

An employee using Sick Leave Donation will not accrue additional sick leave and vacation hours, but may continue to be eligible for health care coverage and other benefits as if the employee were in a regular paid status.

Any use of Sick Leave Donation will be counted toward the twelve (12) week allowance for Family and Medical Leave (FMLA), if applicable.

SICK LEAVE DONATION POLICY

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Donated Sick Leave is not a vested benefit. Phillips Graduate University may repeal this leave option at any time and any leave balances shall revert to the University upon revocation.

No benefit will be paid for unused hours of donated sick leave upon separation from employment for any reason.

Once an employee's available Donated Sick Leave hours are exhausted, and no more have been donated, the employee will only be eligible to apply for an unpaid leave of absence.

If an unpaid leave is not granted and there is not a reasonable expectation that the employee will be able to resume employment, the employee will be terminated.

PROCEDURE

Application Process

Upon exhaustion of all other available accrued benefits, the employee (or the employee's guardian or legal representative in the event the employee is incapacitated or otherwise physically incapable of making the request for leave) will make a written request using forms available from the Human Resources department to the employee's department director/manager. Such request shall be accompanied by a physician's certification, which shall include appropriate medical documentation of the necessity for the leave and an estimate of when the employee can reasonably be expected to return to work.

An employee making a request for Sick Leave Donation expressly waives any privacy interest relating to the information contained in the leave request, and all medical information related to the need for leave, and shall hold harmless Phillips Graduate University, its agents and assigns, from any and all claims relating to disclosures the University determines are necessary to process the employee's application for or use of the leave donation. However, information provided in connection with the leave request will be treated as sensitive and confidential, and unauthorized disclosure may be grounds for disciplinary action.

Upon receipt of an application for Sick Leave Donation, the employee's department director/manager will provide appropriate comments supporting or rejecting the recommendation, and will then forward the completed form to Human Resources.

Criteria for Approval

The following matters should be considered when determining whether to approve a request for Sick Leave Donation:

- The nature and seriousness of the medical condition, illness, injury or impairment;
- Whether the request qualifies for participation in the University’s Sick Leave Donation Program according to these guidelines;
- Any history of excessive use of sick leave by the employee requesting leave, or a pattern of abuse or misuse of sick leave;
- The likelihood that the employee will be medically able to return to work;
- Such other factors as may be relevant to the evaluation of the leave request as determined by the University.

Donation of Hours

- An employee may donate sick leave hours as follows:
 - Regular full-time employees may donate their annual sick leave in eight-hour increments, up to a maximum of forty hours per calendar year. Donating full-time employees must maintain a sick leave balance of no less than three days.
 - Regular part-time employees may donate their annual sick leave in eight-hour increments, up to a maximum of twenty-four hours per calendar year. Part-time employees must maintain a sick leave balance equivalent to one day of leave.
- The assignment of hours will occur upon written request and approval of the donating employee and approval by the Human Resources Director.
- Donated sick leave hours must be used within 60 calendar days of the date of donation or it will be returned to the donor.

Administration

Upon approval for Sick Leave Donation, the Human Resources Department will distribute a notice that donations of sick leave are being accepted to assist an employee. Such notice will include a deadline by which donation must be made. An employee receiving no donations during the donation period may apply for a leave without pay.

The Sick Leave Donor form will be available on the I-Share drive under Human Resources Forms.

All Donors must submit their completed “Sick Leave Donor” form to the Human Resources department prior to the deadline.

Sick leave hours shall be transferred on an hour-for-hour basis without regard for differences in base hourly rate of pay between the donating employee and the recipient employee.

The Business and Finance department will be responsible for adjusting the accrued leave balances of both the donor and the recipient.

All hourly donations are to be credited to the recipient on an "as-needed basis" each pay cycle. Donated sick leave will be applied on a first in, first out basis.

Criteria for Use

Employees utilizing the Sick Leave Donation Program will keep their department director and/or immediate supervisor(s) informed with periodic written certification from a health care provider. The health care provider's certification will state the nature of the medical condition, illness, injury or impairment, the prognosis for recovery, and the estimated length of absence.

When an employee has been granted a Sick Leave Donation and the basis for the leave ceases to exist or qualify, no additional hours will be made available and any unused hours will be returned to donating employees on a last in, first out basis.

Any abuse, misuse and/or falsification of facts regarding Sick Leave Donation may be grounds for disciplinary action, up to and including termination.

The University has the right at any time to request that the employee provide certification from a health care provider attesting to the medical condition, illness, injury or impairment of the employee or qualifying family member.

OVERVIEW

Phillips Graduate University provides unpaid leaves of absence to eligible employees who are temporarily unable to work due to a serious health condition or disability under the Family Medical Leave Act (FMLA). A leave may be granted for the following reasons:

- For an eligible employee who is unable to work due to a serious health condition;
- For the care of a newborn child, a newly-adopted child, or a newly-placed foster child; or
- For the care of a child, spouse or parent with a serious health condition.

The leave may be on a continuous or on an intermittent basis. The latter is for employees who need to take time off on an “as-needed basis.” These leaves are granted in accordance with federal and state laws. Applicable laws and regulations will govern the rights and obligations of employees under this policy.

Note: This policy on Family and Medical Leave is a general summary and is not intended to be a complete recitation of an employee’s rights under the law.

SCOPE

This policy applies to all regular full-time employees and part-time employees who have been continuously employed at Phillips Graduate University for a total of twelve (12) months and have worked at least 1,250 hours within the past year.

DEFINITIONS

Serious Health Condition

- An illness, injury, physical or mental condition that meets one of the following criteria:
 - A medical condition, disability, or treatment which involves inpatient care in a hospital, hospice, or residential medical care facility;
 - A medical condition, disability or treatment which involves continuous treatment by a healthcare provider;
 - A medical condition, disability, or treatment which involves any period of incapacity due to pregnancy, prenatal care, childbirth, or related medical conditions; or
 - A medical condition, disability or treatment which involves any period of treatment or incapacity due to a chronic health condition which requires periodic visits to a healthcare provider, continues over a period of time and causes episodic rather than a continuing disability.

The term “serious health condition” is not intended to cover routine physical exams, absence due to substance abuse, or voluntary or cosmetic treatments which are not considered medically necessary.

Family Members:

Child

A “child” includes a biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stands in place of the biological parent, who is either (1) under 18 years of age; or (2) 18 years of age or older and incapable of self-care because of a medical, mental or physical disability.

Spouse

A spouse is an employee’s husband or wife as recognized under state law or a domestic partner.

Parent

A parent includes the employee’s biological or adoptive parent or the individual who stands in place of the biological parent. The policy does not include the parent of the employee’s spouse.

Leave Categories:

Continuous Leave Definition

An absence without interruption

Intermittent Leave Definition

Absences that are taken in separate blocks of time rather than for a continuous period of time. Intermittent leaves may include periods consistent with the patient’s required treatment.

Duration of Leave

Under the FMLA, eligible employees are entitled to up to twelve (12) weeks of unpaid leave within a twelve (12) month period. The 12-month period is measured forward from the date an employee’s first family leave begins. As such, an employee will be entitled to 12 workweeks of leave during the year beginning on the first date family leave is taken.

The next 12-month period will begin the first time family leave is taken after completion of the previous 12-month period.

A leave taken in order to care for a newborn child, a newly-placed foster or adopted child must be initiated within twelve (12) months after the date of the birth or placement. FMLA leave can begin before the birth of the child or before placement or adoption of a child if it is necessary due to a medical condition of the expectant mother or legal requirements in case of placement or adoption.

Two spouses or domestic partners, both of whom are employed by Phillips Graduate University, may take a combined leave of twenty-four (24) weeks. Holidays that fall during an employee's family leave do not lengthen family leave entitlement.

Benefits During Family Leave

Subject to the terms, conditions and limitations of the applicable plans, Phillips Graduate University will continue to provide health insurance benefits for the full period of the approved medical leave. However, the employee remains responsible for any portion of the benefit for which s/he was contributing prior to the leave. (Please consult with Human Resources for further details.)

If the employee's medical leave exceeds the twelve (12) week period, the health insurance benefit may be continued if the employee elects to pay the full premium of such coverage. Please consult with Human Resources for more details.

Benefits, such as vacation accruals, sick leave, bereavement leave or holidays as well as contributions on behalf of the employee to retirement plans, will be suspended during the leave and will resume upon return to active employment.

Job Protection

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater rights to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In

addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave. Reinstatement after family/medical leave may be denied to certain salaried "key" employees.

Notice of Family Medical Leave

If an employee gives more than two (2) days advance notice of the need for FMLA, the University must notify the employee of eligibility for FMLA prior to the requested date of the leave.

If the employee does not give at least two (2) days advance notice, the University must notify the employee of the eligibility for FMLA within two (2) business days of receipt of the request. Failure to provide a timely reply in response to request for leave does not jeopardize the employee's eligibility for FMLA.

Any request for FMLA that results in a rejection must be confirmed in writing and should specify the reason for ineligibility, or when the employee will become eligible.

PROCEDURE

If an FMLA leave is predictable and foreseeable (e.g., a planned medical procedure), the employee must provide his/her supervisor a 30-day advance notice.

For unforeseeable or unpredictable situations, the employee should provide notice as soon as practical, giving the employer at least verbal notice within one or two business days of learning of the need to take FMLA leave.

Employees will be required to first use their allotted sick leave benefit at the beginning of the unpaid medical leave. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. If the employee's own serious health condition creates a situation where the individual is unable to perform the functions of his/her job or if a serious health condition of a parent, child, or spouse requires the employee's participation in their care, certification from a healthcare provider must be submitted. The healthcare provider's certificate must specify the following:

- The date when the serious health condition started;
- The length of time the condition is likely to last;
- Diagnosis of the condition; and

Prescribed treatment, and in case of family member care, specify how the employee's participation is required in the care.

Employee Responsibility

The employee is responsible for completing a Request for Family and Medical Leave Form. The form should be submitted to Human Resources within fifteen (15) days from the time the employer requests the healthcare provider certification.

The University may request re-certification every thirty (30) days, or more frequently, under the following circumstances:

- The employee requests in writing for a leave extension;

- Circumstances have changed significantly; or

- The employer receives information questioning the continuing validity of the certification.

Requests for leave extensions will be considered if they are received by Human Resources in writing prior to the expiration of the approved leave, the request is supported by certification from a healthcare provider of a continuous serious health care condition, and the request does not cause the total period of absence to exceed twelve (12) months.

Employees are responsible for keeping management apprised of any changes in his/her status and if the initial expected duration of absence needs to be extended. This includes establishing when and how communication is to occur.

When applicable, employees are responsible for filing disability claims. Failure to submit the proper forms in a timely manner may result in the deferral or denial of the employee's leave request.

Human Resources Responsibility

- Establishing with employees a formal means of communication during a leave, including the frequency and method of communication.

- Obtaining critical data (e.g., change in employee's return date) in a timely manner.

- Maintaining accurate records of an employee's leave time.

- Final approval of FMLA.

- Maintaining personnel records.

Fitness to Work

Employees returning to work from medical leave because of a serious health condition must submit to Human Resources a medical certification of his/her fitness to resume work.

An employee on medical leave is requested to provide Phillips Graduate University with at least two weeks of advance notice of the date the employee intends to return to work. This will allow for proper rescheduling of the employee's return.

An employee who fails to report to work on the agreed upon return date will be assumed by Phillips Graduate University to have voluntarily resigned.

OVERVIEW

Phillips Graduate University provides Paid Family Leave (PFL) to eligible employees who suffer a wage loss when they take time off work to care for a seriously ill family member, or to bond with a new child. Under the State of California’s PFL, eligible employees may receive up to six (6) weeks of benefits for the following reasons:

- For the care of a child, spouse, parent or domestic partner with a serious health condition;
- or
- To bond with a new child.

This leave may be on a continuous, occasional, or on an intermittent basis over a 12-month time frame. PFL can be used in conjunction with Family Medical Leave.

Note: This policy is a general summary and is not intended to be a complete recitation of the law. Further, the PFL can be used in conjunction with the Family and Medical Leave Act.

SCOPE

This policy applies to all full-time employees and part-time employees and does not require a minimum number of hours worked or days employed to qualify for benefits.

DEFINITIONS

Serious Health Condition

An illness, injury, physical or mental condition that meets one of the following criteria:

- A medical condition, disability, or treatment which involves inpatient care in a hospital, hospice or residential medical care facility;
 - A medical condition, disability, or treatment which involves continuous treatment by a healthcare provider;
 - A medical condition, disability, or treatment which involves any period of incapacity due to pregnancy, prenatal care, childbirth, or related medical conditions;
 - A medical condition, disability or treatment which involves any period of treatment or incapacity due to a chronic health condition which requires periodic visits to a healthcare provider, continues over a period of time and causes episodic rather than a continuing disability;
- The term “serious health condition” is not intended to cover routine physical exams, absence due to substance abuse, or voluntary or cosmetic treatments, which are not considered medically necessary.

Child

A “child” includes a biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stands in place of the biological parent, who is either (1) under 18 years of age; (2) 18 years of age or older and incapable of self-care because of a medical, mental or physical disability.

Spouse

A spouse is an employee’s husband or wife as recognized under state law or a domestic partner.

Parent

A parent includes the employee’s biological or adoptive parent or the individual who stands in place of the biological parent. The policy does not include the parent of the employee’s spouse.

Leave Categories

Continuous Leave

An absence without interruption

Intermittent Leave

Absences that are taken in separate blocks of time rather than for a continuous period of time. Intermittent leaves may include periods consistent with the patient’s required treatment.

Duration of Leave

Under the PFL, eligible employees are entitled to up to six (6) weeks of paid leave within a twelve (12) month period. The 12-month period is measured forward from the date an employee’s first family leave begins. As such, an employee will be entitled to 6 workweeks of paid leave during the year beginning on the first date PFL is taken. The next 12-month period will begin the first time Paid Family Leave is taken after completion of the previous 12-month period.

Benefits During Family Leave

Subject to the terms, conditions and limitations of the applicable plans, Phillips Graduate University will continue to provide health insurance benefits for the full period of the approved Paid Family Leave.

Vacation accruals and contributions made on behalf of the employee to retirement plans will continue for leaves of less than a pay period; however, such accruals and contributions will be suspended for leaves of one pay period or more.

Job Protection

Under most circumstances, upon return from PFL, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater rights to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on PFL would have been laid off had he or she not gone on leave, or if the employee’s job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee’s use of Paid Family Leave will not result in the loss of any employment benefit that the employee earned before using PFL. Reinstatement after PFL may be denied to certain salaried “key” employees.

PROCEDURE

If a PFL is predictable and foreseeable (e.g., a planned medical procedure, or the adoption of a child), the employee must provide his/her supervisor as much advance notice as possible.

For unforeseeable or unpredictable situations, the employee should provide notice as soon as practicable, giving the employer at least verbal notice within one or two business days of learning of the need to take PFL.

Employees will be required to first use up to two weeks of any accrued but unused vacation.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

If the serious health condition of a parent, child, spouse, or domestic partner requires the employee’s participation in medical treatment, certification from a healthcare provider must be submitted. The healthcare provider’s certificate must specify the following:

- The date when the serious health condition started;
- The length of time the condition is likely to last;
- Diagnosis of the condition; and
- Prescribed treatment, and description of how the employee’s participation is required in the care.

Employee Responsibility

The employee is responsible for completing a Request for Paid Family Leave Form. The form should be submitted to Human Resources within fifteen (15) days from the time the employer requests the healthcare provider certification. Phillips Graduate University may request re-certification under the following circumstances:

The employee submits a written request for a leave extension;

Circumstances have changed significantly; or

Phillips Graduate University receives information questioning the continuing validity of the certification.

Employees are responsible for keeping management apprised of any changes in their status and if the initial expected duration of absence needs to be extended. This includes establishing when and how communication is to occur.

When applicable, employees are responsible for filing disability claims. Failure to submit the proper forms in a timely manner may result in the deferral or denial of the employee's leave request.

Human Resources Responsibility

Final approval of PFL

Maintaining personnel records

Establishing with employees a formal means of communication during a leave, including the frequency and method of communication.

Managing critical data (e.g., change in employee's return date) in a timely manner.

Maintaining accurate records of an employee's leave time.

Fitness to Work

Employees returning to work from medical leave because of a serious health condition must submit to Human Resources a medical certification of his/her fitness to resume work.

An employee on medical leave is requested to provide Phillips Graduate University with at least two weeks of advance notice of the date the employee intends to return to work. This will allow for proper rescheduling of the employee's return.

An employee who fails to report to work on the agreed upon return date will be assumed by Phillips Graduate University to have voluntarily resigned.

OVERVIEW

Under the California Fair Employment and Housing Act (FEHA), Phillips Graduate University provides pregnancy disability leaves of absence without pay to employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical condition.

Note: This policy on Pregnancy Disability Leave is a general summary and is not intended to be a complete recitation of an employee's rights under the law.

SCOPE

All regular full-time employees

DEFINITIONS

Pregnancy Disability Duration

The pregnancy disability leave is for any period or periods of actual disability caused by an employee's pregnancy, childbirth or related medical conditions up to four (4) months. The pregnancy disability leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis.

PROCEDURE

Employees should make requests for pregnancy disability leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted verifying the need for pregnancy disability leave and the beginning and ending dates. Any changes in this information should be promptly reported to Phillips Graduate University.

An employee receiving state disability benefits may receive full pay minus disability benefits for up to forty-five (45) work days. Employees may substitute any accrued paid leave time for unpaid leave as part of the pregnancy leave period.

Benefits during Pregnancy Leave

Subject to the terms, conditions and limitations of the applicable plans, Phillips Graduate University will continue to provide health insurance benefits for the full period of the approved pregnancy disability leave. However, the employee remains responsible for any portion of the benefit for which she was contributing prior to the leave. (Please consult with Human Resources for further details.)

Benefits, such as vacation accruals, sick leave, bereavement leave and holidays as well as contributions on behalf of the employee to retirement plans, will be suspended during the leave and will resume upon return to active employment.

Job Protection

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Fitness to Work

Employees returning to work from a pregnancy leave must submit to Human Resources a medical certification of her fitness to resume work.

An employee on pregnancy leave is requested to provide Phillips Graduate University with at least two weeks of advance notice of the date the employee intends to return to work. This will allow for proper rescheduling of the employee's return.

An employee who fails to report to work on the agreed upon return date will be assumed by Phillips Graduate University to have voluntarily resigned.

Coordination with Family Leave

If an employee takes pregnancy disability leave and is eligible under the federal or state family medical leave laws, Phillips Graduate University will maintain group health insurance coverage for up to a maximum of 12 work weeks (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work. Leave taken under the pregnancy disability policy runs concurrently with Family Medical Leave (FMLA) under federal law, but not family and medical leave under California law (CFLA). Contact Human Resources for further details.

If an employee is ineligible under the federal and state family medical leave laws, while on pregnancy disability the employee will receive continued paid coverage on the same basis as other medical leave that Phillips Graduate University may provide and for which employee is eligible. In some instances, Phillips Graduate University may recover premiums it paid to maintain

PREGNANCY DISABILITY LEAVE

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health coverage for employee if employee fails to return to work following pregnancy disability leave.

If an employee is on pregnancy disability leave and is not eligible for continued paid coverage, or if paid coverage ceases after 12 work weeks, the employee may continue her group health insurance coverage through Phillips Graduate University in conjunction with federal COBRA guidelines by making monthly payments to Phillips Graduate University for the amount of the relevant premium. Contact the Human Resources department for further information.

OVERVIEW

Apart from federal and state disability and family-leave policies, Phillips Graduate University also makes an unpaid leave of absence available to full-time regular employees. This unpaid leave of absence is granted solely at the discretion of the President of Phillips Graduate University, who determines the appropriateness of such requests in the context of the educational and operational needs of the University.

SCOPE

All employees working 30 hours per week or more

DEFINITIONS

Unpaid Leave of Absence

An unpaid leave of absence is any leave from one week up to and including three months at the conclusion of which an employee may (but not necessarily) return to the same position s/he held immediately prior to the leave.

PROCEDURE

An eligible employee who requests an unpaid leave of absence for up to three months must first exhaust accrued vacation and any other leave of absence provisions, if applicable.

Such employee must next secure the approval of his/her supervisor or manager.

The supervisor or manager will recommend the leave to the President of Phillips Graduate University only if s/he believes that it is in the best interest of the educational and operational needs of the University.

At the sole discretion of the President of Phillips Graduate University, such a leave may be granted for up to three months.

Benefits During Unpaid Leave

Subject to the terms, conditions and limitations of the applicable plans, Phillips Graduate University will continue to provide health insurance benefits for the applicable period of the approved unpaid leave of absence. (Please consult with Human Resources for more information.)

Benefits such as vacation accruals, sick leave, bereavement leave and holidays, as well as contributions on behalf of the employee to retirement plans, will be suspended during the leave and will resume upon return to active full-time employment.

Related Policies

See Family Medical Leave Policy, and California Pregnancy and Disability Policy.

WORKER'S COMPENSATION INSURANCE

Page: 1 of 1

OVERVIEW

Phillips Graduate University provides a comprehensive worker's compensation insurance program at no cost to employees. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized.

SCOPE

All full-time, part-time, and temporary Phillips Graduate University employees

DEFINITIONS

Worker's Compensation is a government-mandated insurance program that covers an injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment.

PROCEDURE

An employee who has incurred a work-related illness or injury while on the job must report the injury immediately to his/her supervisor, no matter how minor the injury may appear. This will enable an eligible employee to qualify for coverage as quickly as possible.

An employee who must leave his/her job post before the end of the work day due to an on-the-job injury must proceed as follows:

Report the injury immediately to the department manager and/or Human Resources; Human Resources will follow the federal and state applicable procedures to facilitate the worker's compensation process.

Obtain approval from the medical provider rendering services to return to the job post, listing, if appropriate, any restrictions or limitations that would prevent the employee from performing the full scope of the job.

If unable to return to work, obtain a copy of a medical certification and submit it to Human Resources and his/her immediate supervisor.

Any person in an official or unofficial capacity who wishes to visit Phillips Graduate University facilities to investigate a work-related injury must obtain written permission to do so from the Human Resources department prior to coming into the Phillips Graduate University workplace.

OTHER GOVERNMENT-MANDATED INSURANCE/CONTRIBUTIONS

Page: 1 of 1

OVERVIEW

Phillips Graduate University contributes to and provides the following government-mandated insurance to its employees:

- Social Security (FICA)
- State Unemployment Insurance (SUI)
- State Disability Insurance (SDI)
- Medicare

SCOPE

All full-time, part-time, and temporary Phillips Graduate University employees

Social Security (FICA)

Phillips Graduate University contributes an amount equal to each employee's payroll deduction. Benefits include retirement and disability income and survivor's death benefits.

State Disability Insurance (SDI)

California state law requires participation in a temporary disability plan. Benefits include partial payment of lost wages and a daily hospital allowance. Applications for benefits may be obtained from the Human Resources department.

State Unemployment Insurance (SUI)

This benefit is paid through the Phillips Graduate University self-insured unemployment fund that provides income to former and current unemployed Phillips Graduate University employees if they meet specific California state requirements. FWS students are not eligible for Unemployment Insurance.

Medicare

Phillips Graduate University contributes an amount equal to each employee's payroll deduction for this federally-sponsored healthcare program.

COMPENSATORY TIME OFF

Page 1 of 1

OVERVIEW

Use of compensatory time off is prohibited at Phillips Graduate University. Under no circumstances may any non-exempt employee be required to take time off in lieu of overtime pay.

Providing an exempt employee with formal CTO (hour-for-hour, or day-for-day) nullifies the employee's exempt status. Therefore, "comp time" is not applicable to exempt employees.

SCOPE

All regular full-time and part-time employees

DEFINITION

Compensatory time off ("comp time") is the practice of granting non-exempt employees time off in a manner which serves to offset the payment of overtime wages. A private employer in California is not permitted to offer compensatory time off (CTO) to non-exempt employees in lieu of paying overtime.

PROCEDURE

Overtime will be paid in accordance with wage and hour laws set forth by the State of California and the FLSA. Further, non-exempt employees are required to record all hours worked, including overtime, exactly as worked, on their time sheets.

OVERVIEW

Phillips Graduate University policy is to provide consistent guidelines for payment to employees on standard workweeks.

SCOPE

All Phillips Graduate University employees on standard workweeks

DEFINITIONS

Standard workweek

The seven consecutive days beginning with the first scheduled workday of the calendar week. Management may designate any calendar day as the start of the workweek. A workweek is typically different than the payroll or timekeeping week.

Timekeeping

Non-exempt employees federal and state laws require Phillips Graduate University to keep an accurate record of time worked in order to calculate employee pay and benefits.

Non-exempt employees are required to accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. All timesheets are to be verified by the employee's supervisor prior to being submitted for payment.

Paydays

Employees are paid semi-monthly, on the fifth (5th) and the twentieth (20th) day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will receive pay on the last day or before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages earlier if a written request is submitted at least one week prior to leaving for vacation.

Direct Deposit

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Phillips Graduate University. Employees will receive an itemized statement of wages when Phillips Graduate University makes direct deposits.

Pay Deductions

The law requires that Phillips Graduate University makes certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes. Phillips Graduate University also deducts Social Security taxes on each employee’s earnings up to a specified limit that is called Social Security “wage base.” Phillips Graduate University matches the amount of Social Security taxes paid by each employee. Phillips Graduate University offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

PROCEDURE

Timekeeping: Non-Exempt

It is the employee’s responsibility to sign his/her time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Timekeeping: Exempt

Exempt employees are required to submit a semi-monthly accounting of all time off (vacation, sick, bereavement, jury duty, witness duty, etc.) taken during the reporting period.

Altering, falsifying or tampering with time records including recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.

Administrative Pay Corrections

Phillips Graduate University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should immediately bring the discrepancy to the attention of the Accounting department so that corrections can be made as quickly as possible.

OVERVIEW

Phillips Graduate University fosters an environment that is open, productive and respects employees' needs to balance work and home life. Thus, Phillips Graduate University encourages employees to complete their work within the normal eight-hour workday. Equally, Phillips Graduate University fosters an environment that empowers managers and supervisors to manage their departmental workload and workforce within budget. From time-to-time, Phillips Graduate University recognizes that a work assignment will require an employee to work overtime. In these rare instances, a supervisor or manager may ask an employee to work scheduled overtime and will authorize it. All overtime must receive approval in advance of the scheduled overtime by the applicable supervisor/manager or the employee will not be compensated for said time.

SCOPE

Non-Exempt employees only

This policy applies to all non-exempt employees at Phillips Graduate University. Exempt employees are excluded from the policy.

Applicability

This policy applies to all non-exempt employees who work in excess of eight hours a day (excluding lunchtime) and/or forty hours a week.

Phillips Graduate University follows all applicable state and federal laws and will amend this policy should the laws be amended. Non-exempt employees authorized to work overtime will be compensated at the applicable mandated rate(s). This pay will be reflected in the paycheck covering the pay period during which the overtime is worked.

Supervisor or Manager Responsibility

All overtime must be authorized in advance in writing by the applicable supervisor or manager, consistent with the philosophy discussed in the overview above. Phillips Graduate University expects its supervisors and managers to manage their respective workloads within the budgetary parameters of their departments.

PROCEDURE

If a supervisor or manager develops a workload plan that requires overtime, s/he advises employees in advance of the required overtime. The supervisor or manager completes an Overtime Request form authorizing the overtime in advance and includes the date(s) and time(s) to be worked. The supervisor/manager signs the form and forwards it to Human Resources. In

the rare instance that emergency overtime is required (e.g., the same day), the supervisor or manager must still complete the form.

Reporting Overtime

After the overtime assignment has been concluded, the employee will complete his/her timesheet to reflect the actual overtime worked. The supervisor or manager will sign the timesheet, which will then be processed following the normal procedures.

OVERVIEW

To ensure that employees are reimbursed for preapproved or approved legitimate business-related expenses in a timely and accurate manner.

Note: The University will reimburse travel expenses associated with preapproved business-related purchases, meetings, conferences and events.

SCOPE

This policy covers all employees that have received approval, or have been given authority in advance, to incur and to be reimbursed for travel expenses necessary to the operation of the University.

PROCEDURE

Employees that incur certain out-of-pocket expenses to ensure the operation of the Universities business should follow the procedures listed below:

Employees are expected to secure prior approval from the departmental Vice President to incur expenses. The executive staff is required to secure pre-approval from the President for each expense.

Once an Expense Approval and Reimbursement form has been completed by the employee, it should be signed, dated, and given to the Vice President of the employee's department. Expense reimbursement approval requests should be submitted to the departmental Vice President within 30 days prior to the period in which the expenses are incurred. The employee should attach all quotes and detailed cost documentation for related expenses to the Expense Approval and Reimbursement form for the Vice President's review and approval.

Prior to signing the form, the Vice President should review the expense approval request and attachments to ensure that the expenses are business-related and fall within the policies set forth by the University.

If the request is approved, the Vice President will sign the Expense Approval and Reimbursement form and send a copy to the CFO in the Business and Finance department. The CFO will hold the approval form until the expenses have been incurred. The employee will keep the original request form.

If approved, and after the expenses have been incurred, the employee will complete the original Expense Approval and Reimbursement form by filling in the "Actual Expenses Incurred" section. The employee will give the completed form to the departmental Vice President for review. If approved, the Vice President will stamp the form as approved,

initial it and forward the original Expense Approval and Reimbursement form to the Business and Finance Office for processing.

Note: Expenses that were not preapproved will not receive final approval for payment.

Covered Expenses

The below expenses are considered travel reimbursable employee expenses. All expense requests must be preapproved. All reimbursement requests must be submitted within 30 days of the period in which the expenses were incurred.

TRAVEL TIME DEFINITIONS

Travel which occurs during the workday as part of the employee's job must be counted as hours worked if it relates to the employee's job. Travel time to and from work does not constitute hours worked and is not a compensable function.

Travel that occurs in addition to the regular hours is considered hours worked if it is performed under the direction of the employee's supervisor.

During travel periods, all hours spent engaged in the Universities business are compensable functions. Non-business related activities are not compensable.

Mileage Reimbursement

Mileage incurred with a personal vehicle as part of business travel from the office to an outside destination is considered a reimbursable expense. The employee is entitled to reimbursement for all non-commute mileage. Non-commute mileage is defined as all mileage in excess of the employees' regular commute to and/or from work. If the employee is traveling to and/or from work to an alternate venue during normal working hours, the employee is entitled to reimbursement for mileage that is in excess of his/her normal commute. See the below examples.

Employee X's normal commute mileage to the Universities campus is 30 miles one way from the employee's home. On a regular workday, employee X is required to travel to an offsite event. This event is 40 miles from employee X's home. Therefore, employee X will be reimbursed for 20 miles round trip.

Employee Y's normal commute mileage to the Universities campus is 30 miles one way from the employee's home. On a regular workday, employee Y is required to travel to an offsite event. This event is 20 miles one way from the employee's home; therefore, employee Y is not entitled to any mileage reimbursement.

Reimbursements will be made for approved reimbursement requests at the rate of .45 cents per mile.

Travel expenses for volunteer events where the employee is not required to conduct business for the University will not be reimbursed.

Air Transportation

Employees are expected to secure the lowest available fares for airplane, train, or other vehicle transportation. Airplane travel should be at economy, coach, or other lower travel rates unless otherwise approved.

Tips will not be reimbursed. The employee will be reimbursed for actual out-of-pocket expenses, excluding tips. Airport parking and/or shuttle fees are reimbursable. Receipts for all expenses must be attached to the expense reimbursement form. Employee will not be reimbursed for expenses without a receipt.

First and/or Business Class is optional for Vice-Presidents and above; it is optional for other employees traveling with a Vice-President. With a Vice-President's approval, First/Business Class may also be used when no other reasonable method is available. Expenses incurred while in flight for such things as wine, liquor or earphones are not reimbursable.

Rental Cars and Taxi Services

Employees are expected to use the most reasonable transportation services available to them. Rental cars should be limited to mid-class or smaller vehicles, unless the number of persons attending requires a larger vehicle. Receipts must be attached to the employee reimbursement form.

Under special circumstances, employees and/or officers will be granted the permission to travel in a luxury limousine or town car. All such transportation must be approved in advance by the President.

Business-Related Expenses for Other Miscellaneous Items

From time to time other business-related expenses may be incurred while traveling that are not listed in this policy, such as parking, road tolls or fees, and use of rental equipment. The employee must secure prior approval from the departmental Vice President before incurring such an expense. The employee will be reimbursed for actual

business-related expenses. Receipts must be attached to the Expense Approval and Reimbursement form.

Business Travel Requiring Overnight Accommodations

Expenses incurred for lodging accommodations whenever overnight travel is required will be reimbursed for actual expenses incurred. All arrangements must be made in advance and approved by the departmental Vice President.

Employees are reimbursed for the cost of single-room accommodations typically occupied by business travelers. Suites and other higher priced accommodations may be used by the President or Vice Presidents when essential to the direct conduct of business. In-room movies and use of hotel gym, massage services, and sauna facilities will not be reimbursed.

Employees are expected to stay at “average rate” facilities utilizing a conference rate or a group rate when available. Employees will not be reimbursed for “convenience bar” expenses incurred in their room or other incidentals.

Business Meals / Luncheons

Phillips Graduate University will reimburse employees for approved business meals. Reimbursement will not be made for alcoholic beverages. Employees are expected to limit meals to a reasonable expense amount and should not include “high priced specialty meals.” Tips should be listed as a separate expense under “Miscellaneous.”

Employees should always take advantage of meals included in the price of business seminars and conferences. These meal breaks are typically held in the hotel dining or conference rooms. In-room meal service is not reimbursable unless approved in advance by the departmental Vice President.

The President and members of the Executive Team may in some cases require a private work area to conduct the business of the University during a meal break. In this case, the President may approve the reimbursement of in-room meal service.

Normal reimbursement will not exceed \$10 per breakfast, \$15 per lunch and \$25 per dinner meal. Reimbursements are based on receipts up to \$50 a day.

Receipts must be attached to the expense reimbursement form. Meals at professional associations or other professional occasions may exceed these limits if approved in advanced by the departmental Vice President.

When having business-related meals with other employees and/or clients, the following documentation is required by the IRS and must be recorded on the expense report:

- Names of individuals present, their titles and company name;
- Name and location of where the meal or event took place;
- Exact amount and date of the expense.

Telephone Expenses

To avoid substantial charges added by hotels to telephone bills, employees should use their personal cell phones whenever possible to make personal calls. Hotel phone usage is not reimbursable.

Expenses incurred to use public faxes to and from work and Internet usage will be reimbursed. Receipts must be attached to the employee reimbursement form.

Employee Misconduct

Disciplinary or corrective action should be taken whenever it is determined that an employee has falsified an expense account, misused the Universities credit card for non-business related expenses, or failed to pay their bill after the reimbursement was received if the University becomes liable for payment of the account or billing.

When it has been determined that an employee has knowingly and purposefully falsified an employee expense account reimbursement form, the University may take disciplinary action up to and including termination. If the employee has violated a local, state, or federal law, the proper authorities will be contacted.

Exceptions to Policy

Exceptions to this policy may be approved by the President of Phillips Graduate University. Exceptions should be noted in writing and attached to the expense reimbursement form.

INFORMATION TECHNOLOGY

WEBSITE STATEMENT OF PURPOSE

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OVERVIEW

Provide an information vehicle for current and prospective students, faculty, staff, alumni, and clients and any other person or organization seeking information about Phillips Graduate University. Provide accurate and current information that is relevant to achieving the Universities mission. Offer clear, simple methods for current students, prospective students, and faculty and staff to use on-line services.

SCOPE

All Phillips Graduate University employees

GOALS

Showcase the Universities programs, accomplishments, projects, and events. Promote community services through Phillips Graduate University programs dedicated to serving the needs of the Greater Los Angeles Area. Ensure Internet presence positively represents Phillips Graduate University and its relations with community leaders, businesses, other organizations, and residents.

GOVERNANCE

Authorization

Phillips Graduate University adheres to a Single Website Policy. The only authorized website of Phillips Graduate University is Phillips Graduate University does not authorize or support any other hosted domain that posts material referencing Phillips Graduate University. No person or entity is authorized to use the PGU logo on a non-PGU hosted website.

PERMISSION

Members of the Phillips Graduate University community must obtain written permission from the President or the President's designee prior to referencing Phillips Graduate University on a non- PGU hosted website.

PROCEDURE

All materials on the Phillips Graduate University website will be centrally coordinated by the Phillips Graduate University Information Technology department.

OVERVIEW

To ensure the equitable, efficient, correct use, and the security of audio/visual equipment which is the property of Phillips Graduate University, procedures for using the equipment have been established.

This policy designates authorized personnel, establishes set-up, troubleshooting, and training procedures, and it explains the forms that are to be used when requesting equipment.

SCOPE

These procedures apply to all individuals who request the use of University-owned audio/visual equipment.

These procedures apply to the use of the following equipment: Mini-DV Camcorders, Laptops, LCD Projectors, Overhead Projectors, Slide Projectors, recorders and sound equipment (microphones) and Video/TV-VCRs.

Roles and Responsibilities

For security purposes, it is the responsibility of all users never to leave equipment unattended. Only the Information Technology (IT) department personnel or their designated assistants are permitted to move equipment. No other individual is allowed to move equipment.

PROCEDURE

The following forms are for requesting the use of equipment, reporting malfunctions, or requesting training: Audio Visual Request Form (AV1), Audio Visual Troubleshooting Form (AV2), Audio Visual Training Completion Form (AV3). This form is for training on the DV-mini camcorder equipment only.

In order for the IT department to best serve the user's needs, the following procedures have been established for requesting that equipment be set up for an individual's use:

Requester is to fill out the AV1 Form, clearly printing ALL information requested and acquiring all necessary signatures prior to submitting the form to the Front Desk. If information is missing or ambiguous, the Front Desk personnel will ask for clarification.

Should training be required to use the desired equipment (except the DV-mini camcorder), Requester is to fill out the "Comments" section of the form.

Front Desk personnel will date the submitted form, return a copy of the form to the Requester, and forward the completed form to the IT department.

A 48-hour advance notice is required to ensure proper scheduling and set-up of all requests.

A request submitted with less than the required 48-hour notice will require authorization from the President or the President's designee(s).

Audio Visual Troubleshooting Form (AV2): This form can be obtained at the Front Desk and is used only when equipment malfunctions and/or is non-operational. Per instructions on the form, the problem should be described in detail. Do not use this form to request equipment training.

Audio/Visual Completion Training Form (AV-3):

All individuals desiring to use the DV-mini camcorder equipment must complete training prior to using the equipment.

The IT department will provide the necessary training on how to properly use the DV-mini camcorder equipment. Training sessions are to be scheduled with the IT department. In the interest of efficiency, interns, trainees, and students requiring training are to inform their appropriate department head. The department head will then communicate with the IT department.

The Audio Visual Training Completion (AV3) Form will be distributed during the training session. Upon completion of training, all trained individuals will complete the AV3 form.

OVERVIEW

Phillips Graduate University espouses the legal, ethical, and appropriate utilization of electronic communication by its employees. This policy extends to all features of Phillips Graduate Universities electronic communication systems including computers, e-mail, Internet and World Wide Web access, voicemail, video conferencing, facsimiles and telephones. All electronic communications, including all software, database, hardware, and digital files, remain the sole property of Phillips Graduate University and are to be used for Phillips Graduate University business only and not for any personal use.

SCOPE

All Phillips Graduate University employees

DEFINITIONS

Harassment

Phillips Graduate University strives to maintain a workplace free of harassment and discrimination and which is sensitive to the diversity of its employees. Phillips Graduate University policy against unlawful harassment and discrimination extends to the use of the Internet, computers, and e-mail systems in ways that are disruptive, offensive to others, or harmful to morale. Phillips Graduate University prohibits, for example, the display or transmission of sexually explicit images, messages and cartoons, racial comments, ethnic slurs, or any behavior that may be construed as harassment or disrespectful to others. See related Anti-Harassment policy.

Business Use

Phillips Graduate University purchases and licenses the use of various computer software for business purposes only and prohibits the use of any electronic communications device in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization. This includes the illegal duplication of software and related documentation.

Solicitation

Phillips Graduate University prohibits the use of communications systems to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

Internet Use

Internet data that are composed, transmitted, or received via Phillips Graduate University computer communications systems are considered part of the official records of Phillips Graduate

University and, as such, are subject to disclosure to law enforcement or other third parties. Employees should always ensure that the business information contained in Internet e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful.

Data that are composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Phillips Graduate University prohibits the use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general guideline, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it must not go on the Internet. Employees are responsible for ensuring that a person sending material to them over the Internet has the appropriate distribution rights.

Phillips Graduate University employees do not have a privacy right in their Internet use, including e-mail. Phillips Graduate University reserves the right to access and review electronic files, messages, mail and other digital archives, and to monitor the use of electronic communications and Internet usage as necessary to insure that no misuse or violation of Phillips Graduate University company policy or any law occurs.

Property of Phillips Graduate University

All electronic information created by any employee using any means of electronic communication is the property of Phillips Graduate University and remains the property of Phillips Graduate University. Personal passwords may be used for purposes of security, but the use of personal passwords does not affect the company's ownership of the electronic information.

Phillips Graduate University will override all personal passwords, if necessary, for any reason.

PROCEDURE

Employee Responsibility

Employees are expected to use electronic communications devices, the Internet and electronic mail for Phillips Graduate University business purposes only.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet.

All downloaded files are to be checked for viruses and all compressed files are to be checked before and after decompression.

Employees should notify their immediate supervisor, Human Resources or any member of senior 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.

Any unauthorized use of electronic communication, Internet, or electronic mail is grounds for immediate termination.

HEALTH AND SAFETY

EMERGENCIES AND WORKPLACE SAFETY

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OVERVIEW

It is the practice of Phillips Graduate University to maintain a safe and healthful work environment for employees, students, clients, and visitors. Phillips Graduate University provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos or other written communication.

SCOPE

This policy applies to all full-time and part-time employees, non-regular employees, independent contractors and retired and former employees.

PROCESS

Workplace Injuries

If an employee is injured, even slightly, while at work, s/he is to report the injury to his/her supervisor immediately. An investigation will be conducted in order to determine how the accident occurred and if/how it could have been prevented. Such reports are necessary in order to comply with established laws.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations, when appropriate, may be subject to disciplinary action, up to and including termination of employment.

Emergency Closures

In the event of an emergency during operating hours requiring building closure, all employees and students will be instructed by the President or his/her designee in consultation with proper authorities.

Emergency closures during non-operating hours will be communicated using the established telephone tree. (See Emergency Procedures that follow.)

Emergency Procedures

In case of natural disaster or national or local emergency, Phillips Graduate University will implement a multi-tiered approach to communication using the phone system and phone tree.

Calling Procedure

The President will contact designees with instructions. If the President is unable to make the designated call, a designee will be asked to call on behalf of the President.

The designee will change the outgoing general phone message at Phillips Graduate University stating that the University is closed. Permitting access, the phone system will be programmed to call individuals at home with an “URGENT” message. The recipient will then dial 9 + their extension + password to access the message. The call will automatically be made between the hours of 7:00 am – 11:00 pm on a two-hour basis until the individual for whom the message is intended accesses the message.

If anyone at Phillips Graduate University is unable to access the general voicemail message or website within four (4) hours after the emergency/event, they are to assume Phillips Graduate University is closed.

Employees are to check Phillips Graduate University voicemail and/or website for further information/instructions.

Disaster Preparedness

Phillips Graduate University will have supplies on hand but cannot guarantee inventory to satisfy the needs of the entire community. Therefore, all employees are advised to have personal disaster preparedness kits, which should include:

- Flashlight and extra batteries
- Battery-operated radio and extra batteries
- Three-day supply of water (1 gallon per person, per day)
- Personal first aid kit and Handbook
- One-week supply of prescription medications
- Extra pair of prescription eyeglasses
- Sturdy, comfortable shoes
- Personal/feminine hygiene products
- Three-day supply of canned and processed food and a manual can opener
- Plastic eating utensils
- Plastic garbage bags
- Disinfectant (small travel size)
- Comfort food with a shelf-life of at least 6 months
- Notepad and pen/pencil
- Blanket – thermal blanket (compact, Mylar-type to save space)

These items can be stored in your vehicle in a lightweight backpack. Many companies and stores sell basic disaster preparedness kits (in California called Earthquake Preparedness Kits). Be sure to change/rotate perishable supplies periodically.

Another helpful hint is to keep your vehicle filled with gas and have cash on hand (small denominations which can be included in your kit) as most stores will be on a cash-and-carry basis only.

Widespread Emergencies / Evacuation Procedures

All buildings will be evacuated when directed to do so by the police, fire department, or management. In anticipation of an evacuation, all employees should familiarize themselves with building exits and at least two exit routes from their work areas. During an actual evacuation, observe the following guidelines:

- Walk quickly to the nearest marked exit;
- Do not delay to collect personal or work items;
- Assist handicapped persons in leaving the building;
- Do not return to the building until authorized to do so by the police/fire personnel or management.

Earthquakes

In the event of an earthquake, be prepared to evacuate following the previously stated evacuation procedures. If indoors, seek cover in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. If outdoors, move quickly away from buildings, utility poles, and other structures. Always avoid downed power or utility lines because they may be energized.

Once outside, move to a clear area at least 500 feet away. Listen for instructions from management or police/fire personnel. Do not use the telephone except for emergency calls. Keep the lines open for use by injured persons, fire, and for other emergency personnel. Do not use matches or other open flames until there is certainty that there are no dangerous fumes present. Do not operate electrical equipment.

Fires

At the first indication of a fire, safeguard life and isolate the fire. Close all doors on your way out of the room. Do NOT lock the doors. Report a fire by calling 911. Give your location, building, floor and room number. Do not attempt to fight a fire alone. Report it immediately to

911. In case of a minor fire that could be quickly and easily extinguished with a portable fire extinguisher, always know the location of the nearest extinguisher.

Assist those persons who are disabled in exiting the building. If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for emergency personnel. If there is no window or it does not open, stay near the floor. Smoke is the greatest danger in a fire. It is important that you remain near the floor where the air is more breathable. Alert emergency personnel of your location by shouting at regular intervals.

Utility Failures

Power Outage: Calmly wait for announcements by Phillips Graduate University management regarding decisions to evacuate the building or cancel classes.

Plumbing Failure/Flooding: Cease using all electrical equipment. Notify the Front Desk Staff by dialing “0”.

Gas Leak: Cease all operations. Do NOT turn lights on. Notify the Front Desk Staff by dialing “0”.

Ventilation Problem: If smoke or odors are detected from the ventilation system, immediately call the Front Desk Staff by dialing “0”. If necessary, cease all operations and evacuate the area.

Medical Emergency

In the event of a serious illness or injury, an employee should immediately call for paramedic assistance by locating the nearest telephone and dialing 911. Remain calm and be prepared to describe the nature of the injury or illness. Be prepared to identify yourself and to provide your name, address, and location. Remain on the line as instructed. Once the emergency is handled, notify the Front Desk Staff by dialing “0”. The assisting employee/student should file a report with the Operations Supervisor.

Visitors

Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures safety of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

EMERGENCIES AND WORKPLACE SAFETY

Page 5 of 5

Employees are responsible for the conduct and safety of their visitors. All visitors are to be instructed to enter Phillips Graduate University at the reception area. Authorized visitors will receive directions or be escorted to their destination.

An employee who observes an apparent unauthorized visitor on Phillips Graduate University premises should immediately notify his/her supervisor or, if necessary, direct the individual to the reception area.

Any person in an official or unofficial capacity who wishes to visit Phillips Graduate University facilities to investigate a work-related injury or an employee complaint must obtain written permission to do so from the Human Resource department prior to coming into the Phillips Graduate University workplace.

Security

Phillips Graduate University employs a private security company Monday through Sunday. Security personnel have authority to make citizens arrests, to observe, detain and report to the private security company and Los Angeles Police Department any and all disturbances or emergencies.

Phillips Graduate University has both perimeter and interior security with closed security T.V. and glass breakage detectors for the surveillance and detection of intrusion and motion. A private company monitors the security system, which includes a panic alarm system to summon local police on an immediate basis.

The parking lot has automatic lighting during the evening hours and is attended during business hours by a company contracted by the building's owner. During evening hours and Saturdays and Sundays, a private security company provides a security officer. All areas of the building and grounds are patrolled by a guard on a regular basis. Employees may request that a guard accompany them to their cars.

RELATED POLICIES

See Worker's Compensation Insurance.

EMERGENCIES AND WORKPLACE SAFETY

OVERVIEW

Phillips Graduate University is committed to providing an environment that is free from acts of violence or threats of violence by or against members of its community. Further, Phillips Graduate University strictly prohibits anyone from making threats or engaging in violent acts against faculty members, employees, students, clients, or visitors at any time while on its premises or while engaged in business with or on behalf of the University off campus.

The University has established this as a zero-tolerance policy, meaning that it disciplines or terminates every faculty or staff member found to have violated this policy. Furthermore, compliance with this anti-violence policy is a condition of employment and will be evaluated with other aspects of an individual's performance.

SCOPE

All individuals on campus

DEFINITIONS

Prohibited Conduct

- Engaging in behavior that creates reasonable fear of injury in another person;
- Injuring another person physically;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, brandishing or using a weapon while on Phillips Graduate University business or on Phillips Graduate University premises;
- Threatening to injure or damage property;
- Intentionally damaging Phillips Graduate University property; and
- Committing injurious acts motivated by, or related to, domestic violence, discrimination, or sexual harassment.

PROCEDURE

If an individual appears to be in imminent danger, call 911.

If a community member witnesses a criminal act or notices a person or persons acting suspiciously on campus, the individual should immediately call the Front Desk staff by dialing "0." The Front Desk staff will immediately take appropriate action.

VIOLENCE ON CAMPUS

Page 2 of 2

In the event of a sniper firing a weapon on or near the campus, take cover immediately using all available concealment. After the violence stops, follow the preceding notification procedures.

A community member who may be the victim of domestic violence is encouraged to create a personal safety plan.

PERSONAL PROPERTY ON CAMPUS

Page 1 of 1

OVERVIEW

While Phillips Graduate University allows personal property to be brought onto campus, it retains the right to request that personal property, for whatever reason, be removed from its premises.

SCOPE

This policy applies to all individuals on University premises, including but not limited to faculty, staff, students, independent contractors, vendors, and visitors.

DEFINITION

Personal property includes all items brought in to the Phillips facility by an employee or visitor that is not owned by the University. This includes all personal property left inside or outside the premises, as well as other vehicles parked in the Universities parking facilities.

Damage to or loss of personal property is not covered under the Universities insurance liability umbrella and the University assumes no responsibility for personal possessions that are brought onto its premises.

MEETINGS AND EVENTS

OVERVIEW

Due to the multitude of events/meetings held on University premises and in order to ensure the maximum utilization of University resources, a delineation of roles, responsibilities, and procedures has been established.

SCOPE

This policy applies to all individuals and departments who plan to hold an event or meeting on the Universities premises.

Roles and Responsibilities

Operations department personnel are responsible for the following:

Food Ordering (6 or more attendees): To maximize relationships with vendors, the Special Events unit of the Operations Department will place food orders for all University events of six or more persons.

Room Setups: Operations personnel are responsible for the arrangement of the room where the event/meeting is to be held. Only Operations personnel are allowed to move tables or equipment.

Cleanup: Operations personnel will do clean up after an event or meeting has been held and are responsible for the removal of leftover beverages/supplies and for the rearrangement of the room if necessary.

A Departmental Facilitator is appointed by each department manager to oversee departmental events/meetings. The Departmental Facilitator is responsible for the following:

Submitting the Room Reservation Form a minimum of 30 days prior to the event.

Submitting the Campus Meeting/Event Worksheet Form (regardless of the number of attendees) if food or special setups are involved. This form must be submitted a minimum of 45 days prior to the event/meeting.

Meeting with the Special Events Coordinator seven days prior to the event/meeting.

Notifying Front Desk personnel of all expected guests and food deliveries.

Bears primary responsibility for monitoring the event, including Sunday events, and must be present a minimum of one-half hour prior to the event (including Sunday events) to review/ensure proper setup and that items ordered for the event are in place.

Removing leftover food items (Operations will supply food containers).

Producing, displaying, and discarding signage for the event.

Informing all guests of parking procedures, including possible towing if procedures are not followed.

Notifying Operations if an event/meeting is cancelled.

POLICY OVERVIEW

An University-related event held off-campus must be approved by the President or the President's designee if it meets one or more of the following criteria:

The event is identified as a Phillips Graduate University-related event.

The event requires the use of University resources.

The event requires representation from the University (e.g., the President's attendance).

SCOPE

These policies and procedures apply to all staff, faculty, and students and to any other individual planning an University-related off-campus event.

PROCEDURE

The President or President's designee's approval must be obtained a minimum of six weeks prior to the commitment of resources, the publishing of materials, or the announcement of the date to the internal/external communities.

When the President or the President's designee approves the event, the President's Office will notify the Requestor and the Department of Institutional Planning/Assessment (IPA). The IPA Department will add the event to the Campus Calendar.

Events that require University resources (such as audio/video equipment) or University representation must also have those separate requests approved prior to the event date being announced to the internal/external communities.