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# WELCOME!

### GTU is ...

The GTU is the most comprehensive center for the graduate study of religion in North America. With a focus on interreligious and interdisciplinary perspectives, GTU faculty and students engage the world's great religions and wisdom traditions in contemporary contexts. The GTU educates innovative leaders for the academy, religious organizations, and the nonprofit sector, equipping scholars to embody the critical thinking, ethical frameworks, compassionate values, and spiritual foundations essential to building a more just, peaceful, and sustainable world.

More than a school of theology, the GTU is a union of schools and programs that, together, represent the world's major religions in collaboration. More than a graduate school, the GTU is an enterprise that cultivates the highest scholarly standards and provides opportunities to translate scholarship into solutions with impact. The GTU provides a unique community where scholars and practitioners from across the world's great religions gather for academic study of their own and of other traditions and disciplines.

An institution of higher learning unlike any other, the GTU brings together scholars of the world's great religions and wisdom traditions to grow in knowledge, thrive in spirit, and unite in solutions. We prepare masters and doctoral-level students for academia, for service, for leadership. We advocate for a more just and compassionate world and for the care of the planet. We serve as a resource for our community, the nation, and the world. We seek partners of spirit and intellect--open, innovative, inspired--to share our mission.

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## **YOU AND GTU**

### **2.1 PURPOSE OF THIS HANDBOOK**

This handbook applies to regular employees, which excludes faculty, temporary and student personnel. However, students working in "regular" designated positions will be treated as regular employees. It is designed as a guide to ensure consistent and fair treatment of all employees. Please read your copy of the handbook carefully. If you have any questions, ask either your supervisor or the Human Resources Office.

GTU will make every effort to keep this handbook up to date, by distributing new or updated pages to replace older ones, as needed. GTU reserves the right to make these changes whenever necessity or experience warrants them.

### **2.2 EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION POLICY**

GTU is committed to the principles upon which equal opportunity employment laws are based. We do not discriminate against employees or applicants because of race, color, creed, gender, gender identification, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, citizenship status, height, weight or any other consideration made unlawful by federal, state, or local laws. In addition, the GTU makes reasonable accommodations for disabled employees.

### **2.3 HARASSMENT-FREE ENVIRONMENT POLICY**

GTU is committed to creating and maintaining an environment in which all employees can work together in an atmosphere free of harassment, exploitation, or intimidation, including sexual harassment and harassment based on race, color, creed, gender, gender identification, religion, or any other consideration made unlawful by federal, state, or local laws. Personally demeaning conduct at the workplace such as epithets, racial or religious slurs, unwelcome sexual overtures, or any other form of harassment is unlawful and may undermine the integrity of the individual and the GTU community.

If you feel you are being harassed, you may confront the person and ask them to stop. If you are uncomfortable approaching the person, or if the harassment does not cease after confronting the individual, please report the situation to your supervisor and/or the Director of Human Resources. If your supervisor is the person engaging in harassment,

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please contact the Human Resources Office. The GTU will not tolerate retaliation against an employee for reporting harassment.

The GTU will promptly and thoroughly investigate complaints of harassment and will take whatever corrective action is appropriate under the circumstances.

### **2.4 NO SMOKING POLICY**

In accordance with state law, smoking is prohibited in all GTU buildings including offices, auditoriums, classrooms, conference and meeting rooms, elevators, hallways, rest rooms and outside building windows and entrances.

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

GTU requires that its workplace be drug-free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while in the workplace is prohibited. An employee convicted of any criminal drug statute for a violation occurring in the workplace is required to notify the Human Resources Office or the Vice President for Administration & Finance of such a conviction no later than five days from the date of the conviction. Violation of this policy by any employee is cause for termination.

### **2.6 ALCOHOL POLICY**

Except where GTU serves alcohol at a party or other function, it is against the policy of GTU for employees to drink alcohol on the job or to work while under the influence of alcohol. Underage drinking on GTU property is strictly prohibited.

### **2.7 FOOD AND DRINK POLICY**

Because of the risk to books and furniture, no consumption of food or drink is allowed in the public areas of the GTU Library. If you work in the Library building, please do not carry any food, drink, or open containers through the public areas on Level I or II. Any food or drink being carried to staff areas in the Library should be covered or placed in a sack. You may eat and drink in the GTU Staff Lounge, and in your own office area, with the permission of your supervisor.

If you work in other GTU buildings, please check with your supervisor about eating and drinking at your desk or other appropriate areas in your building.

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### 2.8 EMPLOYMENT RELATIONSHIP

#### 2.8.1 Introductory Period

Your initial period of employment with GTU is considered your introductory period. The length of your introductory period is specified in your hire letter. It is not unusual to have the introductory period extended. Within this period, it is our intention to assess your ability to perform the tasks expected of you and to provide you with an opportunity to assess us and get to know your job. During the introductory period, an employee may resign for any reason without notice, and the GTU may terminate an employee for any reason without notice.

After your introductory period, you remain an at-will employee. This means you are free to resign at any time, for any reason. Similarly, GTU is free to end an employment relationship with or without cause.

### 2.9 CATEGORIES OF EMPLOYMENT

Throughout this handbook, you will be exposed to a variety of terms describing employment. The most frequently used terms are defined below:

#### 2.9.1 Full-time Employees

Employees who work 37.5 hours or more per week.

#### 2.9.2 Part-time Employees

Employees who work fewer than 37.5 hours per week. Part-time regular employees who work fewer than 20 hours per week, and student employees, do not accrue benefits.

#### 2.9.3 Regular Employees

Employees who work in "regular", (non-student, non-temporary and non-faculty) positions are subject to the standards of attendance and conduct contained in this handbook. Regular employees who work 20 or more hours per week are entitled to receive the benefits described in the benefits section of the handbook. Students who work in "regular" designated GTU positions are entitled to the same benefits, and are subject to the same standards, as other regular employees.

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### **2.9.4 Temporary Employees**

Employees whose jobs are established for a limited period of time, or for the accomplishment of a specific task.

### **2.9.5 Exempt and Non-Exempt Categories**

Eligibility for overtime pay is determined by federal and state legislation. Through the Fair Labor Standards Act, jobs are assigned to one of two categories -- exempt or non-exempt.

Exempt employees are not entitled to overtime pay or compensation time. Generally, administrative and professional staff positions are exempt.

Non-exempt employees are entitled to overtime pay or compensation time. Generally, clerical, secretarial and other support positions are non-exempt. Please refer to the Compensation section of this handbook for more details.

## **2.10 EMPLOYMENT NOTES**

### **2.10.1 Recruitment**

In addition to posting openings internally, in most cases we also seek applicants from outside the GTU.

Job announcements are posted in various locations throughout the GTU and are also posted on GTU's web page.

### **2.10.2 Promotion**

Based upon an employee's qualifications, preference will be given to current employees, when possible, in filling available positions.

### **2.10.3 Reassignment**

It may be necessary to change your assignment to provide new avenues for you to grow or to better meet the staffing needs of the GTU. When feasible, we will consider your needs and interests, as well as those of the GTU if a reassignment is necessary.

### **2.10.4 Employment of Relatives, Spouses, Partners, or Paramours**

Preferential consideration or treatment based on family relation, marriage, or romantic involvement is prohibited.

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In order to insure equal treatment, members of the same family or persons in a romantic relationship who are simultaneously employed at the GTU shall not directly supervise, audit, or process the work of the other.

### **2.10.5 Employment Eligibility**

Under federal law, all new hires must complete an I-9 form and present appropriate documentation to prove that they may legally work in the United States. The Human Resources Office will maintain a copy of this documentation.

## **2.11 PERSONNEL RECORDS**

Personnel files are maintained by the Human Resources Office. These records are confidential.

You may read the materials in your file. If you want to look at your file, ask the Human Resources Office for an appointment.

If inquiries are made regarding your employment from outside the GTU community, we reveal only your employment dates and your job title(s).

## **YOU AND YOUR JOB**

### **3.1 WORK SCHEDULE**

Your supervisor determines your individual work schedule. The common working hours for most regular GTU employees are 8:30 a.m. to 5:00 p.m.

#### **3.1.1 Full-time Schedules**

Full-time schedules are generally 37.5 hours per week for support staff. Administrators and professional staff hours often work in excess of 37.5 hours per week. Therefore, work schedules are established at the discretion of the employee, in consultation with their supervisor, to meet the demands of the job.

#### **3.1.2 Part-time Schedules**

Part-time schedules are generally less than 37.5 hours per week. These hours are scheduled according to the need and at the discretion of the employee's supervisor. Set part-time schedules may be established.

#### **3.1.3 Temporary Schedules**

Temporary schedules are generally created for a limited period of time in order to accomplish a specific task, or with the prior approval of your supervisor, to accommodate an employee's need to adjust their work schedule for a short duration.

#### **3.1.4 Breaks**

Within each four-hour work period, you are entitled to a 15-minute break. Talk to your supervisor about how breaks are scheduled in your department.

### **3.2 TIMEKEEPING**

You are important to the overall success of our institution. When you are not here, someone else must do your job or it does not get done. Consequently, regular attendance and punctuality are essential.

Paydays are on the 10th and 26th of each month. When the payday falls on a weekend or holiday, paychecks will be issued on the last working day before that day. See current payroll schedule for specific dates each year.

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### 3.2.1 Non-Exempt Timesheets

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Timesheets are required for non-exempt employees. Hours worked or absent must be recorded daily. A completed timesheet (approved by you and your supervisor) must be submitted online through the payroll system. Completion of timesheets/task sheets and Leave Requests by the dates listed on the current Payroll Schedule are required.

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### 3.2.2 Exempt Employee Absence Requests

Because employees in the exempt classification are not entitled to overtime compensation, the routine completion of a timesheet is not necessary. Exempt employees request absences from work via a Leave Request in the online payroll system.

#### **Overtime for Non-Exempt Employees only**

### 3.2.3

At GTU we do not encourage overtime. One of the benefits of our community is the flexibility of schedules and the responsiveness to individual needs. However, there may be times when your supervisor requests that you work overtime.

Only non-exempt employees are eligible to receive overtime pay. The most common ways to earn overtime pay are: 1) you work in excess of 8 hours in a workday or 40 hours in a workweek; or 2) you work on an established GTU holiday. In order to work overtime, you must have your supervisor's approval in advance of working the additional hours.

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Overtime pay is calculated at the premium rate (time and one half). For example, if you usually earn the equivalent of \$15.00 per hour, premium pay would be at the rate of \$22.50 per hour ( $\$15.00 \times 1.5$ ).

Double-time pay is calculated at the rate of two times regular pay. For example, if you usually earn the equivalent of ten dollars per hour, double-time pay would be at the rate of twenty dollars an hour ( $\$10.00 \times 2.0$ ).

### 3.3 PERSONAL BUSINESS

The GTU strives to maintain a pleasant working environment and attempts to meet individual employee needs wherever possible. The GTU recognizes that occasionally, employees will need to use resources such as work time, telephones, fax and copy machines for personal use. A reasonable and responsible amount of such use is permitted and provided without charge to employees. However please remember that all employees ought to strive to be good stewards of GTU resources. These resources have been provided to the school by donors, including many generous individuals, the member schools of the Consortium, and our students, all of them committed to the work of the GTU. We owe it to them, and to one another, to act responsibly in using school resources for both work and personal use.

Please remember that while at work your primary commitment is to your GTU responsibilities. Should you need to make more than ordinary use of GTU telephones, fax or copy machines for personal business, please inform the Business Office. Include the date, time and number dialed, or number of copies made. Should you need to use a significant amount of working time for personal business, please seek permission in advance from your supervisor and record the time accordingly on your time sheet.

Electronic mail, voicemail and computer systems have been installed by GTU to facilitate the GTU's work and work-related communications. All e-mail, voicemail and computer files are accessible by management at any time and are not private. Employees should not use their e-mail, voicemail or computer to store any files they would not want read by a third party or to transmit any communication that would constitute harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin or religious or political beliefs.

Personal mail is not to be sent to GTU. The GTU mail couriers will send out mail for which you have provided postage through the regular distribution and pick-up points.

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### **3.4 REIMBURSEMENT OF EXPENSES**

If you make a minor purchase on behalf of the GTU with the authorization of your supervisor, you may submit the receipt, attached to a request for payment/reimbursement form approved by your supervisor, to the Business Office and you will be reimbursed for your expenses (forms are available from the Business Office).

### **3.5 TRAVEL REIMBURSEMENT**

When traveling on GTU business, your expenses will be paid by GTU. Air travel may be billed through one of the GTU's authorized travel agencies. To receive other reimbursements, complete and submit to the Business Office a Travel and Expense Voucher form (forms are available from the Business Office). Specific expense guidelines have not been adopted, however we would hope that GTU employees would use modest rental cars, housing, and eating facilities.

If you travel on GTU business, you may request funds be advanced to meet your needs. You are personally accountable for this money, and upon your return, you must submit an expense report form to record your expenses. Any money not used must be returned to the Business Office. Any additional expense on your part will be reimbursed.

### **3.6 SAFETY**

All of us at GTU have a responsibility to assist in the maintenance of a safe working environment. Therefore, the GTU requires that its employees follow our safety program, which is designed to maintain a safe environment.

GTU makes every effort to remedy an unsafe situation as soon as possible. To help in this process, please notify your supervisor of any unsafe situation you encounter.

### **3.7 EMERGENCY SITUATIONS**

Emergency instructions are provided to new employees and are available online on the GTU website.

If an accident should occur at work, immediate attention should be given to the injured person, no matter how minor the incident may initially appear.

Once the injured person has received care, please notify the Human Resources Office immediately so that the proper forms may be completed to document the incident and begin the claims process for workers' compensation insurance.

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### 3.8 CONFIDENTIALITY

Some of the business of the GTU may involve confidential information. You are encouraged to exercise the utmost discretion whenever you discuss any job-related matter with anyone, even co-workers, so that the mutual trust and confidence between GTU and those it is designed to serve is not jeopardized.

## **COMMUNICATION AND PROBLEM-SOLVING**

GTU is committed to fostering a positive working environment and open communication for all its employees. From time to time, however, problems with communication and staff relations may arise. Should these problems arise, do not hesitate to discuss them with your supervisor. The Director of Human Resources and/or the Vice President for Administration & Finance are also available as a resource if needed. GTU values you as a member of our community and we encourage your comments about how our working environment can be improved.

### **4.1 GRIEVANCE RESOLUTION**

When you are troubled by an incident that occurs between yourself and another employee, you should speak with the other to try to resolve the issue informally. If the issue is not resolved satisfactorily, consult the supervisor having the most immediate jurisdiction over all parties involved. If this fails, confer with the relevant department head(s). If a satisfactory resolution is still not reached, please consult the Human Resources Office.

If you are dissatisfied with the outcome of the above attempts at resolution, you may take your grievance to the President. Grievances may not be appealed beyond the GTU President, whose decision in all cases is final.

### **4.2 PERFORMANCE REVIEWS**

The performance review system is intended to enhance communication between you and your supervisor, to promote clear understanding, and to let you know where you stand in respect to the GTU's expectations. You will have a performance review after your initial introductory period and annually thereafter. Your performance is a factor in annual salary considerations.

At the time of the performance review, you and your supervisor will discuss your areas of success, any areas needing improvement, and your new goals. You are encouraged to participate actively in this discussion. A successful performance review requires two-way communication.

### **4.3 DISCIPLINARY ACTION**

It is our hope that every employee can succeed and contribute positively to GTU's working environment. However, if a situation develops where your performance is in need of improvement, the GTU may take some or all of the following steps:

1. Supervisory Counseling. The intent of verbal counseling is to help you understand the need for improvement of your performance, and/or align your performance with GTU policies.
2. Written Warning. More formal than supervisory counseling, a written warning must be signed by you to indicate that you have received, read, and understood it. This written warning will be placed in your personnel file.
3. Probation, Suspension, or Termination. In the case of a serious performance deficiency you may suffer loss of pay, or be placed on probation, or be terminated. A record of the disciplinary action taken will be given to you and a signed copy will be placed in your personnel file.

The GTU reserves the right to proceed directly to a written warning or termination for misconduct or deficiencies in performance, without resort to prior disciplinary steps, when the GTU feels it is appropriate to do so based on the circumstances.

Nothing in this policy alters the at-will status of your employment.

## 4.4 TERMINATION

### 4.4.1 Voluntary

If you decide to leave your job, please notify your supervisor in writing. Given the importance of each position in our organization, the GTU would appreciate four weeks' notice, or longer, whenever possible.

You will be asked to participate in an exit interview. Part of the interview will be to address questions regarding continuing health coverage (COBRA), your TIAA retirement account, and to return such items as keys, personnel manual, etc. The second part of the exit interview, which is entirely voluntary, is designed to elicit your thoughts regarding your employment while at the GTU and to ascertain your reasons for leaving.

All GTU keys and property are to be turned in prior to the distribution of your final paycheck. The Vice President for Administration & Finance authorizes your final paycheck upon satisfactory completion of the exit checklist.

If you are absent from work without notice for three or more days, you will be considered to have voluntarily resigned.

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### 4.4.2 Involuntary

All GTU employees are expected to satisfy the duties of their jobs in accordance with the established standards of performance, attendance, and behavior. The Disciplinary Action section outlines steps that may be taken when work performance does not meet expectations. If the performance problem continues, you may be terminated. In cases of misconduct, employees will be disciplined in a manner appropriate to the circumstances, with or without any prior warning.

Grounds for dismissal include, but are not limited to:

- Inadequate performance
  - Poor attitude
  - Excessive absence
  - Persistent tardiness
  - Violation of GTU policies
  - Failure to follow your supervisor's instructions
  - Falsification of GTU documents
  - Falsification of materials submitted for employment including information provided on an employment application, resume, etc.
  - Falsification of time recording information
  - Dishonesty
  - Insubordination
  - Misuse or destruction of GTU property
  - Being under the influence of alcohol at work
  - The manufacture, sale, possession or use of controlled substances at work
  - Possession of firearms or other lethal weapons at work
  - Harassing GTU employees or students, including sexual harassment
  - Theft
  - Interfering with other employees' work performance
  - Threatening behavior on the job, including physically aggressive behavior and belligerent speech
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## COMPENSATION

### 5.1 SALARY ADMINISTRATION

#### 5.1.1 Salary Ranges

GTU positions are assigned to one of the following categories:

- Administrators
- Professional Staff
- Support Staff

#### 5.1.2 Job Descriptions

Job descriptions are important tools for ensuring a clear understanding of responsibilities and expectations. It is from the job descriptions that salaries and job titles are determined. Each GTU regular position has a job description. You may see any or all of the GTU's job descriptions by contacting the Human Resources Office.

#### 5.1.3 Annual Salary Reviews

Salaries throughout the GTU are reviewed annually and any changes applicable to the following fiscal year are communicated in writing to employees. The primary factor influencing any changes in your salary is the annual GTU budget. Once the budget is established, the following factors influence salary changes:

- Individual job performance (see Merit Policy)
- Wages earned by others doing similar work
- Cost of living factors affecting all employees
- Number of years of employment with GTU

##### 5.1.3.1 **Merit Policy**

An employee is eligible for merit whose consistent efforts and accomplishments exceeds the norms and expectations of job performance. Examples of the above include extra steps taken:

- (1) to solve critical problems
  - (2) to reduce expenditures and extra costs
-

(3) to propose and implement a new project or system which enhances efficiency

(4) to assume additional duties

### **5.1.4 Promotional Changes**

You may be eligible for a salary increase if you are promoted to a new position or there is a significant change in your responsibilities. Please ask your supervisor or CFO for more information if you feel a salary increase is warranted.

### **5.1.5 Paydays**

Paydays are on the 10th and 26th of each month. When either of these days falls on a weekend or holiday, paychecks will be issued on the last working day before then. See current Payroll Schedule for specific paydays each year.

The timely completion of timesheets and Leave Requests is critical for processing paychecks. For complete information, refer to Section 3.2 regarding timekeeping. Please note the following: Pay periods end on the 15th and last day of each month.

### **5.1.6 Salary Advances**

A salary advance may be granted in an extreme situation with the approval of both your supervisor and the CFO.

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# BENEFITS

GTU provides a variety of benefits to its regular employees, including medical, dental and disability insurance, retirement plan contributions, vacation and sick leave. We are committed to providing the best possible employee benefits package that GTU resources permit. This section describes GTU benefits and eligibility. Whenever you have a question regarding benefits, please contact the Human Resources Office.

## 6.1 BENEFITS FOR REGULAR EMPLOYEES

Regular employees, who are hired to work a schedule of a minimum of 30 hours per week, are eligible for the following benefits:

## 6.2 MEDICAL PLAN BENEFITS

GTU offers group medical coverage to its employees and their eligible dependents. Full details of each medical plan are provided to new employees and once a year during open enrollment.

The GTU pays the full cost of medical insurance premiums for employees based on one of the CalChoice plans being offered each year. The Human Resources Office will inform you of the current cost of dependent coverage.

You may enroll your spouse, same-sex domestic partner, and children. If you elect dependent coverage, the cost is automatically deducted from your paycheck. The cost is deducted on a pre-tax basis, unless you elect otherwise.

Every year the components of each plan are subject to change. Be sure to keep any memos or updated explanations of your coverage sent to you.

The age limit for dependent children is twenty-six.

Dependents of an employee may only be added to medical coverage at the time of the employee's initial employment, open enrollment, or if there is a qualifying event such as immediately following the addition of a new spouse or domestic partner, following the birth or adoption of a child, or if an already insured dependent loses their coverage from another plan.

Because there are time restrictions as to when you can add a new dependent to your insurance, please contact the Human Resources Office immediately when any of these situations arise.

Please notify your medical insurance provider and your doctors whenever you have a change in address.

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### 6.3 DENTAL PLAN BENEFITS

The GTU pays the full cost of dental premiums for employees. Full details of the dental plan and the cost of dependent coverage are provided to all new employees and during open enrollment.

Dependents of an employee may only be added to dental coverage at the time of the employee's initial employment, open enrollment, or if there is a qualifying event such as immediately following the addition of a new spouse or domestic partner, following the birth or adoption of a child, or if an already insured dependent loses their coverage from another plan.

The age limit for dependent children is twenty-six.

Because there are time restrictions as to when you can add a new dependent to your insurance, please contact the Human Resources Office immediately when any of these situations arise.

The cost of dependent coverage will be deducted from your paycheck. The amount is automatically deducted on a pre-tax basis, unless you elect otherwise.

Please inform the dental insurance company and your dentist when you have a change of address.

### 6.4 COBRA

Employees and their dependents that would become ineligible to continue their group medical and dental insurance coverage because of specific events may elect to continue their coverage for a set period of time at their own expense. The type of event that causes the loss of health insurance determines the length of time a person may extend their coverage.

Qualifying events include: termination of employment from the GTU, reduction in work hours to below the eligibility threshold of 30 hours per week, or being deemed disabled by the Social Security Administration.

A covered dependent child and/or spouse or same-sex domestic partner of a GTU employee may also be eligible to continue their coverage if they would lose it due to the following circumstances: legal separation or divorce from the employee, the death of the employee, or the employee's termination of employment or reduction in work hours. Additionally, a dependent child who reaches the age limit specified in the group plan may also qualify for extended coverage.

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Please notify the Human Resources Office if any of the above mentioned events occurs, to determine if you and/or your dependents would qualify for extended health benefits and for what length of time.

If you elect to continue your coverage, you will be required to pay the current group rate, plus an administrative fee.

### 6.5 TIME OFF

#### 6.5.1 Holidays

GTU regularly observes the following holidays:

New Year's Day  
Martin Luther King Jr.'s Birthday  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving (Thursday & Friday)  
Christmas Day

Regular employees are paid for all GTU holidays. Part-time regular employees receive pro-rated holiday pay (i.e., if an employee normally works 20 hours per week, the employee would be paid the equivalent of 4 hours pay for the holiday (20 hours/week divided by 5 days in a week = 4 hours per day). Generally, if the holiday falls on a Saturday, the preceding Friday is the holiday. If the holiday falls on a Sunday, the following Monday is the holiday.

If a holiday for which you would normally be paid occurs during your vacation, you may take an additional paid day off.

When a holiday for which you would normally be paid occurs during an absence due to illness, the holiday will be paid and not charged to your sick leave accrual balance.

#### 6.5.2

#### Vacation

GTU recognizes the value of rest and relaxation and strongly encourages you to use your vacation as it is earned. Any unused vacation may be carried over to the following year. A maximum of 30 vacation days may be accumulated. After 30 vacation days have been accumulated, no further vacation will be accrued until some vacation time is used.

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Accrued vacation time may also be used to substitute for unpaid time off (i.e., Family Care & Medical Leave), or if you run out of sick leave. Vacation credit is not earned during a leave of absence.

Part-time regular employees earn the equivalent vacation benefits as their full-time counterparts, but on a pro-rated basis calculated on the percentage of the full-time, 37.5-hour week that is normally worked.

Each department is responsible for scheduling vacations in a manner that makes every attempt to honor individual requests with minimal negative impact on overall GTU productivity. Please discuss in advance with your supervisor your preferred dates in scheduling your vacation.

Any vacation days taken must be indicated on your online timesheet in the payroll system (non-exempt staff) or via an online Leave Request, or via an online Leave Request (exempt staff).

### 6.5.3 Vacation Accrual

Exempt regular employees are entitled to 20 working days (150 hours based on a regular work day of 7.5 hours) of paid vacation for every 12 months worked, in recognition of their responsibility for job performance that often exceeds regular work hours. 6.25 hours of vacation leave will accrue for each pay period to a maximum of 30 days (225 hours).

For non-exempt regular employees, the number of completed years of employment with GTU affects the amount of vacation leave you accrue. Your employment anniversary date determines the year in which you become eligible for the changes in vacation accrual. The schedule below indicates the accrual rate. Vacation accrues to a maximum of 30 days (225 hours).

#### VACATION ACCRUAL SCHEDULE

<b>Years of Employment</b>	<b>Annual Accrual Allowance</b>
1 - 3 years	10 days (75 hours) (0.0385 hours for every hour worked)
4 - 10 years	15 days (112.5 hours) (0.0577 hours for every hour worked)
11 years and over	20 days (150 hours) (0.0769 hours for every hour worked)

### 6.5.4 Sick Leave

Full-time, exempt regular employees accrue one sick day (7.5 hours) for each month worked (3.75 hours accrue each pay period). Part-time, exempt regular employees earn the equivalent but on a pro-rated basis. Full-time, non-exempt regular employees accrue 0.046 hours for every hour worked.

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Sick leave may be used for reasons specified in the GTU Paid Sick Leave Policy.

You are encouraged to accumulate your sick leave for income protection in the event of a serious illness. There is no limit to the amount of sick leave an employee can accrue. However, if you should leave the employ of GTU, you will not be paid for accumulated sick days.

If you suffer from an extended illness, in addition to sick pay you may be entitled to disability income through GTU's disability insurance (see pertinent section).

If you are ill, please notify your supervisor as soon as possible, but no later than one half-hour after your normal starting time.

All sick days used must be indicated on either a Leave Request in the payroll system or on a Non-Exempt Timesheet.

### **6.5.5 Sick Leave for Personal Emergencies**

With advance approval from your supervisor, sick leave may be used in cases of personal emergency, including any of the following:

- Accident or theft involving the employee or any member of his/her immediate family
- Appearance in court as a litigant or witness.
- Pressing personal business that cannot be handled in an employee's "off" hours.

### **6.5.6 Jury Duty Leave**

GTU encourages employees to serve on jury duty when called. Please notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. Regular staff working 20 hours or more per week will continue to receive regular salary and benefits while serving on a jury for up to four weeks in a calendar year. You are required to provide a jury/witness duty form from the court each day you are serving. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. You may retain any mileage allowance or other fee paid by the court for jury service.

### **6.5.7**

#### **School & Childcare Activities Leave**

The GTU is supportive of working parents and allows employees who are parents or legal guardians of a child, up to 40 work hours off each year, to attend school or child care activities of their child(ren).

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Employees must provide documentation from the school or licensed child care provider verifying they were engaged in these child related activities on the day and time of the absence.

Please arrange the time off with your supervisor in advance. You may take this time as unpaid, or you may use your accrued paid sick or vacation leave.

### 6.5.8

#### **Voting Time**

You may take up to two hours with pay to vote in any statewide election, if your work schedule and the hours of operation of the voting polls do not allow sufficient time for you to vote outside of your normal working hours. The time off must be arranged with your supervisor's advance approval (two working days or more), and must be scheduled to cause the least amount of missed time from work. Time taken for voting should be noted on your Non-Exempt Timesheet or Exempt Employee Absence Form.

### 6.5.9

#### **Bereavement**

For regular, benefited employees, if someone in your immediate family or any relative living in your home dies, you may take up to three consecutive workdays off with pay. Where unusual circumstances exist, a longer period of leave without pay (no longer than 10 days) may be granted after consultation with your supervisor. Time taken for bereavement should be indicated on your non-exempt online timesheet or exempt employee online Leave Request.

## 6.6 LEAVES OF ABSENCE

### 6.6.1 **Short-Term Disability**

After one year of continuous employment, regular benefited employees become eligible for GTU's short-term disability coverage. Because the GTU group plan for long-term disability provides benefits only after six consecutive months of illness or injury, the following short-term disability coverage is provided.

In the event of a disabling illness or injury, and you ARE NOT receiving other disability payments from other sources (such as Social Security, Workers' Compensation, etc.), you will be required to use all of your accumulated paid sick leave and vacation leave.

If you are receiving other disability payments during your FMLA/CFRA leave you will not be required to use your accumulated paid sick leave or vacation leave. However, you may use any accrued GTU paid sick leave or vacation leave benefits to supplement your other disability benefits, if you choose to do so.

Note that if the leave is for pregnancy disability leave (PDL) or PDL/FMLA, you are not required to use accumulated vacation leave while you are on PDL.

GTU will continue to pay your full salary for a period of one month, following the expiration of all of your accumulated paid sick leave and vacation leave. From then until the end of six months of continuous illness or injury, GTU will pay 60% of your monthly wage base not to exceed a benefit of \$5,500 per month.

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No vacation or paid sick leave is accrued during your FMLA/CFRA leave.

Under FMLA/CFRA & this short term disability leave plan, the portion of the premium cost that the GTU pays for your long-term disability insurance, medical and dental insurance and GTU Retirement Plan will continue to be paid until you return to work, or when the six- month Long Term Disability Insurance waiting period is concluded, whichever occurs first. Note that during any unpaid portion of FMLA/CFRA the GTU is not required to make plan payments to the GTU Retirement Plan or to count the leave for purposes of time accrued under the Plan.

Voluntary contributions made through payroll deductions towards your GTU Retirement Plan through TIAA may continue throughout your GTU paid short-term disability leave, if you so designate.

### 6.6.2

**Long-Term Disability** On the first of the month after date of hire, regular benefited employees become eligible to participate in GTU's group long-term disability plan. Under the plan, after a six-month period of continuous illness or injury, regular benefited employees become eligible to receive a monthly disability benefit payment.

For eligible employees, monthly benefits will be 60% of your monthly base salary and will not exceed \$6,500 per month. From this amount, the sum of all benefits you receive from other sources will be subtracted. See the insurance certificate for more details.

No vacation or sick leave credit is earned during your disability leave.

Full details on the GTU long-term disability plan and specific information regarding benefits and terms of coverage will be provided to each regular employee when he or she becomes eligible. Please contact the Human Resources Office if you have any questions regarding this coverage.

### 6.6.3

#### **Pregnancy-Disability Leave**

An employee is eligible for pregnancy-disability leave during any period of time that she is medically unable to work due to pregnancy, childbirth or related medical conditions.

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If you are pregnant, have a related medical condition, or are recovering from childbirth, you are eligible for unpaid Pregnancy Disability Leave. Duration of the leave will be determined by the advice of the employee's physician. Employees disabled by pregnancy may take up to four months of leave per pregnancy. Leave can also be taken intermittently, as needed. Please see the Human Resources Office to discuss any need you may have for Pregnancy Disability Leave.

**6.6.3.1 GTU Paid Pregnancy-Disability Leave** *(Available to regular, benefited employees employed less than one year.)*

Because you are not eligible for GTU's short-term paid disability leave until after one year of continuous employment, the following policy applies:

This leave may be taken as unpaid, or you may also elect to use your accrued sick and/or vacation leave. As with other leaves, you will not accrue any sick or vacation leave during this time.

**6.6.3.2 GTU Paid Pregnancy-Disability Leave** *(Available to regular, benefited employees who have been employed for one or more continuous years)*

During your leave the following benefits and wage schedule will apply. Paid leave under this leave will be for up to four months.

Benefits and the equivalent of 100% of wages are continued for one month, following the expiration of accumulated sick leave and vacation time.

From then until the remaining balance of the four months has concluded, the GTU will pay 60% of monthly wage base not to exceed a benefit of \$5,500 per month.

The portion that GTU pays for long-term disability insurance, medical, dental, vision insurance, and pension contributions (based on the wages you receive), will continue to be paid for the period of your leave.

Voluntary contributions made through payroll deductions towards your 403(b) Retirement Plan may continue throughout your leave, if you so designate.

Vacation and sick leave are not accrued during this leave.

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### 6.6.4 Family Care & Medical Leave

After one year of employment, the GTU permits eligible employees to take a leave of absence for family and/or medical care for up to 12 weeks in a year for specific situations. A year is calculated as twelve months from the last Family Care & Medical Leave taken. A leave commences when time is taken off work for one of the events described below.

Leaves will be granted for: the birth of a child (for the birth mother, this is in addition to pregnancy-disability leave), the adoption or placement of a foster care child, or for the care for a serious health condition of a spouse, parent or child, grandparent, grandchild, sibling, parent-in-law or for the employee's own serious health condition.

A "serious health condition" is one that requires either in-patient care at a medical facility or continuing treatment or supervision by a health care provider.

Additionally, employees with a spouse, son, daughter or parent in the military service may take up to 12 weeks off for certain qualifying exigencies, such as attending certain military events, arranging for alternative childcare, attending certain counseling sessions, etc.

If the service person is injured or becomes ill in the line of duty, while on active duty, the related employee (as defined above) may take up to 26 weeks of leave during a 12-month period to care for the recovering service person.

Except to the extent that other paid leave is used (i.e., sick or vacation leave), Family Care & Medical Leave is unpaid. During an unpaid leave, medical and dental benefits will be continued.

Leave for the employee's own serious health condition may be paid if the employee is eligible for short-term disability or workers' compensation benefits (Family Care & Medical Leave runs concurrently with both disability and workers' compensation leaves).

Any request for Family Care & Medical Leave for an employee's own serious health condition or to care for a child, spouse, or parent with a serious health condition must be supported by a medical certification from a health care provider (please contact the Human Resources Office regarding the certification).

For foreseeable leaves, the employee must have the certification before the leave begins. When this is not possible, the employee must provide the

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required certification within fifteen calendar days, unless it is not practical under the circumstances to do so. Failure to provide the certification may result in denial of the leave. Any requested extension of the leave must also be supported by medical certification.

If the leave is requested to spend time with a new child, the leave must be taken within the first year of the child's birth or placement with the employee.

If both parents work for the GTU, only one will be eligible to take the requested leave, or the duration of the leave may be divided between the two employees.

Employees should notify the GTU of their request for Family Care & Medical Leave as soon as they are aware of the need for it. If possible, the employee must provide 30 days' advance notice of the need to take a leave (i.e., birth of a child, or a planned medical procedure). Two weeks is the usual minimum leave granted. However, when medically necessary, leave may be taken intermittently or on a reduced work schedule. When the leave is requested for medical reasons, certification from a treating health care provider will be required.

As with other types of extended leaves, vacation and sick leave will not accrue until you return to work.

Employees returning from Family Care & Medical Leave are entitled to be returned to the same or comparable position.

### **6.6.5 Personal Leave of Absence**

Regular, benefited employees who have been continuously employed by the GTU for more than one year are eligible to apply for an unpaid leave of absence for educational opportunities, or other personal reasons. Such leaves are granted on a case-by-case basis by the Chief Operating Officer, in consultation with the President and your supervisor. All requests for unpaid leaves of absence must be submitted to the Chief Operating Officer in writing.

During the time of your leave of absence, GTU sponsored benefits will be discontinued, unless you make arrangements to continue them at your own expense. Vacation and sick leave credit are not earned during a personal leave of absence.

### **Religious Leave**

#### **6.6.6**

In recognition of our inter-religious community, provision is made for employees to observe high holy days significant in their religious traditions

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(i.e., Yom Kippur, Orthodox Easter, Ramadan). These leave days are intended for those whose religious tradition is other than the Western Christian tradition. High holy days in the Western Christian tradition are a part of the regular GTU holiday calendar.

Leave for religious holidays/high holy days with pay will be granted to regular, benefited staff for three days in any calendar year, with the approval of your supervisor. GTU will accommodate additional religious holiday leave, without pay or using vacation pay, unless doing so creates an undue hardship for the school.

### 6.6.7

#### **Military Leave**

Regular employees who serve on active military duty are entitled to leave without pay to fulfill their obligations to military service. The GTU will reinstate those returning from military service to the position and salary they held at the time the military leave began, unless otherwise agreed to by both you and your supervisor. You must apply for reinstatement within 90 days from the date of your discharge, unless you are unable to do so because of medical disability. Your introductory period will be extended appropriately, if military leave is required during your introductory period of employment at GTU.

## 6.7 GTU, UC BERKELEY AND STANFORD UNIVERSITY LIBRARY ACCESS

A current GTU identification card can be used to check out books at the GTU library. It may also be used to obtain a free University of California library card (Berkeley campus only) and a card for Stanford's Green Library.

A University of California Berkeley library card can be obtained by presenting your GTU I.D. card (sticker on card must be current) at the circulation service desk at the Main Library.

An application for a library card to Stanford's Green Library must first be acquired at the GTU's library circulation desk. Present both the completed application and your GTU I.D. card (with a current sticker) to the Green Library's circulation desk to procure your library card.

## 6.8 RETIREMENT PLAN BENEFITS

After your first year of continuous employment and attainment of age 21, regular, benefited employees are eligible to participate in the GTU 403(b) defined contribution retirement plan.

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GTU currently contributes an amount equal to 7% of eligible employees' eligible gross monthly salary to the retirement plan account in your name with TIAA.

Eligible employees are encouraged, but are not required, to contribute to your retirement plan through voluntary payroll deductions. Contributions you make are in addition to the contributions that GTU provides. Contributions may be made tax deferred or after tax. Your additional contributions allow you the opportunity to maximize savings for retirement.

Full details on the GTU 403(b) retirement plan are provided to each new employee during orientation and at the time of eligibility. You may also contact the Human Resources Office for information regarding the plan at any time.

Please note that it is your responsibility to contact TIAA directly regarding an address change.

### **6.10 WORKERS' COMPENSATION INSURANCE**

While every effort is made to ensure a safe working environment at GTU, occasionally a work-related injury or illness does occur. Any accident, no matter how slight, should be immediately reported to your supervisor and the Human Resources Office.

GTU provides Workers' Compensation Insurance for all its employees without cost to you. This insurance provides for medical costs, and should your industrial injury prevent you from working for a time, you will receive Workers' Compensation Insurance payments for lost wages.

Please contact the Human Resources Office for further information regarding this coverage.

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### **6.11 UNEMPLOYMENT & STATE DISABILITY INSURANCE**

The GTU and its employees are exempt from participation in California's Unemployment and Disability Insurance Programs. Therefore, if you leave GTU's employ, you are not eligible for unemployment benefits.

### **6.12 REDUCTION IN FORCE**

In the event that a reduction in force becomes necessary and your position is eliminated, efforts will be made to reassign you to another available position at GTU for which you are qualified if your performance has been satisfactory.

If a suitable position is not available and you must be terminated, GTU will help to ease the transition with severance pay.

For each year of employment as a regular employee, you will receive the equivalent of one week of pay at your present salary level up to a maximum of ten weeks, with three weeks' minimum.

### **6.13 PARKING**

The GTU continues to make a major effort to provide parking for all employees who need it. Our procedure is to pay for parking spaces to accommodate employees when our own parking lot is filled to capacity. We require all employees to share this added expense by payroll deductions of an amount needed to cover costs. Contact the Human Resources Office for more information.

### **6.14 UC BERKELEY RECREATIONAL FACILITIES**

As an employee of GTU, you are entitled to use the recreational facilities at the University of California, Berkeley. You may purchase a semester card, an annual card or daily passes. Applications for CRC associate membership can be obtained at the Recreational Sports Facility cashier's office located at 2301 Bancroft Way. You will need your GTU I.D. card to obtain your membership card.

### **6.15 EDUCATIONAL OPPORTUNITIES**

The GTU recognizes the value of continuing education both for the employee and for the enrichment of the GTU community. Employees are encouraged to share their skills and

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expertise with one another on an informal basis. Often, these skills can be supplemented through continuing educational opportunities.

After the initial introductory period, you are eligible to audit a class at no charge (transcript records are not kept on audited classes), with the permission of your supervisor and the professor. After one year of continuous employment, you become eligible to receive a subsidy toward the costs incurred for academic study for credit, either at GTU or at another accredited educational institution. The maximum subsidy for any employee is based on the current GTU Special Student fee. Funds are granted on a first-come, first-served basis, given a supervisor's recommendation. Expenses qualifying for the subsidy include registration fees and required textbooks. Extra meals or transportation to and from classes are not included in qualifying expenses. GTU will subsidize only those courses of study that helps to maintain or improve your competence in your current position, or that help to prepare you for another position at GTU.

In order to receive your subsidy, you must provide certification of successful completion of any coursework. You will receive no subsidy for any coursework should you leave the employ of GTU before your coursework is completed. Please put your request in writing to the Chief Operating Officer.

Employees wishing to enroll in GTU courses must follow the application procedures for GTU Special Students, which are available from the Admissions Office. If you are enrolling in another institution, you must meet the entrance requirements of that institution.

An employee may request time off from work in order to attend a class, providing the course meets the criteria outlined above. Such a request must have the approval of the immediate supervisor and department head and must not adversely affect the work of the employee's department.

### **6.16 TRAINING SEMINARS & WORKSHOPS**

Attendance at special seminars and workshops is also encouraged, if it contributes to your competence in your position. You may receive time off from work and reimbursement of registration fees, meals and transportation if your supervisor has approved your attendance at the seminar or workshop.

### **6.17 DIRECT DEPOSIT**

The GTU offers the convenience of direct deposit of your paycheck to your banking account. Election of direct deposit, or changes to your direct deposit information may be done by logging in to your Paycor account, selecting the "Me" tab, then the Compensation/direct deposit tab on the left navigation bar.

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If you change banks or account numbers, please report these changes to the Human Resources Office as soon as possible by completing a new Direct Deposit Enrollment/Change Form in order to ensure the proper depositing of your paycheck.

#### **6.18 SECTION 125 PREMIUM ONLY PLAN**

GTU's 125 plan allows the cost of dependent insurance premiums to be deducted from your paycheck on a pre-tax basis.

No enrollment is necessary. The deductions will automatically be taken on a pre-tax basis, unless you sign a waiver form indicating that you prefer to have the dependent premiums deducted from your paycheck on an after-tax basis.