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LOMA LINDA UNIVERSITY

Our Mission

Loma Linda University, A Seventh-day Adventist Christian health sciences institution, seeks to further the healing and teaching ministry of Jesus Christ “to make man whole” by:

Educating ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth;

Expanding knowledge through research in the biological, behavioral, physical, and environmental sciences and applying this knowledge to health and disease;

Providing comprehensive, competent, and compassionate health care for the whole person through faculty, students, and alumni.



Fundamental Values of Loma Linda University

- *Compassion* – The sympathetic willingness to be engaged with the needs and suffering of others. Among the most memorable depictions of compassion in Scripture is the story of the Good Samaritan, which LLU has taken as a central symbol for our work.
- *Integrity* – The quality of living a unified life in which one's convictions are well-considered and match one's actions. Integrity encompasses honesty, authenticity, and trustworthiness.
- *Excellence* – The commitment to exceed minimum standards and expectations.
- *Freedom* – The competency and privilege to make informed and accountable choices and to respect the freedom of others. God has called us not to slavery, but to freedom.
- *Justice* – The commitment to equality and to treat others fairly, renouncing all forms of unfair discrimination. The God of the Bible is One who calls people continuously to justice. According to the prophets, religious faith could only be genuine when it lead the believers to “seek justice, rescue the oppressed, defend the orphans, [and] plead for the widow.”
- *Purity/Self Control* – Morally upright and moderate in all things, with complete control over one's emotions, desires, and actions.
- *Humility* – The willingness to serve others in a sacrificial manner. The self-respect that renounces haughtiness or arrogance.

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Introduction

Welcome

Dear Colleagues:

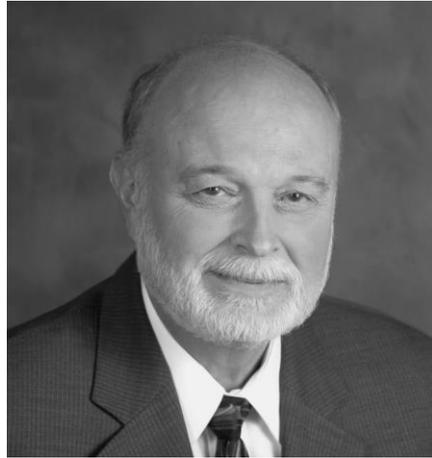
Thank you for choosing to be a part of our community of health professionals, scientists, and scholars. It is our privilege to translate the mission of Loma Linda University into the educational, research, and service activities of this Seventh-day Adventist health sciences center.

We celebrate the centrality of Christ in the mission of Loma Linda University. He is our Model, our Mentor, and our Motivation for service. Building upon the principles of faith, hope, and love, we embrace the values of compassion, integrity, freedom, justice, excellence, self-control, and humility.

Our motto invites us to give priority to our personal and community wholeness and to provide competent and compassionate care to those we serve. We are enriched by the ethnic and cultural diversity of our students, faculty, staff, and administration, and we promote an environment that reflects and builds respect for the diversity of humanity as ordained by God. It is our privilege to minister to others in local, regional, national, and international communities.

This Staff Handbook is intended:

- ~ To provide a guide to the University's organization and governance and the various entities with which it relates
- ~ To furnish information on the University and the communities within which it is located
- ~ To bring together those University policies, regulations, and procedures which apply directly to University Staff or are important for the staff's understanding of the functioning of the University



Introduction

The University seeks to foster a collegial, Christian environment for the discussion of issues and resolution of disputes that may arise within the university community. In order to accomplish this, the University policies provide for a grievance procedure and binding arbitration for any controversy, dispute, or claim – including those based upon a statute, tort, or public policy – whether with individuals, the University or other entities, arising out of this Staff Handbook or services performed in accordance with this Staff Handbook.

The University reserves the right to modify, supplement, rescind, or review any provision of this Staff Handbook as it deems necessary or appropriate in its discretion. Changes in these policies and procedures are valid only when made and approved in writing by the Board of Trustees or the appropriate University committees which have been delegated that responsibility by the Board of Trustees. The Staff Handbook is reprinted from time to time incorporating current policies and procedures. This earlier edition of the Staff Handbook should not be used as a reference for current years. Any changes in policies and procedures made prior to publication in the next edition of the Staff Handbook are reported in the University's publication *TODAY*.

May you experience professional fulfillment and the joy of God's personal love and care for you as you assist in bringing health, healing, and wholeness to humanity through the education of our students, through research pursuits, and through health-care ministry.

Cordially,



Richard H. Hart, MD, DrPH
Chancellor and CEO
Loma Linda University

Introduction

As an employee of Loma Linda University (LLU), you may have general questions about policies, benefits, and other areas related to your work. We have attempted to answer some of your questions in this handbook. Other areas of concern or questions should be directed to your supervisor or to Human Resources (HR).

What You Can Expect

LLU hired you for your specific skills and talents and it values you as an employee. Because of your value to LLU, you may expect:

- ~ Positive working conditions
- ~ Recognition of achievements
- ~ Responsibility
- ~ Opportunities for growth
- ~ Consideration of your concerns
- ~ Competitive benefits and compensation packet (depending on employee status)
- ~ A Drug-Free work site
- ~ A corporate climate reflective of Christian values

What Do We Expect of You?

As an LLU Employee, you represent the values expressed in

our mission statement. Because of your contact with our “students”—and your fellow employees—we depend on you to bring to your job not only the necessary skills, but a positive, courteous presence as well. We also believe that the following qualities characterize a caring and committed employee:

- ~ Good judgment, common sense, and ethical behavior
- ~ Integrity, courtesy, positive attitude, and respect
- ~ Consideration for patients, students, and fellow employees
- ~ Punctuality, reliability, and careful attention to detail
- ~ Safety consciousness
- ~ Neat and clean personal appearance and work area
- ~ Loyalty to Christian principles of conflict resolution and fairness, living and working by the golden rule



- ~ Honoring the mission of LLU and its entities, and the beliefs and tenets of the Seventh-day Adventist church in performing your job duties
- ~ Sensitivity to students and their families, offering respectful service and assistance
- ~ Confidentiality
- ~ Commitment to performance improvement

You are our most important resource. The people who work at LLU are the institution. We are only human, so we must constantly strive to improve the quality of care and our performance.

What is the Scope of this Handbook?

This handbook provides general information to employees and explains some of LLU personnel policies and procedures. This handbook supersedes and replaces all previous handbooks. You are encouraged and expected to read LLU policies on the intranet for more extensive discussion on policies as well as to ensure you keep current with any changes to policies.

No individual other than the Chancellor has the authority to enter into any employment

or other agreement that modifies LLU policy. Any such modification must be in writing and signed by the Chancellor.

What About Changes in Personnel Policies?

LLU reserves the right and full discretion to add to, modify, or delete provisions of this handbook, or the policies and procedures on which they are based, at any time without advance notice. Employees should check with HR to obtain current information regarding the status of any particular policy, procedure, guideline, or practice. Policy changes that could affect employee expectations, behavior, benefits, or treatment, will normally appear in “Inside LLU,” a biweekly newsletter that is enclosed with the employee paychecks, and will be posted on the intranet.

Why We Are Here

History

From 1905 to 2005, the unwavering dedication of those who promoted healthful living and provided care for the sick has shaped and sustained one of the leading health-sciences educational institutions in the nation. Loma Linda University as it is known today, celebrated its 100-year anniversary in 2006.

From humble beginnings, Loma Linda has grown to be a leader in education and patient care. In the mid-1800s, the health status of Americans was deplorable. People died at an average age of 39.4 years. Nearly one out of every six babies died before reaching one year of age.

As one of the founders of the Seventh-day Adventist Church in 1863, Ellen G. White wrote extensively on health matters and urged the establishment of health centers where the sick could be treated.

In 1904, John Burden, a Seventh-day Adventist pastor, came to Southern California at Mrs. White's request to establish medical institutions dedicated to the restoration of

the whole person by combining the best in medical science with Christian compassion.

The property where Loma Linda now stands was developed for the plush Mound City Hotel during the 1887–88 California boom days. Following the depression of the 1890s (during which the hotel complex failed), a group of investors bought the property. About \$155,000 was invested in the hope of making it one of the finest health resorts in Southern California. They changed the name from Mound City to Loma Linda, the Spanish term for “Hill Beautiful.” This venture also failed.

When the property came to the attention of John Burden, the asking price of \$110,000 was prohibitive for the fledgling Church. However, the price continued to drop until early summer when the stockholders ordered the property sold for \$40,000. Using his own funds, John Burden put down \$1,000 to secure the property.

With private funds, the note, now discounted to \$38,900, was paid off before the end



of the year. Then began the tremendous challenge of assembling an educational and sanitarium staff and preparing to provide patient care and a developing educational program.

On August 26, 1905, the sanitarium was incorporated; six weeks later, on October 13, the first two patients were admitted. Loma Linda was in business. In December, 1905, Loma Linda accepted its first nursing students, and on July 10, 1907, the first Loma Linda nurse commencement was held.

In April, 1906, Ellen White arrived for a dedicatory service for the newly named Loma Linda College of Evangelists. She said: “Loma Linda is to be not only a sanitarium, but an educational center .. A school is to be established here for the training of gospel medical missionary

evangelists. Much is involved in this work, and it is very essential that a right beginning be made. The Lord has special work to be done in this part of the field.... The securing of this property is a miracle that should open the eyes of understanding. If such manifest workings of God do not give us a new experience, what will?”

Through providence, Loma Linda has truly grown and prospered beyond the early leaders' expectations. It has emerged into a health-sciences University, Medical Center, and Children's Hospital internationally known for advanced education, technology, and service-oriented medical care.

Loma Linda University presently enrolls 4,000 students in eight schools—Schools of Allied Health Professions, Dentistry, Medicine, Nursing, Pharmacy, Public Health, Religion, Science and Technology, and Faculty of Graduate Studies. Virtually every state in the nation and nearly 90 countries are represented in the student body. More than 40,000 alumni have successfully finished programs ranging from certificates of completion and associate in science degrees to professional doctoral degrees and doctor of philosophy degrees.

Loma Linda University Medical Center and its affiliated entities serve as the clinical facilities for many of Loma Linda's students. Combined, these facilities with a total of approximately 900 beds, serve as primary care facilities for approximately 25 percent of the land area of California.

Loma Linda University has adopted "Transforming Lives" as its vision statement. Through its employees, Loma Linda University continues to further seek the healing and teaching ministry of Jesus Christ "to make man whole."

Mission Statement

Our Mission

Loma Linda University, a Seventh-day Adventist Christian health sciences institution, seeks to further the healing and teaching ministry of Jesus Christ "to make man whole" by:

Educating

ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth;

Expanding

knowledge through research in the biological, behavioral, physical, and environmental sciences and applying this knowledge to health and disease;

Providing

comprehensive, competent, and compassionate health care for the whole person through faculty, students, and alumni.

In Harmony With Our Heritage And Global Mission:

- ~ We encourage personal and professional growth through integrated development of the intellectual, physical, social, and spiritual dimensions of each member of the university community and those we serve.
- ~ We promote an environment that reflects and builds respect for the diversity of humanity as ordained by God.
- ~ We seek to serve a worldwide community by promoting healthful living, caring for the sick, and sharing the good news of a loving God.

To Achieve Our Mission We Are Committed To:

~ *Our Students*

Our primary responsibility is the education of students, who come from diverse ethnic and cultural backgrounds, enabling them to acquire the foundation of knowledge, skills, values, attitudes, and behaviors appropriate for their chosen academic or health-

care ministry. We nurture their intellectual curiosity. We facilitate their development into active, independent learners. We provide continuing educational opportunities for our alumni and professional peers. We encourage a personal Christian faith that permeates the lives of those we educate.

~ *Our Faculty, Staff, and Administration*

We respect our faculty, staff, and administration who through education, research, and service create a stimulating learning environment for our students. They contribute to the development of new understandings in their chosen fields. They demonstrate both Christian values and competence in their scholarship and professions.

~ *Our Patients and Others We Serve*

We provide humanitarian service through people, programs, and facilities. We promote healthful living and respond to the therapeutic and rehabilitative needs of people. We seek to enhance the quality of life for individuals in local, regional, national, and world communities.

~ *Our God and Our Church*

We believe all persons are called to friendship with a loving God both now and throughout eternity. We support the global mission of the Seventh-day Adventist Church by responding to the need for skilled Christian health professionals and scholars. We seek to honor God and to uphold the values of the Seventh-day Adventist Church and its commitment to awakening inquiry. We are drawn by love to share the good news of God expressed through the life and gospel of Jesus Christ and to hasten His return.

Fundamental Values of Loma Linda University

At LLU, we are known for our excellence in training healthcare professionals; however, we are also striving to be recognized for our excellent service in every interaction we have with our customers. Our customers include students, patients, their families, and our fellow employees. It is through such service that we establish lifelong relationships with those we serve.

Loma Linda University has identified the following values as central to its educational ideals:

- ~ *Compassion* – The sympathetic willingness to be engaged with the needs and suffering of others. Among the most memorable depictions of compassion in Scripture is the story of the Good Samaritan, which LLU has taken as a central symbol for our work.
- ~ *Integrity* – The quality of living a unified life in which one's convictions are well-considered and match one's actions. Integrity encompasses honesty, authenticity, and trustworthiness.
- ~ *Excellence* – The commitment to exceed minimum standards and expectations.
- ~ *Freedom* – The competency and privilege to make informed and accountable choices and to respect the freedom of others. God has called us not to slavery, but to freedom.
- ~ *Justice* – The commitment to equality and to treat others fairly, renouncing all forms of unfair discrimination. The God of the Bible is One who calls people continuously to justice. According to the

prophets, religious faith could only be genuine when it led the believers to “seek justice, rescue the oppressed, defend the orphans, [and] plead for the widow.”

- ~ *Purity/Self Control* – Morally upright and moderate in all things, with complete control over one's emotions, desires, and actions.
- ~ *Humility* – The willingness to serve others in a sacrificial manner. The self-respect that renounces haughtiness or arrogance.

Our goal is for all employees to embrace and implement these values into every interaction. Every employee in our organization plays a valuable part in achieving this goal. By working together, we can provide our customers with the best service possible while enriching our own work experience as we continue the healing ministry of Jesus Christ.

The Sabbath Hours

The Sabbath, or seventh day of the week, is a special day at LLU. All employees are encouraged to maintain an atmosphere of reverence and respect.

Generally speaking, only those services that are necessary to

Why We Are Here

maintain an orderly, clean, and safe environment for patients, students, employees, and visitors and that promote healing and comfort to patients are to be provided from sundown Friday to sundown Saturday.

Getting Started

Role of the Human Resource Department

The role of the Human Resource (HR) Department is to assess, evaluate, and match individuals to positions best suited to their abilities. Once employed, HR provides orientation and training to help employees reach their full development. HR also administers and maintains competitive benefits and compensation program for all employees and provides employee relation services to management and staff. It is the goal of the HR Department to maintain the status of “Employer of Choice”, and contribute to the Mission “to make man whole”.

Equal Employment Opportunity

It is the policy of LLU to provide equal employment opportunity for qualified applicants and employees. LLU does not unlawfully discriminate on the basis of race, color, sex or gender, national origin, ancestry, age, mental or physical disability (including pregnancy, childbirth, or related medical condition), family care status, veteran status, or any other category protected by

applicable law. When applicable, LLU also makes reasonable accommodations for disabled employees and for employees who request accommodations for pregnancy, childbirth, or other medical conditions.

All employees are expected to honor this commitment to equal employment opportunity and treatment. Information, help or counsel on such matters may be obtained through HR, x44380.

Selection and Hiring

LLU desires to maintain a fully competent and qualified staff willing to help meet the objectives of this Seventh-day Adventist Christian organization. Thus, in selecting employees, LLU seeks applicants who support our mission, possess the professional and technical skills required by the position being filled. HR is responsible for employment. A formal application is required and initial screening process takes place in this department.

The screening process involves an interview, a complete review of previous employment and references, applicable testing, and

post offer pre-placement physical examination, including drug testing and a background check.

Based on qualifications, an applicant is referred by HR to the appropriate department for an interview. The final selection is made by the supervisor and/or the department head. All new employees, including employees who would be considered as being rehired, are required to report to the employment section of HR to complete the hiring process.

The hiring process is not completed until the scheduled appointments have been met, references verified, and satisfactory results of the physical examination and background check are documented in Human Resources.

Physical Examination

HR schedules a free post-offer pre-placement physical examination, including drug screening, prior to the first day of employment.

Periodic health evaluations may be required in addition to the post-offer pre-placement physical examination. For example, the law requires an annual health evaluation for employees in direct and indirect patient-care areas.

Minors

To qualify for employment with LLU, applicants under the age of 18 must present a valid work permit from the school they attend. The permit must be renewed on each anniversary date of issuance. LLU abides by applicable state and federal regulations and laws governing the employment of minors.

At-Will Employment

Because California is an “at-will” state, all employment at LLU is “at will.” This means that both employees and LLU have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one other than the Chancellor has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Any such agreement must be in writing, must be signed by the Chancellor of LLU and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Personnel Identification

To aid in the safety of students, employees, and visitors, as well

as to enhance overall security, all employees are issued an official identification badge by HR. While on duty all employees are requested to wear the identification badge so that the photo and name can be seen.

The identification badge is the property of LLU and must be returned to HR when employment is terminated.

Identification badges are used by hourly employees to clock in and out of work. The badges are also used to open gates in closed parking areas, to gain entrance to LLU through controlled-access doors, to check out books from the University library, access department accounts for cafeteria purchases and to identify employee eligibility to receive discounts. Lost ID badges are to be reported immediately to the Security Department at extension 44320.

Orientation

The Human Resources Department provides general orientation during work time to acquaint new employees with LLU policies and procedures. All new employees are required to attend the Living Our Values “LOV” General Orientation within the first 30 days of their



official hire date. Employees that have separated and have been re-hired within one-year are not required to attend. Additional orientation days are scheduled based on the following conditions:

1. Management Orientation-scheduled for employees accepting supervisory and/or management positions.
2. Department-specific orientation and formal in-service training programs are held during the first few weeks of employment. Department heads are responsible for conducting department-specific orientation.

Evaluation and Initial Performance Review

To keep the employees informed of their performance progress and to aid the employer in evaluating the employee, an official written

performance evaluation is completed by the supervisor at the end of the introductory period in the new position.

The performance evaluation in the introductory period provides the employee and supervisor with an opportunity to evaluate each other. The employee is evaluated on all aspects of the job including the ability to interact with other employees, behavior/attitude toward work, willingness to help meet LLU objectives, attendance, and effort to learn all aspects of the job. If more than three months are required for adequate evaluation, an extension may be arranged by the department head. In such a case, the employee will be notified of the extension. If terminated during this evaluation period, the employee will receive pay only for the hours worked.

Thereafter, an annual performance evaluation will be completed. If warranted, additional evaluations may be done at any time.

Employee Status

LLU provides and calculates benefits on the basis of employee status, as follows:

Full time benefit eligible

Employees work a minimum of 72 hours per two-week pay period.

Part time benefit eligible

Employees work a minimum of 40 hours but less than 72 hours per two-week pay period.

Part time non benefit eligible

Employees work less than 40 hours per two-week pay period.

Temporary

(Full time/Part time)

Employees hired for a specific period of time, usually less than 6 months. This category of employees are not eligible for benefits.

Student (Full time/ Part time)

An employee whose primary focus is attending school and is hired under one of the “Student Series” positions. These employees are not eligible for benefits.

Internal Transfers

Transfers may be initiated by an employee or a department head. Employees are expected to remain in a department for a minimum of one year before requesting a transfer. Employees who would like to transfer to another department should discuss the situation with the current department head or supervisor. The HR Department maintains information regarding positions available and will

work to assist employees to find satisfying positions within LLU. Human Resources Department will also assist employees and department heads to facilitate a smooth transfer.

SDA Transfer Employees

Regular, full-time employees who have worked a total of six months at a Seventh-day Adventist (SDA) institution or who have worked a total of six months at one or more SDA institutions with breaks in service of less than 30 days, and who began employment at LLU within 30 days of termination of such break in service, are considered Seventh-day Adventist transfer employees. This transfer status allows a new employee, immediately upon hire, to use various employee benefits, as specified in the benefits section of this handbook and/or as specified in policy. Further, if an employee in transfer status has accrued up to 80 hours of sick time at another SDA institution, these hours may be transferred to the employee's sick bank. If the employment transfer is from another Loma Linda corporation, all of the sick bank hours are transferable up to a maximum of 280 hours.

Employment of Relatives

LLU does not allow family members to be employed under the direct supervision of one another for reasons of supervision, safety, security, conflict of interest, and morale. The term “family members” is defined in LLU policy. If employees who work in the same area and/or under the same supervisor become related through marriage, a reasonable effort will be made to reassign job duties of one or the other employees. If reassignment is not feasible, one or the other of the employees will need to resign.

Non-Fraternization

In order to promote the efficient operation of LLU's business and to avoid conflict, misunderstandings, complaints of favoritism, other problems of supervision, security, morale, and possible claims of sexual harassment, managers and supervisors are forbidden to date or pursue romantic or sexual relationships with employees whom they supervise, directly or indirectly.

Hours of Work, Overtime, and Pay

Hours of Work

Hours worked for non-exempt employees (hourly) are recorded by computer entry, identification badge or a time card. Automated system must be used in areas of LLU where they are available. This eliminates manual recording of hours worked and decreases the possibility of error in pay records. It is the responsibility of the employee to regularly check the Time and Attendance (T & A) Record to insure that all hours worked are accurately recorded.

Employees are to record only their own work time. Hours worked are to be recorded accurately each day. All overtime is to be reported exactly as worked. Prior authorization of overtime from the supervisor is required.

Employees are to report for work no earlier than six minutes before they are scheduled to work, and are to leave no later than six minutes after their schedule ends, unless directed differently by their supervisor.

An employee who desires to make up work time that has been or will be lost as a result of a personal obligation should submit a signed, written request to the employee's supervisor for approval. If the request is approved, the make-up time must be performed in the same workweek in which the work time was lost and may not result in the employee working more than 11 hours in one workday or 40 hours in the workweek. Approved make-up time will not be counted as hours worked for the purpose of computing overtime unless the employee actually works more than 11 hours in the workday or 40 hours in the workweek. The employee's decision whether to request the use of make-up time is strictly voluntary.

Meal Period

Generally, non-exempt (hourly) employees who work more than six hours in a day may not work a work period of more than five hours without taking a 30-minute meal period. Employees must clock out and clock back in at the

beginning and at the end of the scheduled meal period. Employees who forget to clock out or forget to clock back in for meal breaks may be subject to disciplinary action. Time clock corrections should be processed by employees before the end of the pay period.

Rest Periods

Non-exempt employees are authorized and permitted to take one paid 10-minute rest period during each four hours worked. Employees do not clock out for the 10-minute rest periods. Rest periods are to be arranged with the employee's supervisor and are to be taken as near the middle of each four hours worked as possible. Rest periods may not be accumulated and may not be taken at a later time or combined with meal periods.

Overtime Pay for Non-exempt Employees

Based on hours worked per day and/or per week, employees who are classified as non-exempt by LLU are to work overtime only with prior authorization from their supervisors. Overtime pay may vary depending upon the type of schedule an employee works. All hours worked must be reported during the current pay

period, even if an employee has worked unauthorized overtime.

At the time of hire, non-exempt employees are advised of their work schedule. The work schedule for the area determines the basis used for overtime pay. Overtime pay is based on hours worked per workday and per week period. The supervisor will explain the basis on which the employee will be paid overtime if non-exempt.

On-Call Pay

On-call pay is paid to designated employees required to be immediately available to work. Employees receive a premium rate of pay for any time worked, with the guarantee of at least one hour's pay for the first on-call shift.

Wage Increases

Wage increases, when appropriate, may occur in one of the following manners:

1. *Step Progression:* On the anniversary date of employment and following a satisfactory written performance evaluation by the supervisor, an employee may receive a step increase in wages until the employee reaches the top of the salary range for that position.

2. *Cost of Living:* Once per year LLU may grant an increase to wages based on market cost of living and the financial viability of the university.

3. *Market Adjustment:* A market adjustment is a specific percentage added to a certain position classification. Based on the relative value of the position in the current marketplace, a wage market adjustment may be recommended.

Pay Period

LLU's workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. LLU is on a biweekly payroll period.

Payday

Payday is Friday following the end of the pay period. Paychecks are mailed on Thursday the week of payday to the employee's

current or last known mailing address on file. Employees may choose to have their paycheck directly deposited into their bank or credit union.

Employees who do not receive their paycheck may place a stop payment on their paycheck on Wednesday the week after payday. Requests must be made in writing using the appropriate form available in the Payroll Department. Replacement paychecks require 24-hour processing.

It is the responsibility of the employee to review their paycheck statement each pay period for accuracy and report any discrepancies to their supervisor or the Payroll Department.

Payroll Deductions

There are three main categories of payroll deduction. They are legislated deductions, court ordered deductions, and voluntary deductions.

Legislated deductions are made until the year to date maximum required by law has been satisfied. Not all legislated deductions are based on year to date maximums. The paycheck statement reports current and



year to date legislated deductions.

Legislated deductions include:

- ~ Social Security (FICA)
- ~ Federal Income Tax (FIT)
- ~ State Income Tax (SIT)
- ~ State Disability Insurance/
Family Temporary Disability
Insurance (SDI/FTDI)

Court ordered deductions, also called garnishment/levy deductions, are made as required by court action when LLU is served with a garnishment or writ of execution.

Voluntary deductions, such as medical, 403B, or charitable contributions are made at the written request of the employee. No voluntary deductions are processed without receipt of the required form and approvals.

Payroll Advances

Employees are expected to plan ahead to avoid needing money before the regularly scheduled paydays. In the case of extreme emergency, payroll advances may be made. In such instance, an employee must request and make arrangements directly with the Payroll Department. Payroll advances may be given for up to 65 percent of gross wages for hours worked but unpaid for the current pay period. Such advances

will be deducted from the next paycheck. Cash advances are limited to no more than four per employee in any calendar year.

Benefits

Eligibility Requirements

University employees' benefits are based on one of the three wage scale groups as listed below.

- *Group A:* Full time denominational salaried group (salaried employees, as shown in the Loma Linda University Wage Book).
- *Group B:* Full time hourly group (hourly employees, as shown in the Loma Linda University Wage Book).
- *Group C:* Full time salaried research wage scale group (as shown in the Loma Linda University Wage Book).

A “part-time” employee is one who works at least half-time (40 hours per pay period), who has completed the introductory period, and is eligible for partial benefits. An employee who works less than half-time is not eligible for benefits.

Staff members on wage scale Group A, B, or C will receive benefits according to the table on the following page.

Eligibility requirements vary for each benefit plan. Employee eligibility is based on the specific criteria described in each plan

document or policy. Complete details may be obtained by reviewing the plan documents or by contacting the employee benefits section in HR.

State Disability Insurance

All employees are covered by disability insurance through the California State Disability Insurance (SDI) Plan. Benefits are available for non-work-related accidents or illness. SDI benefits are paid for by a payroll deduction from the employee's wages. SDI benefits may be supplemented by paid leave or sick leave benefits as outlined in the paid leave section of this handbook and/or as stated in LLU policy. Generally speaking, weekly SDI benefits begin on the 8th day of disability resulting from an accident, illness, or pregnancy. Application for benefits must be made no later than the 49th day after the first day for which benefits are payable. SDI benefits may be paid for up to 52 weeks of disability.

Paid Family Leave

The California Paid Family Leave law, Family Temporary Disability

University Employee Benefits Groups A, B, and C			
Benefit	Group A <i>Salaried Pay Scale</i>	Group B <i>Hourly Norms</i>	Group C <i>Salaried Research</i>
Administrative Area Travel Allowance	Yes*	No	No
Adoption Allowance	Yes	Yes	No
Cafeteria Discounts	Yes	Yes	Yes
Disability Leave	Yes	Yes	Yes
Discount Cards	Yes	Yes	Yes
Domestic Violence Leave	Yes	Yes	Yes
Employee Assistance Program	Yes	Yes	Yes
Family Medical Leave (FMLA)	Yes	Yes	Yes
Flexible Spending Account	Yes	Yes	Yes
Bereavement Leave	Yes	Yes	Yes
Holiday Gift	Yes	Yes	Yes
Holidays	Yes	Yes	Yes
Housing Assistance	Yes*	No	Yes*
Jury Duty	Yes	Yes	Yes
Leave for Child School/Daycare Purpose	Yes	Yes	Yes
Liability Insurance	Yes	Yes	Yes
Life Insurance	Yes	Yes	Yes
Long Term Disability	Yes	Yes	Yes
Medical, Optical, And Dental Plan	Yes	Yes	Yes
Military Leave	Yes	Yes	Yes
Moving Allowance	Yes*	No	Yes*
Paid Family Leave	Yes	Yes	Yes
Paid Leave	Yes	Yes	Yes
Personal Leave	Yes	Yes	Yes
Retirement Plan	ARP	ARP	TIAA
Retirement Plan – Moving Allowance	Yes	Yes	Yes
Sick Leave	Yes	Yes	Yes
Social Security	Yes	Yes	Yes
State Disability Insurance (SDI)	Yes	Yes	Yes
Tax-shelter Annuity (TSA)	Yes	Yes	Yes
Tuition Assistance For Dependent Children	Yes	No	No
Tuition Reimbursement	Yes	Yes	Yes
Unemployment Compensation Insurance	Yes	Yes	Yes
Voting Time	Yes	Yes	Yes
Workers' Compensation	Yes	Yes	Yes

*Conditional (Administrative approval)

Insurance (FTDI) provides wage replacement benefits to an employee who needs to care for a parent, child, or spouse who is seriously ill or unable to care for themselves, or to bond with a new child. Paid Family Leave covers employees who are covered by SDI (or a voluntary plan in lieu of SDI). It offers up to eight weeks of benefits in a 12-month period, and provides benefits of approximately 55% of lost wages. Paid Family Leave does not provide job protection or return rights. For further information, contact the benefits specialist in HR. Paid Family Leave and SDI claim forms are available in HR. Specific questions about disability benefits may be directed to the California State Disability Office in San Bernardino 909-383-4171. Questions about the coordination of paid leave/sick leave benefits with SDI and Paid Family Leave checks can be answered by the Payroll Department.

Liability Insurance

LLU provides comprehensive professional liability coverage for all employees. Such coverage applies only when such persons are acting within the authorized capacity, course, and scope of assigned duties for LLU. Further information is available from the department of Risk Management.

Medical and Dental Plans

LLU sponsors a comprehensive Medical and Dental Plan that provides medical, optical, and dental benefits to eligible employees. The Medical Plan includes a preferred provider structure and a pre-existing condition exclusion, which may affect an employee's coverage under the Plan. Therefore, it is important for employees to carefully review the Health Plan Document for a complete description of the coverage, limitations and exclusions under the Plan prior to using the specific benefit(s). A copy of the Health Plan Document is available from risk management and through the HRM Intranet. Specific questions regarding Plan coverage may be directed to risk management.

A benefit eligible employee whose scheduled hours total 40+ per pay period may enroll for the medical and/or dental coverage. For all eligible employees, coverage will begin 30 days from date of hire. Coverage for a Seventh-day Adventist Institutional transfer employee will begin on the first day of work at LLU. (For purposes of the Health Plan, a Seventh-day Adventist transfer is defined as an employee who transferred employment and was covered within the last 30 days

under a health plan sponsored by a SDA institution prior to the date of employment.)

Bi-weekly employee deductions for medical and dental coverage will vary according to single, two-party, or family coverage. Premiums are due during the covered month and are deducted from the first and second paycheck of each month. A deduction will be taken from the pay period containing the date of enrollment.

Enrollment must be completed within 30 days of eligibility to obtain coverage. New employees are encouraged to submit enrollment within 30 days of hire. Bi-weekly employee deductions are based on the average scheduled hours worked. Any change(s) in eligibility must be reported to HR within 30 days.

If an employee or dependent loses coverage under the medical plan because of a reduction in hours of employment or because of termination of employment, an extension of medical coverage only may be available for up to 18 or 36 months depending upon the circumstances. For further details or information related to the medical plan, contact risk management.

Employee Assistance Program

LLU recognizes that personal problems may have a negative impact on an employee's attendance, job performance, or behavior at work. LLU also recognizes that everyone may occasionally benefit from professional assistance with personal problems. Accordingly, LLU provides an Employee Assistance Program (EAP) for employees. EAP provides confidential and professional counseling on a short term basis when appropriate, and referral to other resources to deal with personal problems, such as chemical dependency, marital or family conflict, and emotional problems.



Employees, who suspect they may have an alcohol, drug, emotional, marital, family, or other personal problem, should contact EAP. Although employees are encouraged to use EAP, participation in the program does not relieve employees of their obligation to perform their work in a satisfactory manner and to comply with other LLU rules and guidelines.

Flexible Spending Account

LLU makes a Flexible Spending Account (FSA) program available to all employees. FSA allows employees to contribute monthly deductions of pre-tax income into a personal account, which may be used to reimburse certain health care and dependent care expenses. For all eligible employees, coverage will begin 30 days from date of hire. Employees are not required to pay Federal, State, or Social Security taxes on the amounts contributed to FSA.

Currently, a maximum of \$5,000 per year may be contributed to a health care account and a maximum of \$5,000 per year to a dependent care account (all figures stated are subject to change without notice). Federal, State, and Social Security taxes

are saved only on the amount contributed. If no qualified health or dependent care expenses are expected in the calendar year, a contribution is not advisable. All funds contributed to an employee's FSA must be used each year. Any unused funds must be forfeited to the employer each year.

Additional information and forms are available in the employee benefits section of HR.

Holidays

LLU recognizes the following nine (9) days as holidays:

- ~ New Year's Day
- ~ Martin Luther King
- ~ Presidents' Day
- ~ Memorial Day
- ~ Independence Day
- ~ Labor Day
- ~ Thanksgiving Day and the Friday following Thanksgiving
- ~ Christmas Day

If the holiday falls on a Saturday, then the preceding Friday will be a holiday. If the holiday falls on a Sunday, then the following Monday will be a holiday.

If the holiday falls on a Friday or a Saturday, LLU will be officially closed for business at 2:00 p.m.

on the preceding Thursday. It will also be officially closed for business at 2:00 p.m. on the Wednesday before Thanksgiving and at noon on December 24 if the 25th falls on a weekday.

Jury Duty and Court Appearances

An employee who receives a summons for jury duty must submit it to the department head as soon as it is received. Under certain circumstances, LLU may request the court to release the employee from jury duty. However, if an employee is required to serve, he or she will be compensated by LLU for regularly scheduled work time spent in jury service (up to eight hours a day) at the employee's current rate of pay up to a maximum of 120 hours per calendar year after 90 day introductory period. If jury service is less than a full day, the employee is encouraged to check with his or her supervisor about the need to return to work. Court verification of jury duty served must be attached to appropriate time cards when submitted in order for the employee to be compensated for jury duty.

Exempt employees who work any portion of a workday in which they also serve on jury duty will receive their full salary for that workday.

Employees are required to provide reasonable advance notice of the need for jury duty and after they complete jury duty to submit certification that they have served.

Domestic Violence Leave

In instances where an employee needs time off in connection with a case involving domestic violence, reasonable advance notice of the court appearance is also required unless an emergency or unscheduled court appearance is required. If time off is taken for this purpose due to an emergency or unscheduled court appearance, the employee must provide LLU with written evidence from the court or prosecuting attorney within 15 days of the absence that the employee has appeared in court.

Leave for Educational/Daycare Purposes

Employees will be granted time off for up to 40 hours per calendar year, but no more than eight hours in any calendar month, to participate in the activities of schools or licensed child daycare facilities attended by their children. Employees must use any accrued paid leave during a planned absence.

Employees wishing to take time off must provide their supervisors with reasonable notice of the planned absence. If both parents of a child are employed by LLU at the same work site, the request for time off will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.

LLU reserves the right to request that the employee furnish written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and at a particular time. Failure to provide written verification is grounds for disciplinary action.

Paid Time Off (PTO)/Legacy Sick Leave/CA-Paid Sick Leave (CAPSL)

Loma Linda University recognizes the importance of employees spending time away from the workplace with family and friends and achieving a “work-life balance”. As part of our commitment to supporting Whole Person Care, benefit-eligible employees accrue Paid Time Off (PTO) allowing an employee to maintain income when away from work due to vacation, holidays, personal illness/injury or to care for a family

member. Additionally, all employees (including both benefit-eligible and non-benefit-eligible employees) who work for 30 or more days in a year receive California Paid Sick Leave (CAPSL) as described in Paid Time Off (PTO) Policy.

Long-term Disability

The University provides a long-term disability insurance plan for all benefit eligible employees working a minimum of 30 hours per week. This plan provides for the continuation of a percentage of an employee's pre-disability income after an employee has been totally disabled for more than 90 days. Complete information and copies of the summary plan document are available on the HRM Intranet.

Disability Leave

An employee who qualifies for Workers' Compensation temporary disability benefits, State Disability Insurance (SDI), or Paid Family Leave (PFL) benefits is considered to be on

approved disability leave. While on an approved disability leave an employee will continue to be eligible for certain employee benefits including LLU's Medical and Dental Plan on the same basis as a regular employee. If the monthly buy-in for medical and dental coverage cannot be deducted from an employee's paycheck, the employee will need to make payment directly to risk management.

The time that an employee is on an approved Worker's Compensation, SDI disability leave, or using PFL benefits, will run concurrently with the time provided through Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and/or Pregnancy Disability Leave (PDL). Eligibility criteria for FMLA, CFRA, or PDL are listed below. For questions regarding eligibility and how to request these leaves, the employee may contact HR for further information.

An employee who qualifies for Worker's Compensation, FMLA, CFRA, PFL, and/or PDL, or is receiving SDI benefits is considered to be on approved disability leave.

Family Medical Leave

Eligibility

Under FMLA and CFRA, an employee is eligible to take up to 12-weeks of family/medical leave within a 12-month period and be restored to their same or comparable position upon return, provided he or she has worked for at least 1250 hours during the 12-months preceding the start of the leave. (Note: a "rolling twelve" month period measured backward from the date the leave begins shall be used for computing the period within which the 12-weeks of leave may be taken.)

An employee may take FMLA/CFRA (see Legislated Leaves Policy) for any of the following reasons:

1. The birth of a child, and in order to take care of such child.
2. The placement of a child with the employee for adoption or foster care and to bond with the newly placed child.
3. To care for a spouse, child, or parent with a serious health condition.
4. Due to a serious health condition of the employee that renders the employee unable to perform their job.

Notice Requirements

Employees must notify LLU of their request for family care or medical leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee must provide 30 calendar days' advance notice to LLU of the need for family care or medical leave. For events that are unforeseeable 30 days in advance, but are not emergencies, the employee must notify LLU as soon as he or she learns of the need for the leave, or as soon thereafter as practicable. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment so as to minimize disruption of LLU's business.

LLU policy requires that FMLA, CFRA, PDL, and other Legislated leaves such as Worker's Compensation and State Disability run concurrently. Subject to availability, LLU requires the use of accrued paid and sick leave time during the time that an employee requests FMLA/CFRA. If the employee does not have any accrued paid or sick leave time, or it has been exhausted, the leave time will be considered as unpaid time. An employee utilizing PDL leave shall notify LLU if he/she

elects to use any accrued paid leave time as part of his/her PDL time. However, LLU does require the use of any available sick leave time under PDL.

An employee may also utilize one half of any paid sick time that the employee would accrue in a calendar year to attend to the illness of a parent, spouse, or child. The same rules that are applicable to the use of paid sick time, which an employee uses for his/her own illness, are applicable to the use of sick time to attend to the illness of a family member.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without reasonable excuse for the delay, LLU reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care or medical leave should include the anticipated date(s) and duration of the leave. Any requests for extension of a family care or medical leave must be received at least five (5) working days before the date on which the employee was originally scheduled to return to work or as soon thereafter as practicable and must include the revised anticipated

date(s) and duration of the family care or medical leave.

Spouses employed by LLU who request leave for either the birth or placement of a son or daughter shall be allowed a combined total of 12 weeks leave.

Pregnancy is a “serious health” condition under the FMLA but not CFRA. Leave for disability on account of pregnancy, childbirth, or related medical condition may also be taken under the Pregnancy Disability Leave (PDL) policy.

Unlike the FMLA, there are no eligibility requirements for PDL. PDL time available for an employee disabled on account of pregnancy is four months. Leave taken under FMLA and PDL for pregnancy disability will run concurrently.

Medical Certification

An employee requesting leave to care for a spouse, son, daughter, or parent with a serious health condition, or because of a serious health condition of the employee that renders the employee unable to perform his/her job, or because of pregnancy related condition must supply appropriate medical certification from a treating physician. The employee may obtain the Medical Certification Form from their supervisor,

department head, or HR. For foreseeable leaves, employees must provide the required medical certification before the leave begins. If this is not possible, employees must provide the required certification within 15 calendar days after LLU's request.

The employee requesting leave under FMLA, CFRA, or PDL shall provide 30-days advance notification if the need is foreseeable. If the need is not foreseeable or an emergency the employee needs to provide notification within one or two working days or as soon as circumstances allow.

The medical certification for a child, spouse, or parent with a serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule. The medical certification for leave

for the employee's own serious health condition shall include

- a) the date on which the serious health condition commenced;
- (b) the probable duration of the condition;
- (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position; and
- (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the probable duration of such a schedule.

If LLU has reason to doubt the validity of a medical certification, it may require an examination by a second healthcare provider, at its expense and designated by LLU. If the second healthcare provider's opinion conflicts with the original medical certificate, LLU, at its expense, may require a third healthcare provider mutually agreed upon by the parties, to conduct an examination and provide a final and binding opinion. Before permitting the employee to return to work, LLU may require the employee to provide medical certification that he or she is able to return to work.

LLU may require a subsequent medical re-certification. Failure by the employee to provide requested certification within 15 days, if such is practicable

may result in delay of further leave until it is provided.

Once an employee submits the needed medical certification, the employment section of HR will initiate a notification to the employee of their eligibility, based on length of employment and working the requisite hours, for the FMLA, CFRA, and/or PDL leave. HR will also provide information to the employee indicating their rights and obligations through the duration of the leave.

During an approved FMLA, CFRA, or PDL leave, LLU will continue to maintain the employee's medical and dental plan benefits as if the employee continued to be actively employed. However, if the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse LLU for the cost of maintaining medical and dental coverage during the employee's leave unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond the employee's control. Some employees may, as part of their treatment process or upon medical advice, be required to participate in regularly scheduled treatments

or work a reduced schedule. In such cases, the employee needs to provide their department head adequate notice so as to enable LLU to have a reasonable opportunity to adjust operational logistics to accommodate the requested time off work.

An employee who has been on disability leave due to his or her own serious health condition shall give LLU at least one week of notice of intent to return to work by contacting the department supervisor/department. All medical certificates stating that the employee is able to resume work are submitted to HR.

An employee taking FMLA/CFRA Leave will be reinstated to his/her original position or to a comparable position in accordance with applicable law. In addition, LLU reserves the right to deny reinstatement to key employees if certain conditions are met. If an employee does not return to work following the conclusion of FMLA/CFRA Leave, the employee will be considered to have voluntarily resigned, unless separation from employment is prohibited by other applicable laws.

Pregnancy-Related Disability Rights

Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave for the period of actual disability up to four months. This is to run concurrent with any family care or medical leave to which the employee may be entitled for the employee's pregnancy as a "serious health" condition under the Family Medical Leave policy. After the expiration of PDL, an employee may be eligible to take up to 12 weeks of leave under CFRA for birth bonding. Pregnancy-related disability leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary. An employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if she so requests and provides LLU/HR with medical certification from her health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if she so requests, if the transfer request is supported by proper medical

certification, and the transfer can be reasonably accommodated.

An employee utilizing PDL leave shall notify LLU if he/she elects to use any accrued paid leave time as part of his/her PDL time. However, LLU does not require the use of any available sick leave time. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

Workers' Compensation

LLU provides workers' compensation benefits for employees who sustain a job-related injury or illness, pursuant to state law. Workers' compensation benefits may include coverage for medical treatment, temporary disability benefits of approximately two-thirds of regular wages up to a specified state mandated amount per week, benefits for permanent disabilities and vocational rehabilitation, as appropriate.

If an employee sustains a work-related injury or illness, the employee must notify his or her supervisor immediately. The department head or supervisor will furnish the employee with an Employee's Claim for Workers' Compensation Benefit form and a Report of Accident or Illness

form, which must be completed by the employee and supervisor.

California State law allows employees the right to be treated by their personal physician in the event of a work-related injury or illness if the name of the treating physician is filed with the department of Risk Management (i.e. an agent for LLU) prior to the date of such injury or illness.

Accrued paid leave or sick leave may be used to supplement an employee's workers' compensation temporary disability benefits up to a maximum of the employee's average wage in accordance with the paid leave policy.

LLU may not be liable to pay for workers' compensation benefits for any illness or injury that arises out of an employee's voluntary participation in an off-duty recreational, social, or athletic activity that is not part of the employee's normal work-related duties. Further information is available from risk management.

Military Leave

An employee who is on Military Leave is covered under the provisions of the Veterans' Redevelopment Rights Act. The employee who has been on military leave receives seniority

benefits as prescribed in the Federal Act upon their immediate return to LLU employment following their term of service.

Personal Leave of Absence (LOA)

Normally, an employee is expected to use paid leave for absences from work for personal reasons. Once the employee has exhausted his/her paid-leave bank but requires unpaid time away from work for 14 calendar days or more, the employee must apply for a personal LOA.

Employees who have been employed by LLU for at least twelve months may request a LOA. LOAs may be granted depending upon departmental and LLU needs. Reasons for a LOA include, but are not limited to, study or personal matters. A LOA will not be granted for the purpose of accepting employment elsewhere or for the purpose of self-employment.

A request for a LOA should be made through the Absence Management in PeoplePortal to HR at least one month prior to the requested start date of the leave. If approved, a LOA may be granted for up to 90 days, with the possibility of one extension of up to, but not exceeding one year. Before approving a LOA request,

the department head must consider such factors as current workload, length of leave, reason for leave, and available coverage.

An employee on LOA does not receive pay and does not accrue paid leave or any other benefits. Medical and Dental Plan coverage may be continued if the employee so indicated on the LOA application. In such instance, the employee is responsible for the full cost of the Plan.

If an employee's personal LOA request is granted, LLU cannot guarantee that his or her position or any position will be available to the employee upon completion or termination of the leave. HR will attempt, however, to place employees returning from any type of LOA in a position comparable to the job the employee left if one is available upon their immediate return from an approved LOA.

Each department has a copy of the LOA policy. Employees may contact HR for further information.

Bereavement Leave

A regular full-time employee is granted up to three days with pay for bereavement leave in case of a death in the employee's immediate family. For purposes

of this policy, immediate family includes grandparent, parent(s), spouse, child(ren), grandchild(ren), step-parent(s), step-child(ren), brother(s), sister(s), mother-in-law, and father-in-law. A person who wishes to attend the funeral of a relative not listed above may use accrued paid time off (PTO).

Retirement Plans

LLU extends to employees on Group A and B the Adventist Retirement Plan (ARP) and to employees on Group C the Teacher's Insurance and Annuity of America (TIAA/Fidelity Plan). These are defined contribution plans to which LLU makes basic contributions and matches employee contributions up to limits with certain qualifications. The employee contributes pre-tax dollars and the employer contributions are in addition to those made to the Federal Social Security program. Both plans offer several investment choices. New employees receive the prospectus' and introductory information at the new employee orientation meeting.

Retirement Plan – Moving Allowance

A retiring employee with 30 or more years of denominational/University service receives the same benefits for a final move within the North American Division as incoming University personnel, with the omission of the flat allowance for packing and other incidental moving expenses. An employee who has less than 30 but more than 10 years denominational/University service may receive assistance on a prorated basis. This move should normally be made within five years of retirement and should be processed according to the University's moving policy. Requests for a time extension may be submitted to the vice chancellor for financial affairs.

More detailed information is available at employee benefits in HR.

Tax-Deferred Annuity

LLU offers a choice of several annuity companies whereby any employee who wishes to participate may save for retirement through payroll deductions. Taxes on an annuity account are deferred until the funds are withdrawn, usually at retirement. More detailed information is available at employee benefits in HR.

Social Security

LLU deducts Social Security payments from employees' wages and contributes an equal amount to each employee's Social Security account. This tax (FICA) entitles employees to retirement pay, disability, Medicare, and survivor's benefits as determined by the Federal Social Security program.

Life Insurance Benefits

Full time benefit eligible employees are covered under a LLU sponsored Life Insurance program. Under this program an eligible employee, spouse, and dependent(s) are provided with a basic benefit that is paid for by LLU. Employees may buy additional benefits under a supplemental plan.

New employees need to enroll within 30 days of eligibility. Coverage will be effective as soon as the 90 days introductory period is complete.

Contact HR Benefits for more details.

Tuition Reimbursement

LLU will reimburse regular full-time LLU employees and their spouses for tuition costs up to a maximum of eight units per academic year. The amount of the

reimbursement may not exceed the per-unit value of the prevailing tuition rate at Loma Linda University. The employee must satisfactorily complete the course work in any Western Association of Schools and Colleges accredited College or University. To qualify, a minimum grade of C (or pass) for undergraduate classes/coursework or a minimum grade of B for graduate classes/coursework must be achieved in each class for which reimbursement is sought and the employee must remain employed full-time throughout the duration of the term. This benefit does not apply to any student fees, private lessons, tutoring, or classes taken outside the United States or continuing education units. Application forms are available in the employee benefits section of HR.

Tuition Assistance for Dependent Children

Full time salary employees on denominational pay scales qualify for tuition assistance for their dependent children. This benefit provides assistance for partial cost of the tuition and fees when dependent attends an approved Seventh-day Adventist school. See the North American Division Working Policy (NADx24) for details.

Unemployment Insurance

All employees are covered by the California State Unemployment Insurance Plan. This employee benefit is paid by LLU to the State of California. The program will provide limited benefits if an employee is laid off work. Information and applications for unemployment benefits are available at your local California Employment Development Department (EDD).

Voting Time

The State of California keeps voting polls open to enable registered voters to vote outside normal working hours. Employees who find it impossible to arrange time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employee should make their request at least two days in advance of the election and provide an acceptable explanation as to why the employee cannot vote outside of their work schedule. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work. However,

the employee will be required to show proof that he/she voted if time off from work is granted.

Moving Allowance

Full time exempt employees that are on denominational wage scale are eligible for a moving allowance at time of hire if approved by the employing department. Contact HR for details.

Housing Assistance

LLU will assist the full time exempt employee with duplicate housing expenses as per the North American Division Working Policy (NADx2006)

Administrative Travel Allowance

LLU provides a travel allowance for administrators in scale 108 or higher; associate deans, assistant deans, and deans.

Holiday Gift

LLU will recognize the service of employees by granting an annual gift.

Purchase of Merchandise

If a vendor is willing to receive payment directly from the employee and the cost of the

merchandise is at least \$100 dollars, employees may order items from retail vendors in the local area through Loma Linda Mercantile. Occasionally, an employee may wish to make a major purchase not available at a discount from a local vendor. In such case, Loma Linda Mercantile will assist the employee to secure the best price possible if the employee has a personal account number at LLU Finance. The employee must be willing to prepay accounting for the estimated purchase cost and allow the shipment to be made directly to his or her home, arrange for someone to receive the shipment and agree to accept the merchandise on a no-return basis.

This benefit is also available to employees who have retired from other Seventh-day Adventist denominational service and live in the Loma Linda area. These services are only provided on a “workload permitting” basis. The employee should provide at least a 24-hour notice for such a request.

Retirement or Sale of Used Equipment

When a piece of equipment is no longer usable by a department, it may be made available for sale to employees. Non-management

personnel will be given preference in the event management and non-management employees are interested in the same item.

Cafeteria Discounts

LLU employees are provided a discount on food purchases at any of the cafeterias listed under Food Services. To receive the discount on Medical Center cafeterias, employees need to sign up for payroll deduction. Discount is provided at Campus Cafeteria and Patio Pantry without enrollment for payroll deduction. ID badge is required in all cafeterias to process discount.

Discount Cards

Upon presentation of the individual’s identification badge, an employee may receive discount cards for many Southern California attractions. For further information, contact the employee benefits section of HR or the Student Affairs office.

Adoption Allowance

Full time University employees that are on denominational wage scale qualify for an adoption allowance. The benefit will be based on the North American Division Working Policy (NADx25).

Rideshare Program

Loma Linda University offers incentives to those employees using an alternative mode of transportation arriving to work each day other than driving alone.

Rideshare Eligibility Requirements and Incentives

To Qualify:

- ~ You must be full time/ part time employee
 - ~ You must Rideshare, Bike, Walk, or ride the bus at least three* days a week, Monday–Friday.
 - ~ You cannot reside with another Rideshare participant.
- *12 hour employees – two days a week, Monday-Friday.

Rideshare

Employees participating in the Rideshare program who commute to work at least 51% of their drive together, may be eligible for a designated parking area where available and to receive voucher(s) for five gallons of gas each month.

Bike or Walk

If you ride your bike or walk to work, you may be eligible to receive \$60.00 every quarter, \$240.00 per year. (Cash incentive will be added to your paycheck, through the Payroll Department)

Bus

If you ride the bus to work, you may be eligible to receive a \$25 subsidy a month for Omni or RTA monthly bus pass.

All employees participating in one of the above programs will be eligible for:

- ~ A chance to win a \$250.00 American Express gift card, by turning in your quarterly claim card (a drawing every quarter, which is four (4) drawings per year.)
- ~ A chance to win one of 10/\$25.00 gift certificates to a fine restaurant, by stopping by the Rideshare booth at the Benefits Fair(s).

Guaranteed Ride Home

In the event of a personal emergency or if work related business causes you to miss your ride home, Rideshare will pay for three taxi fares home per year.

Employee Responsibilities

Core Values

Working in a health care environment provides employees with the unique opportunity of being entrusted to care for, or support individuals who are ill, injured, or in a fragile state.

We are known for our excellence in clinical and academic medicine, however we are also striving to

be recognized for our excellent service in every interaction we have with our customers. Our customers include patients, their families, and our fellow employees. It is through such service that we establish lifelong relationships with those we serve.

The core values that are intrinsically important to our mission are Compassion, Integrity, Excellence, Freedom, Justice, Purity/Self Control, and Humility. These values have considerable impact on our service to our customers.

Compassion

The sympathetic willingness to be engaged with the needs and suffering of others. Among the most memorable depictions of compassion in Scripture is the story of the Good Samaritan, which LLU has taken as a central symbol for our work.

Integrity

The quality of living a unified life in which one's convictions are well-considered and match one's actions. Integrity



encompasses honesty, authenticity, and trustworthiness.

Excellence

The commitment to exceed minimum standards and expectations.

Freedom

The competency and privilege to make informed and accountable choices and to respect the freedom of others. God has called us not to slavery, but to freedom.

Justice

The commitment to equality and to treat others fairly, renouncing all forms of unfair discrimination. The God of the Bible is One who calls people continuously to justice. According to the prophets, religious faith could only be genuine when it lead the believers to “seek justice, rescue the oppressed, defend the orphans, [and] plead for the widow.”

Purity/Self Control

Morally upright and moderate in all things, with complete control over one's emotions, desires, and actions.

Humility

The willingness to serve others in a sacrificial manner. The self-respect that renounces haughtiness or arrogance.

Our goal is for all employees to embrace and implement the

values into every interaction. Every employee in our organization plays a valuable part in achieving this goal. These values will be measured during each employee's annual evaluation. By working together, we can provide our customers with the best service possible while enriching our own work experience as we continue the healing ministry of Jesus Christ.

Appearance

Employees are expected to portray a standard of excellence in appearance by dressing in a manner that is appropriate for the profession or vocation in which the employee works. Each department may have specific requirements and guidelines for employee appearance established within the guidelines of LLU Dress and Appearance Policy. Employees are required to comply with such policies.

Reporting Absences

The nature of University work makes it imperative that all employees be in regular attendance as scheduled. An employee who is unable to report to work as assigned must notify the supervisor or department head immediately. Such notice must be given as far in advance

Employee Responsibilities

as possible. Depending upon the circumstances, an employee may or may not have the absence excused.

An unreported absence of two consecutive workdays is considered to be a voluntary resignation. Attendance problems will be documented and become a part of the employee's official personnel file.

Use and Care of Equipment and Property

LLU assumes no responsibility whatsoever for any loss or damage to an employee's personal property brought to work, unless the use of personal property is authorized in writing by the department head and specifically approved in writing by the department of risk management. For further details, contact risk management.

Confidential Information

Information about employees, students, and LLU business is private and therefore confidential. The unauthorized possession, use, or dissemination of confidential information is considered grounds for discipline, including immediate dismissal.

Furthermore, employees who have computer access privileges shall abide by all

LLU policies on the use and confidentiality of system data.

New employees must sign a confidentiality statement when they are hired.

Endorsements

No employee may endorse or imply endorsement of any product, service, business, or political candidate in the name of LLU unless specifically authorized to do so in writing by the appropriate administrators. This applies to relationships with outside organizations, use of stationery to make statements regarding products, services, or issues and any dealings or communications that could imply endorsement by LLU.

Disaster Plan

LLU has a Disaster Plan that will be implemented as necessary to manage disaster conditions inside or outside the institution. This plan covers for all LLU areas, including the Medical Center, Children's Hospital, and East Campus facilities. The activation of the Plan may involve some or all employees. All on-duty employees are to remain at their workstations unless pre-assigned or requested to report elsewhere by an appropriate administrator.

Employees at work at the time of a disaster are to remain on duty until officially relieved.

Fire Response Plan

In case of fire, employees are to know and follow the procedures outlined below, which can be summarized using the acronym RACE:

Rescue

- Remove persons from danger

Alarm

- Pull fire alarm nearest to the fire
- Dial 911
- Give exact location-building, floor, and room number
- Nature and extent of fire
- Send someone to the main corridor to direct emergency personnel to the fire

Contain

- Close doors and windows

Extinguish

- Without putting yourself in danger, use the proper extinguisher.
- Water for ordinary combustibles
- CO2/Halon for electrical and flammable liquids
- ABC for all types of fires

Evacuate area if directed by department head or by the



ranking fire officer on the scene. Transfer students, visitors, and staff to a safe area, separated by fire doors, on the same floor. Further evacuation will be determined by the senior fire department official or LLU administration.

Parking Lot Rules

All employees are to park in the assigned employee parking structure or designated parking lot. To park in any LLU employee parking lot, parking permits, issued by the department of security, are required and must be hung from the rearview mirror. Parking in crosswalks, red zones, or restricted areas is prohibited and a violation of LLU policy. Notices will be issued by the department of security and vehicles will be ticketed and/or towed away at the employees' expense when the vehicle is parked improperly.

Personnel Records

Each employee has a file of official employment information in HR. This file is established to maintain an accurate history of the employee's employment experience with LLU. In order to help keep this record current and to ensure that payroll checks and other correspondence reach their destination on time, employees must maintain the following information updated through the PeoplePortal system:

- ~ Name
- ~ Address
- ~ Marital Status
- ~ Dependents
- ~ Telephone Number
- ~ Citizenship
- ~ Person to Notify in Case of Emergency

Personnel records are the property of LLU and may not be released to employees. However, employees do have the right to inspect their personnel record in the presence of an HR representative at a reasonable time. The employee has a right to receive a copy of any document in the personnel file that the employee signed. In order to personally inspect their file, employees must make an appointment with HR during regular business hours.

Public Information

LLU has a system to provide information to the public and news media about the condition of patients, unusual developments, internal operations, or LLU involvement in disasters.

1. Requests from the media are to be referred to and addressed by the director of public and media relations, or designee. No employee may communicate with the media regarding LLU without prior authorization from the Public and Media Relations Department.
2. Requests for photographs should be referred to the department head. Written permission is always required before any photographs may be taken on LLU premises. If the individual is a minor, written permission of the parent or guardian is required.
3. If an employee is contacted by an outside attorney or investigator regarding LLU business, including information regarding current or former employees, students, projects, or other LLU issues, the employee should immediately obtain the individual's name and telephone number without disclosing any information to the individual. The individual's

name should then be provided to the office of general counsel.

4. Employees contacted by outside sources requesting an employment reference or employment verification for a current or former employee should not provide any information to the requesting individual or organization. Instead, the employee should refer the individual or organization to the Human Resources Department. No employee, other than the director of human resources, is authorized to provide employment references or employment verifications for any current or former employee. Employees wishing to receive either employment reference or employment verification should provide written authorization to the HR Department.

Attitude and Conduct

LLU strives to provide the best healthcare in a friendly, Christian atmosphere. The way employees treat others reflects on the reputation of LLU. Each employee is expected to be courteous, friendly, helpful, discreet, and professional at all times. Unprofessional practices such as loud or offensive conversations, congregating at

corridor intersections, gossiping, and horseplay create unfavorable impressions and are not considered acceptable behaviors.

Employee problems and work-related difficulties should be addressed privately with a supervisor and not discussed where patients or visitors can overhear. Employees are responsible for the conduct of their children when they visit LLU. Employees are also responsible for making certain that their minor children are adequately supervised while on LLU grounds, in waiting rooms, in lobbies, or in offices. Employees may not allow their children to congregate or loiter in or around LLU premises. Further, off-duty employees who are on LLU premises are to conduct themselves appropriately as visitors and not loiter in work areas.

Renewal of Professional Licenses

It shall be the responsibility of every licensed individual to renew his/her license prior to the expiration date. Failure to renew professional license shall result in suspension of privileges, work reassignment, reduction in scope of work, reclassification

with accompanying pay reduction and possible termination.

Expense Reimbursement

When on business approved by an appropriate administrator, employees may be reimbursed for authorized out-of-pocket expenses by completing and returning the expense report form obtained from the department head and attaching the receipts for such expenses. Any such expenses should be submitted for reimbursement within 60 days of the date such expense was incurred.

Automobile Liability Insurance

Occasionally, an employee may use his/her own vehicle for LLU business. This should only be done when requested by a department head or supervisor. Employees are reimbursed for mileage according to LLU policy, and should carry minimum automobile liability limits of \$300,000 single limit or \$250,000 / \$500,000 property damage and bodily injury.

LLU's auto liability insurance coverage is secondary to employee's own coverage. This means that if the employee has an auto accident while using his/

her own private vehicle on LLU business, their own auto policy responds first to any liability claims from other parties involved in the accident. Only after the liability coverage limits of the employee's own auto policy are exhausted does the coverage under LLU auto policy apply.

LLU does not provide collision or comprehensive coverage for privately owned vehicles used on company business. This means that employees must carry their own auto insurance policy to cover damage to their personal vehicle. Employees are also responsible for any deductibles under the auto policy. In addition, LLU does not provide insurance for employee vehicles while parked in any lots on campus.

Tips and Gifts

It is the practice of employees of LLU to provide outstanding service and a caring attitude toward others without encouraging or expecting gifts or tips in return. Thus, employees should politely decline any gifts offered, unless of nominal value.

Use of Drugs, Intoxicating Beverages, and Smoking

LLU promotes a drug-free workplace. As such, the unauthorized possession, sale, or consumption of controlled substances, prescribed medications, illegal drugs, or intoxicating beverages in University buildings by employees is prohibited. Employees who report for work under the influence of intoxicants or drugs, whose behavior indicates the use of intoxicants or drugs or who use or possess intoxicants or drugs whether on the person, in a desk, in a locker or in any other container while on duty or on LLU's premises will be subject to disciplinary action up to and including immediate dismissal.

In the interest of safety, employees are asked to immediately report to their supervisor any incident of apparent or suspected possession, use or intoxication among employees due to drugs or alcohol.

Smoking in enclosed workplaces is prohibited by California law. In addition, in the interest of good health and consideration of other individuals, employees are not permitted to smoke or use other forms of tobacco anywhere on the LLU campus.

Possession of Firearms or Illegal Weapons

Employees, students, or visitors are strictly prohibited from possessing, carrying, storing or using firearms or any other types of weapons on LLU premises. Any such possession, carrying, storing or use of a firearm or any other type of weapon on LLU premises by an employee, will subject such persons to disciplinary action up to and including immediate dismissal.

Conduct of Searches

Employees have no expectations of privacy on LLU property. LLU reserves the right to search any file, locker, or other container provided by LLU for use by employees. Every employee will be required, upon LLU's request, to submit to a search of any vehicle brought on LLU premises, to submit to a search of any locker, package, purse, briefcase, toolbox, lunch box, or other container brought onto LLU premises, and to submit to a search of a desk, file, locker, work areas, or any other container provided by LLU.

Technology Use and Privacy

LLU provides various technology resources to authorized employees

to assist them in performing their duties. Each employee has a responsibility to use LLU resources in a manner that increases productivity, enhances LLU's image, and is respectful of other employees.

Technology Resources Defined

Technology resources consist of all electronic devices, software, and means of electronic communication including but not limited to, the following: personal computers and workstations; lap-top computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; personal organizers; pagers; and voicemail systems.

Authorization

Access to LLU's technology resources is within the sole discretion of LLU. Generally, employees are given access to various technologies based on their job functions. Only employees whose job performance

will benefit from the use of such resources will be given access to the necessary technology. Additionally, employees must successfully complete approved training before being given access to technology resources.

Use (E-mail, Voicemail, Internet)

E-mail, voicemail, and internet system should be used for official LLU business. Employees are assigned a clearance level to the internet based on the needs of their job functions. If an employee needs to use e-mail or conduct a search on the web for personal reasons, it needs to be first cleared by the department head. Abuse of the internet system will subject an employee to discipline up to and including discharge. LLU assumes no liability for loss, damage, destruction, alteration, disclosure, loss, or non-delivery of any personal e-mail, or voicemail communications or any personal data stored on any LLU property. Employees are prohibited from storing any personal data on any of LLU's technology resources.

Improper Use

- *Prohibition Against Harassing, Discriminatory and Defamatory Use:* LLU does not tolerate harassment based on gender, pregnancy, childbirth (or

related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by applicable state and federal laws. Under no circumstances may employees use LLU's technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

- *Prohibition Against Violating Copyright Laws:* Employees are prohibited from using LLU technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.
- *Other Prohibited Uses:* Employees may not use LLU's technology resources for any illegal purpose, violation of LLU policy, in a manner contrary to the best interests of LLU, in any way that discloses confidential or proprietary information of LLU or third parties, or for personal or pecuniary gain.

- *Ownership of Technology Resources:* All messages sent and received, including personal messages, and all data and information stored on LLU's e-mail system, voicemail system, or computer systems are LLU property regardless of the content. As such, LLU reserves the right to access all of its technology resources including its computers, voicemail, and e-mail systems, at any time, in its sole discretion.

Privacy

LLU reserves the right to access its technology resources, including computer files, e-mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on LLU technology resources, including personal information or messages. LLU may, and does, at its sole discretion, inspect files and messages on its technology resources. In addition, LLU monitors its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Passwords

Certain LLU technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee. Employees are expected to maintain their passwords as confidential. Employees must not share passwords or access a coworker's system without express authorization from a supervisor. Any information accessed with the employee's password will be presumed to have been accessed by the owner of the password. Sharing or disclosure of password, as well as attempts to ascertain someone else's password will lead to disciplinary action.

Deleting Information

Deleting or erasing information, documents, or messages maintained in LLU's technology resources is, in most cases, ineffective. Information kept on LLU's technology resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Employees who delete or erase information or messages should not assume that such information or messages are confidential.

The Internet and On-Line Services

Under no circumstances are employees permitted to use LLU technology resources to access, download, or contribute to Internet sites that contain inappropriate content such as gross, indecent, or sexually-oriented materials, gambling, and information related to illegal drugs.

Additionally, employees may not use LLU technology resources to sign "guest books" at Web sites or to post information to any Websites, including posting messages to Internet news groups or discussion groups.

LLU monitors both the amount of time spent using on-line services and the sites visited by individual employees. LLU reserves the right to limit such access by any means available to it, including revoking access altogether, and/or disciplinary action up to and including termination of employment.

Software Use

No employee may load any software on LLU's computers, by any means of transmission, unless authorized in advance by the department head. Authorization for loading software onto LLU computers should not be given until the

software to be loaded has been thoroughly scanned for viruses.

Confidential Information

Employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting confidential information on LLU's technology resources.

Confidential information should not be accessed through LLU's technology resources in the presence of unauthorized individuals. Similarly, confidential information should not be left visible or unattended. Moreover, any confidential information transmitted via technology resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee, you may not copy, use, or distribute this information. If you have received this message in error, please advise your department head, or return it promptly by mail."

Employees should avoid sending confidential information over the Internet, except when absolutely necessary. Employees should also verify e-mail addresses before transmitting any messages.

Security

LLU has installed a variety of programs and devices to



ensure the safety and security of its technology resources. Any employee found tampering with or disabling any of LLU's security devices will be subject to discipline up to and including termination.

Telephone Use

The only contact many people have with LLU is through telephone conversations with employees. Please practice the following good telephone habits:

- ~ Answer promptly
- ~ Identify yourself by name and department
- ~ Speak pleasantly

Employee Responsibilities

- ~ Give accurate and careful answers
- ~ Transfer calls tactfully and efficiently
- ~ Remember to say “Please” and “Thank you”
- ~ Avoid extended conversation
- ~ Hang up the phone gently

All calls are monitored by the call accounting system and employees will be responsible to the department head for all calls. Contrary to popular belief local calls are not free.

Employees may make personal telephone calls only during breaks and meal periods by using the public telephones located conveniently throughout LLU.

Employees should inform relatives and friends not to contact them by telephone during work hours unless there is a true emergency. Departmental long-distance charge numbers may not be used for personal business by employees.

Bulletin Boards, Solicitation, and Distribution

Posting on bulletin boards is limited to LLU related material including statutory and legal notices, safety and disciplinary rules, policies, memos of general interest relating to LLU, local operating rules, and other items. All postings require the prior approval of the Department Head. No postings will be permitted for any other purpose.

Conflict of Interest

All employees of LLU have a duty to be free from the influence of any conflicting interest when they represent LLU in negotiations or make representations with respect to dealing with third parties, and they are expected to deal with all persons doing business with LLU on a basis that is for the best interest of the University without favor or preference to third parties or to personal considerations.

Definition of Conflict: A conflict of interest arises when an employee



of LLU has or their immediate family members have, such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect their duties and/or judgment, which they exercise on behalf of LLU or its affiliates.

Any violation may result in disciplinary action, up to and possibly including immediate termination. It is therefore important for employees to avoid any potential conflicts of interest. Employees are encouraged to raise any questions regarding specific activities or questions involving this policy with the Human Resources Department before becoming engaged in outside activities or relationships that could be seen as a conflict of interest.

Moonlighting

LLU does not object to employees holding jobs or becoming involved in investments or interests in addition to the position they hold with LLU. However, these jobs, investments, or interests should not involve obligations that may compete, be in conflict, or have the appearance of being in conflict with the interests of LLU. At the same time, employees are expected to effectively meet the performance standards of the position they

hold with LLU. Department managers are required to sign a Conflict of Interest Statement disclosing conflicts, potential conflicts, or the appearance of conflicts on an annual basis.

Requests to schedule LLU work hours to accommodate moonlighting are not acceptable and will not be tolerated. If job performance suffers because of moonlighting or suspected moonlighting, the employee is subject to dismissal.

Security

The department of Security attempts to provide a safe environment for everyone at LLU. Security officers specifically trained in law enforcement, University safety, and fire prevention are on duty 24-hours a day.

- To reach security during an emergency, call extension 911.
- To report a security concern, theft, or security incident call extension 44320 and an officer will be dispatched to take appropriate actions.
- Escort service to and from each parking lot is available to employees working the evening or night shift; for the escort service, please

call extension 44320.

- Employees are required to immediately report all persons who act suspicious and/or who are in restricted areas to extension 44320; remember “Employees” wear identification badges according to policy.

Safety Management Program

The Safety Management Program is designed to maintain a safe environment of care for all employees, students, and visitors. The responsibility and authority for the Safety Management Program have been delegated to the following safety officers:

- ~ Life Safety and Loss Control Officer
- ~ Environmental Health and Safety Officer
- ~ Radiation Safety Officer

Safety Committees have been established to help guide the program. In addition, Safety Coordinators are chosen from all departments to give assistance in communicating safety information to and from the employees.

The safety officers and their staff provide assistance in orientation, in-service training, safety inspections, accident/incident investigation, fire drills,

registration of radiation-producing machines, licensing of radioactive material use, radiation/hazardous agents training, chemical spill response and testing of airborne contaminants, in addition to other aspects of LLU's Injury and Illness Prevention Program.

Employees are individually responsible for compliance with the requirements of the Safety Management Program. This includes, but is not limited to, participating in all required safety training, performing one's jobs in a safe manner, following proper blood borne pathogen and tuberculosis precautions, observing hazardous material and radiation safety precautions, wearing personal protective equipment (PPE), as appropriate, and using good ergonomics in performing their jobs.

Any questions or concerns regarding safety should be directed to the Office of Environmental Health and Safety, and the Office of Radiation Safety.

Staff Rights

LLU strives to meet the physical, social, psychological, and spiritual needs of all its patients. It also recognizes the rights of employees to request not to participate

in an aspect of patient care, including treatment, where there is a perceived conflict with the employee's cultural values, ethics, or religious beliefs.

An Overview of the False Claims Act and Federal Health Care Programs

Loma Linda University is committed to conducting our business in an honest and ethical manner. To this end, we have consistently educated our employees, contractors, and/or agents about our business ethics. Recently, however, the U.S. Congress passed the Deficit Reduction Act (DRA) of 2005, which directs healthcare providers to specifically educate their employees, contractors, and/or agents about the state and federal laws that impose penalties for the submission of false claims, and the 'whistleblower' protections available to employees, contractors, and/or agents under those laws. Accordingly, the following material has been developed by LLU to satisfy the education requirements of the DRA and to make you aware of the mechanisms that we have in place to help prevent, detect, and correct healthcare fraud and abuse.

Medicare

Medicare is a federally funded health insurance program for persons 65 years and older and for individuals who have a long-term disability or end-stage renal disease. The Medicare Program offers health care items and services under the following four divisions:

- ~ *Part A* - provides coverage for inpatient hospital care, skilled nursing facilities, and hospice care. It is financed through payroll taxes paid by employees and employers through the Federal Insurance Contribution Act (FICA) and through contributions of self-employed individuals. Payment for Part A services is received from contracted insurance companies known as Fiscal Intermediaries (FIs).
- ~ *Part B* - covers services provided by physicians, nurse practitioners, home healthcare, ambulance services, clinical and diagnostic labs and durable medical equipment. Part B is financed through premium payments by enrollees, as well as contributions from general revenues by the federal government. Payment for Part B services is received from contracted insurance companies known as Carriers.

~ *Part C* - (also called Medicare Advantage) is a program where beneficiaries receive Medicare covered services (i.e. Part A and Part B) through enrollment in a managed care organization. Coverage in a Part C health maintenance organization (HMO) or preferred provider organization (PPO) can include wellness and preventative health programs in addition to the traditional Medicare covered services. Part C is financed by payments made by the Centers for Medicare and Medicaid Services to Medicare Advantage contractors.

~ *Part D* - prescription drug coverage was offered to Medicare beneficiaries effective January 2006. It provides coverage for outpatient prescription drugs and vaccines. Part D is administered by private Prescription Drug Plans and financed by premiums paid by Medicare beneficiaries.

Medicaid (Medi-Cal)

Medicaid is a program that offers health care coverage and services for low-income and financially needy people. The Medicaid program is administered by the

state (and is called Medi-Cal in the state of California), but jointly funded by both the federal and state governments. The Medi-Cal program reimburses providers directly for services provided to beneficiaries, with the state obtaining the federal share of the payment from funds from the federal government.

Oversight of the Medicare and Medi-Cal Programs

The Centers for Medicare and Medicaid Services (CMS) is an agency within the U.S. Department of Health and Human Services that administers the Medicare and Medicaid (Medi-Cal) programs. Oversight of the Medicare program is conducted by the Office of Inspector General (OIG), which imposes civil monetary penalties and other administrative actions, including program exclusion against health care providers for fraud and abuse. The OIG refers cases of fraud to the U.S. Department of Justice for further criminal and/or civil action. Medi-Cal also has agencies to investigate fraud and abuse, and these cases are typically handled by the state Attorney General's office.

Federal False Claims Act

The False Claims Act is a federal statute that covers fraud involving any federally funded contract or

program, including the Medicare and Medicaid (Medi-Cal) programs. This act establishes liability for any person who knowingly presents or causes to be presented a false or fraudulent claim to the U.S. government for payment. The term 'knowingly' is defined to mean that a person, with respect to information:

- ~ Has actual knowledge of falsity of information in the claim
- ~ Acts in deliberate ignorance of the truth or falsity of the information in a claim; or
- ~ Acts in reckless disregard of the truth or falsity of the information in a claim.

The act does not require proof of a specific intent to defraud the U.S. Government. Instead, health care providers can be prosecuted for a wide variety of conduct that leads to the submission of false or fraudulent claims to the government, such as knowingly making false statements, falsifying records, double-billing for items or services, submitting bills for services never performed or items never furnished, or otherwise causing a false claim to be submitted.

Claim

For purposes of the False Claims Act, a "claim" includes any request or demand for money

that is submitted to the U.S. government or its contractors. This includes claims submitted on paper or electronically.

Liability

Health care providers and suppliers (persons and organizations) who violate the False Claims Act can be subject to civil monetary penalties ranging from \$4,400 to \$11,000 for each false claim submitted. In addition to this civil penalty, providers and suppliers can be required to pay three times the amount of damages sustained by the U.S. government. If a provider or supplier is convicted of a False Claims Act violation, the provider may be excluded from participation in federal health care programs and state health care programs that receive federal funds.

Qui Tam "Whistleblower" Provisions

To encourage individuals to come forward and report misconduct involving false claims, the False Claims Act includes a "qui tam" or "whistleblower" provision. This provision essentially allows any person with actual knowledge of allegedly false claims that have been submitted to the government to file a lawsuit on behalf of the U.S. government. Such persons are referred to as "relators."

Qui Tam Procedure

The whistleblower/relator must file his or her lawsuit on behalf of the government in a federal district court. The lawsuit will be filed “under seal,” meaning that the lawsuit is kept confidential while the government reviews and investigates the allegations contained in the lawsuit and decides how to proceed.

Rights of Parties to Qui Tam Actions

If the government determines that the lawsuit has merit and decides to intervene, the prosecution of the lawsuit will be directed by the U.S. Department of Justice. If the government decides not to intervene, the whistleblower can continue with the lawsuit on his or her own.

Award to Qui Tam Whistleblowers

If the lawsuit is successful, and provided certain legal requirements are met, the qui tam relator or whistleblower may receive an award ranging from 15 to 30 percent of the amount recovered. The whistleblower may also be entitled to reasonable expenses including attorney’s fees and costs for bringing the lawsuit.

No Retaliation

Under the False Claims Act, employers are prohibited from retaliating or discriminating

against whistleblowers. Any employee, contractor, and/or agent who is discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against as a result of the qui tam action is entitled to reinstatement, back pay, and other compensation arising from the retaliatory conduct by the employer. The law also prohibits retaliation against an employee, contractor, and/or agent for filing an action under the False Claims Act, investigating a false claim, or providing testimony for, or assistance in, a False Claim action.

State False Claims Act

The State of California also has a False Claims Act that contains provisions similar to the federal False Claims Act. This act establishes liability for any person who knowingly presents or causes to be presented a false or fraudulent claim to the state government for payment.

Like the federal statute, health care providers can be prosecuted for a wide variety of conduct that leads to the submission of false or fraudulent claims, such as knowingly making false statements, falsifying records, double-billing for items or services, submitting bills for services never performed or items never

furnished, or otherwise causing a false claim to be submitted to the state of California.

The penalties for making a false claim under the California False Claims Act are three times the amount of damages which the state or the political subdivision sustains because of the act of that person, the cost of the civil action brought to recover any of the penalties or damages and possible civil penalty of up to ten thousand dollars (\$10,000) for each false claim

What does Loma Linda University have in place to prevent, detect, and correct false claims (fraud/abuse/instances of misconduct)?

Corporate Compliance Plan

LLU is committed to meeting the regulatory requirements and has voluntarily implemented a Corporate Compliance Plan that consists of:

- ~ a “Code of Conduct” which all employees, contractors, and/or agents are required to follow
- ~ general policies and guidelines for all employees, contractors, and/or agents
- ~ specific policies and guidelines for employees, contractors, and/or agents performing certain jobs

~ a definition of violations of policies and guidelines in the Plan, (called “wrongdoings,”) and a description of how these wrongdoings will be investigated and punished, when necessary, and the plan implements specific requirements that employees, contractors, and/or agents report any known or assumed wrongdoings.

A copy of LLU's Compliance Plan is available by contacting the Compliance Department at 909-558-6455.

The oversight responsibilities for the LLU Compliance Plan have been assigned to Verlon Strauss. Verlon Strauss is supported by the Compliance Department, which is responsible for:

- Performing routine and violation-related compliance audits
- Implementing compliance-related policies and procedures
- Performing compliance-related employee training
- Handling other compliance operational activities

Policies and Procedures

Loma Linda University has developed compliance standards and procedures that address how

Employee Responsibilities

we detect and prevent fraud, waste, and abuse in federal and state healthcare programs.

Examples of important compliance policies are:

- Corporate Compliance Program Preventing Fraud and Abuse
- General Compliance Issues
- Billing and Coding Compliance
- Relationships with outside entities
- Medicare Cost Report
- Employment Compliance
- Research policies

Prevention

Ideally, we would like to prevent misconduct from occurring. This is why we require participation in various compliance education activities. We believe that the more staff know and understand the regulatory requirements, the better prepared we are to prevent instances of misconduct that do not meet federal and state laws, accreditation requirements and the policies of LLU.

Detection and Resolution

Healthcare is a highly regulated profession, which results in numerous laws and rules that impact us daily as we perform our jobs. Many times these

laws and rules are not easy to interpret, or can be interpreted in different ways. Thus, errors are not always preventable. This is where the detection and resolution portion of our compliance program come into play.

Detection and resolution of issues are done in two ways:

1. Scheduled audits performed by each of the compliance team members.
2. Response to reported compliance concerns from the Compliance Hotline.

Each year the Compliance Department develops an audit work plan based on risk areas identified in the Office of the Inspector General's (OIG) work plan as well as risk areas identified in LLU's Compliance Plan. The Compliance Committee approves the audit work plan. Audit results are distributed as appropriate. When necessary, specific training related to improvements noted in the audit report is provided to the department. When an audit requires a corrective action plan (CAP), the CAP must be provided within 30 days. Follow up audits are performed by the Compliance Department to ensure that the appropriate corrections have been implemented.

Because Compliance is EVERYONE'S responsibility, all employees, contractors, and/or agents have an obligation to report any actions they believe are violations of the Corporate Compliance Plan. This requirement ensures that all employees, contractors, and/or agents are watching for issues that could potentially pose risk to LLU.

You can report a compliance concern in two ways:

1. Call the Compliance Department at 909-558-6455 or extension 66455.
2. Call the Employee Compliance Reporting Line at 800-249-9953. This telephone number is also published in the campus telephone directory.

Compliance Reporting Line

The Employee Compliance Reporting line is a special compliance reporting number that is answered by a contracted vendor. This line has been established to report compliance violations that staff feel cannot be reported to their supervisor. Employee, contractor, and/or agents may remain anonymous when reporting violations. Examples of wrongdoing that should be reported on this line include:

- ~ Falsifying a bill or a medical record
- ~ Improper possession or use of medications or drugs
- ~ Fraud
- ~ Bribery
- ~ Embezzlement
- ~ Violations of environmental or workplace safety laws
- ~ False statements to the government and/or accrediting agencies.

All reports of wrongdoing are:

- ~ Documented
- ~ Thoroughly investigated through audits and interviews
- ~ Reported to Administration and General Counsel when appropriate based on the seriousness of allegation
- ~ Brought to closure and disciplinary actions and or corrective actions are implemented and monitored when necessary.

Staff reporting a concern anonymously need to provide specific details regarding the issue so that it may be appropriately investigated. Additionally, the person taking the call will provide a report number as well as a call back date. This serves two purposes:

Employee Responsibilities

1. It allows staff to remain anonymous and still receive a response.
2. It allows Compliance to address any additional questions via the hotline while still protecting staff's anonymity.

All reports of wrongdoing will be thoroughly investigated and appropriate corrective action will be taken, if necessary.

In accordance with policy "Mandated reporting of Compliance Violations", there shall be no disciplinary action taken against an employee, contractor, and/or agent for reporting a concern (provided that the employee, contractor, and/or agent did not knowingly report false information) even if the outcome of the investigation determines that no violation occurred.

Under no circumstances shall retaliation occur against an employee, contractor, and/or agent who report a concern, including, but not limited to such actions as threats, intimidation, coercion, and discrimination.

If you have any questions regarding the LLU Compliance Plan or your responsibilities as an employee, contractor, and/or

agent under the LLU Compliance Plan, please call the Compliance Department at 909-558-6455 (or extension 66455).

Basic Rules of Conduct and Discipline

Guidelines for Personal Conduct

Employees are expected to observe certain standards of job performance and good conduct.

When performance or conduct does not meet LLU standards, LLU may endeavor, when appropriate and at its sole discretion, to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline up to and including termination.

The rules set forth below are intended to inform employees of some of LLU's expectations. However, there is no way to identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below may also result in disciplinary action.

The employment policy recognizes that the employment

relationship is completely voluntary and "at will." Thus, once established, the relationship may be terminated at any time for any reason by either the employee or LLU. Notwithstanding the at-will employment relationship, guidelines regarding acceptable conduct are necessary for orderly operation and for the benefit and protection of the rights and safety of patients, visitors, and employees. The following guidelines (and others that may be established from time to time) are designed to provide employees with examples of the types of conduct that are considered to be unacceptable and do not change the at-will nature of the employment relationship. Employees may be disciplined for poor job performance, up to and including termination, for unacceptable conduct. Some examples, but not a complete list, of what are considered to be unacceptable modes of conduct include:

Basic Rules of Conduct and Discipline

- ~ Unsatisfactory work quality or quantity
- ~ Poor attitude (for example, rudeness or lack of cooperation)
- ~ Excessive absenteeism, tardiness, or abuse of break and lunch privileges
- ~ Failure to follow instructions or LLU policies
- ~ Failure to follow safety regulations
- ~ Insubordination
- ~ Dishonesty
- ~ Theft
- ~ Discourtesy
- ~ Misusing or destroying LLU property
- ~ Violating conflict of interest rules or policies
- ~ Improperly disclosing or using confidential or proprietary information without authorization
- ~ Falsifying or altering LLU records, including but not limited to the application for employment and time cards
- ~ Interfering with the work performance of others
- ~ Altercations
- ~ Harassing, including but not limited to sexually harassing, employees or customers
- ~ Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol, illegal, or controlled substances on LLU property or while conducting LLU business
- ~ Gambling on LLU property
- ~ Sleeping on the job or leaving the job without authorization
- ~ Possessing a firearm or other dangerous weapon on LLU property or while conducting LLU business
- ~ Engaging in criminal activity
- ~ Failing to report to LLU, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace
- ~ Engaging in activity that threatens the safety or well-being of LLU, its employees, students, or property
- ~ Use of obscene or abusive language, or viewing, downloading, maintaining, sharing, pornographic material in the workplace
- ~ Violation of the right of privacy of students, employees, or others
- ~ Violation of the LLU Compliance Plan

Sexual Conduct

Faculty, staff, students, administrators and trustees of LLU are expected to respect and honor Christian sexual standards as held by the Seventh-day Adventist Church. We believe that God's ideal for sexuality is achieved when premarital and extramarital sexual expression and conduct are chaste and behaviors that suggest otherwise are avoided.

No form of sexual abuse or exploitation will be tolerated and any form will result in disciplinary action.

Harassment

LLU is committed to providing a workplace free of sexual harassment and other types of unlawful harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status,

family care or medical leave status, or veteran status.

Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes harassment when

(1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

For purposes of this policy, harassing conduct can take many forms and includes, but is not limited to, the following: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement, or otherwise physically interfering with normal work, pictures, drawings, or cartoons based upon an employee's sex, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family care or medical leave status, veteran status, or any other basis protected by federal or state laws.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex.

Managers and supervisors are prohibited from dating or pursuing a romantic or sexual relationship with anyone they supervise or is under their chain of command. Refer to LLU Policy.

Reporting and Investigating Harassing Conduct

Any employee, who believes he or she has been subjected to any of the prohibited conduct above, should contact human resources. Every reported complaint of harassment will be investigated. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation. Corrective action, if appropriate, cannot be taken against the alleged offender until the proper people have been informed and an investigation has been undertaken. For additional information, contact HR or refer to LLU Policy.

Corrective Action

LLU will not tolerate retaliation against any employee for making a complaint of harassment or for cooperating in an investigation. All employees are required to cooperate fully with an authorized investigation.

Intentionally false and misleading statements and complaints will not be tolerated. Any acts of retaliation, misleading statements, failure to cooperate, breaches of confidentiality, or other misconduct during an investigation will lead to disciplinary action.

Workplace Violence

LLU is committed to providing a safe, violence-free workplace. In this regard, LLU strictly prohibits employees, consultants, customers, visitors, or anyone else on LLU premises or engaging in LLU business from behaving in a violent or threatening manner. Moreover, as part of this policy, LLU seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Workplace Violence Defined

Workplace violence includes, but is not limited to, the following:

1. Threats of any kind;
2. Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
3. Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of LLU property, or a demonstrated pattern of refusal to follow LLU policies and procedures;
4. Defacing LLU property or causing physical damage to the facilities; or
5. Bringing weapons or firearms of any kind on LLU premises, parking lots, or while conducting LLU business.

Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, patient, consultant, visitor, or anyone else, he or she should immediately notify HR.

Further, employees should notify HR if any restraining order is in effect, or if a potentially violent non work-related situation exists that could result in violence in the workplace.

Disciplinary Procedure

Except as set forth below, discharge or demotion for poor performance ordinarily will be preceded by an oral or written warning. However, LLU reserves the right to proceed directly to a written warning, demotion, suspension or termination for misconduct or performance deficiency, or for no cause at all, without resorting to prior disciplinary steps, when LLU, at its sole discretion, deems such action appropriate.

Exit Interview

Employees who leave LLU for any reason may be asked to participate in an exit interview or to complete an exit survey. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with LLU, including job duties, training, supervision, and benefits.

Grievance

In order to provide prompt and efficient evaluation of a response to employee concerns, LLU has established a grievance procedure for use by all employees. The details of the procedure are described in LLU's Policy Manual and may be obtained from the

HR intranet. There will be no reprisal against any employee for participating in this procedure. An employee may initiate LLU's grievance procedure for any employment related action, omission, event, condition, rule, or practice involving LLU which the employee believes to be improper or in conflict with the employee's civil rights ("grievance"). Throughout the procedure, HR will serve as a resource to both the employee and LLU. The employee must initiate the procedure within 45 calendar days of the event, giving rise to the grievance by submitting a written grievance to the employee's supervisor, with a copy to HR.

If the employee wishes, the employee may go to HR in an attempt to have the problem resolved before initiating the formal grievance procedure. The employee should approach HR to discuss the problem before the expiration of the 45-day period in which a written grievance must be submitted. If the employee is not satisfied with the resolution proposed by HR, the employee may initiate the formal grievance procedure by submitting a written grievance to the employee's supervisor, with a copy to HR, before the 45 calendar day period from the event giving rise to the grievance has expired.

The decision of the Administrative Committee (the last step in the grievance procedure) is final and binding on all parties. HR cannot help the employee address the employment-related concerns if they are not aware of them. If the employee has a grievance, HR wants to be aware of it and have the opportunity to attempt to resolve it.

Public Meetings and Seminars

In instances where comparable seminars and workshops are not available through LLU, employees may attend relevant public seminars and workshops as approved by their supervisor within budget constraints. When large numbers of employees need to attend the same public seminar, arrangements to have the seminar conducted at LLU will be considered.

Employees who attend meetings and seminars are expected to maintain the same level of dress and conduct code as when working in LLU. Those who attend public meetings should be prepared to present a report to colleagues on relevant issues.

LLU will not sponsor employee attendance at seminars conducted during Sabbath hours (i.e. Friday

sunset to Saturday sunset).
As representatives of LLU,
employees are discouraged from
attending work-related seminars
during Sabbath hours even if the
meetings are paid for privately.

Terminating Employment

Resignation or Voluntary Termination

A resignation is a voluntary termination initiated by the employee. Voluntary retirement is considered a form of resignation. For operational reasons, LLU requests that employees who wish to resign give two-week notice. Employees should submit written resignations that give an effective date and the reasons for resignation. LLU will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

1. Elects to resign
2. Fails to return from an approved leave of absence on the date specified, or
3. Fails to report for work without notice to LLU for two consecutive days.

Dismissal or Involuntary Termination

A dismissal is an involuntary termination initiated by LLU. A written statement of the reasons,

if any, for the dismissal may be provided to the employee by the supervisor and will be included in the employee's personnel file. Since the employment relationship is completely voluntary, it can only be continued when both parties so desire. Thus, once established the employment relationship can be terminated by either the employee or LLU for any reason or for no reason at any time.

Final Pay

Final pay consists of pay due at the time of separation for all hours worked and for all unused hours accrued in the paid leave bank. All termination pay is paid at the employee's then current rate of pay.

A terminating employee is responsible for returning all LLU property, such as keys, pagers, phones, uniforms, identification badges, and documents to name a few.

Final pay for resignation is prepared within 72 hours of termination if an employee

gives the supervisor and payroll at least 72 hours notice. Final pay for dismissal is given to the employee on the employee's last day of employment.

Exit Interview

All employees that are separating from the institution are encouraged to complete the exit interview questionnaire that is mailed to them. The information received is used for continual improvement. .

Reduction of Personnel Resources

A reduction in personnel resources may result from a variety of factors, which may include but are not limited to, a reduction in the workload or for financial, operational and/or business reasons. The reduction may take a variety of forms including the elimination of positions or hours. Should reduction in personnel resources take place, LLU will follow its policy, considering a number of factors including but not limited to, seniority, service record, performance evaluations, experience, and the needs of LLU.

At Your Service

Employee Health Services

Employee health services (EHS) provide a variety of services to all employees, including immunizations, infectious disease exposure monitoring, annual monitoring, and testing.

Occupational Health Center

Occupational Health Center provides the pre-placement medical examinations, drug testing, and treatment for work-related injuries and illness. Employees who become injured or ill at work should complete a Report of Accident or Illness form, obtain the supervisor's signature and report to the Occupational Health Center. Work-related injuries/illness occurring when Occupational Health Center is closed will be treated in the Emergency Department.

Occupational Health Center is located in the Professional Plaza, Suite 106A. Their hours of operation are Monday through Friday from 8:00

a.m. to 5:00 p.m. Their phone number is 909-558-2056.

Urgent Care

Employees who are ill and are not able to see their physician, can be seen at Urgent Care located at East Campus Hospital (x66644).

Food Service

The LLUMC Nutritional Services and LLU Food Service Departments operate cafeterias in various Loma Linda facilities providing a vegetarian menu. Menu offerings can be checked each day on the menu hotline at extension 45614 for LLUMC Cafeteria and extension 81300 for LLU Children's Hospital Cafeteria or on the department intranet.

Cafeteria locations include:

- ~ Medical Center Hospital Cafeteria
- ~ Children's Hospital Cafeteria
- ~ Councilors Student Pavilion (LLU)
- ~ University Catering (Wong Kerlee)
- ~ Faculty Dining Room
- ~ Patio Pantry (Snack Shop)

- ~ Carrie's Café (FMO)
- ~ Bill's Place (Drayson Center)

Hours of operation are posted at each facility and on their website.

Employees who bring their lunches may use the cafeteria dining rooms. Food and beverages taken from the cafeteria dining area should be in covered disposable containers. Reusable trays taken from the cafeteria should be returned as soon as possible after use.

An employee discount for purchases in LLU cafeterias is provided with presentation of the employee identification badge. To receive the discount in Medical Center owned cafeterias, employee needs to sign up for the payroll deduction program.

Full catering service is available through LLU Catering. Call extension 88241 for more information.

Children's Center

The Loma Linda Children's Center is located on our campus for the convenience of our employees. The center provides child-care facilities and nursery school, Monday through Friday. LLU employees receive priority on their waiting list and discounted tuition. The center

is located at 25228 Shepardson Drive, extension 44568.

Credit Union

The La Loma Employees' Federal Credit Union is available to all LLU employees. An employee may be eligible for loan consideration or a VISA card after he/she has been employed at LLU for 90 days. An employee may choose to have a payroll deduction for a loan or savings account at the credit union. All savings accounts have an ATM card option.

The credit union is located at:
26151 Mayberry Street
Loma Linda, CA 92354
909-796-0206

Business hours are as follows:
Monday: 9:30 am to 5:00 pm
Tuesday - Thursday:
9:30 am to 4:30 pm
Friday: 9:30 am to 2:00 pm

Libraries

The Loma Linda University DeLE Webb Memorial Library located at 11072 Anderson Street, supports the educational and research objectives of the University constituency and is available to all LU employees.

Library information and electronic resources are also available on the web at <http://www.llu>.



edu/llu/library. Please visit the web site and the Library! The campus extension for the reference desk is 44588. The employee identification badge is used as the library card.

Drayson Center

Drayson Center is a state-of-the-art recreation, fitness, and wellness facility constructed to provide opportunities for its members to enhance the intellectual, spiritual, social, and physical aspects of their lives. Inside the Drayson Center, members will find a three-court basketball gymnasium that can accommodate six volleyball courts, or nine badminton courts, a 1/9 mile indoor running track, five racquetball courts, two 3,000

square foot suspended wood floor studios, a cardiovascular and fitness area with top of the line equipment, a wellness office designed to provide fitness testing and exercise prescriptions, a conference facility with a seating capacity of up to 210 people, a snack shop, shower and locker facilities, a dry sauna and an outdoor equipment rental room complete with a climbing wall. Outside, members may utilize the 10-lane lap pool or the 22-foot high water slide that empties into the recreation pool. Other outside amenities include six lighted tennis courts, grass volleyball, a one-half mile running track, and a lighted 400,000 square foot superfield.

LLU employees, their spouse, and dependents over the age of 14 may use the Drayson Center facilities free of charge or at a reduced rate depending on their employment status. To obtain information on membership fees, you may call the Drayson Center at extension 44975.

Chaplain Services

LLU chaplains are available at all times to provide spiritual or emotional support to students and employees. The Chaplains office coordinates chapel programs and spiritual events regularly.

Loma Linda Market

Loma Linda Market offers the Inland Empire's largest selection of meat substitutes and natural foods, along with a complete selection of name-brand groceries and bakery goods. Name-brand kitchen accessories are also available for purchase.

LLU Campus Store

LLU Campus Store is a resource for greeting cards and supply items without leaving Loma Linda. Their beautiful gift shop has many fine gift ideas for almost any occasion. They have office supplies on hand and can special order for next-day service. Their book section has textbooks, reference books, and general reading.

In addition, they are an authorized Apple Store selling laptops, iPods, iTouch, iPads, and computer accessories.

LLU Campus Store is located in the Campus Plaza.

Gift Shop

Employees are offered a 20% discount on most merchandise in the Medical Center and Children's Hospital gift shops. Discount applies to most gift items but excludes candy, balloons, fresh flowers, sundries,

greeting cards, books, and sale items. Purchase must be made in person by the employee. I.D badge is required for discount.

Campus Purchasing

Employees may purchase items through catalogs at the Campus Purchasing Department.

Pharmacies

Employees have the option of obtaining prescription drugs through the following pharmacies. LLU Community Pharmacy also offers a mail order program where employees may obtain up to a 90-day supply of medication.

Campus Pharmacy
11161 Anderson Street
Loma Linda, CA 92350
909-558-4566

FMO Pharmacy
11370 Anderson Street
Loma Linda, CA 92354
909-558-2804

LLUMC Main Pharmacy
2nd Floor, Medical Center
11234 Anderson Street
Loma Linda, CA 92354
909-558-4500

LLU Community Pharmacy
25455 Barton Road, Suite 111A
Loma Linda, CA 92354
909-558-6447

LLU Meridian Pharmacy
25875 Barton Road, suite B-108
Loma Linda, CA 92354
909-558-3766

Mt. View Pharmaceuticals
11255 Mountain View
Avenue, Suite A
Loma Linda, CA 92354
909-558-3088

Campus Organizations

Students for International Mission Service (SIMS)

Extension 83056

SIMS, a University-wide, staff-directed and faculty sponsored organization plans short-term mission trips, coordinates long-term projects and electives for students. SIMS projects include medical/dental trips during Christmas and spring breaks, weekend trips to a health clinic in Mexico, and long-term summer mission experiences to Africa, Asia, South Pacific, the Caribbean, Central, and South America. SIMS provides spiritual rejuvenation, a cross-cultural learning experience, the delivery of health and human services with an interdisciplinary team

approach, and the opportunity to re-examine oneself and renew one's commitment of service to mankind. The annual Adopt-a-Kid Christmas Party is one of SIMS' local community activities that allows students to reach out to their more immediate neighbors.

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