# Table of Contents

## Contents

- Administrative Policy 5000: Introduction to HR Employee Policies ........................................... 6
- Administrative Policy 5001: At-Will Employment ........................................................................ 7
- Administrative Policy 5002: Revisions to TCCS Policies ............................................................ 8
- Board Policy 5003: Equal Employment Opportunity ................................................................. 9
- Administrative Policy 5004: Anti-Harassment .......................................................................... 10
- Administrative Policy 5005: Reporting Discrimination or Harassment .................................... 12
- Administrative Policy 5006: Investigation of Findings Concerning Discrimination/Harassment Complaints ................................................................................................................................. 14
- Administrative Policy 5007: Accommodating Persons with Disabilities .................................. 15
- Administrative Policy 5008: Code of Conduct ........................................................................... 16
- Administrative Policy 5009: Applicant Due Diligence: Reference Checks, Criminal Background Checks, Credit Checks and Drug and Alcohol Testing .......................................................... 19
- Administrative Policy 5010: Employment Eligibility Verification (I-9 Form) ............................. 20
- Administrative Policy 5011: TCCS Employees Eligibility for Open TCCS Positions ............... 21
- Administrative Policy 5012: Attendance, Work Hours, and Time/Attendance Logging ........... 22
- Administrative Policy 5013: Overtime Pay ................................................................................. 23
- Administrative Policy 5014: Meal and Rest Periods .................................................................. 24
- Administrative Policy 5015: Pay for Mandatory Meetings/Training Outside of Regular Work Schedule ......................................................................................................................................... 25
- Administrative Policy 5016: Make-up Time Policy .................................................................... 26
- Administrative Policy 5017: Exempt Employees ....................................................................... 27
- Administrative Policy 5018: Permissible Exempt Employee Deductions ................................. 28
- Administrative Policy 5019: Recording time for Exempt Employees ........................................ 29
- Administrative Policy 5020: Attendance, Absenteeism, and Tardiness .................................. 30
- Administrative Policy 5021: Non-Exempt Employees “Clocking In” ......................................... 31
- Administrative Policy 5022: Standard Work Day and Work Week ............................................ 32
- Administrative Policy 5023: Pay Periods and Dates .................................................................. 33
<table>
<thead>
<tr>
<th>Administrative Policy</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5024</td>
<td>Requests for Leave</td>
<td>34</td>
</tr>
<tr>
<td>5025</td>
<td>Family and Medical Leave Act (FMLA)</td>
<td>35</td>
</tr>
<tr>
<td>5026</td>
<td>California Family Rights Act (CFRA)</td>
<td>37</td>
</tr>
<tr>
<td>5027</td>
<td>Pregnancy Disability Leave</td>
<td>38</td>
</tr>
<tr>
<td>5028</td>
<td>Domestic Violence/Sexual Assault</td>
<td>39</td>
</tr>
<tr>
<td>5029</td>
<td>Military Leave</td>
<td>40</td>
</tr>
<tr>
<td>5030</td>
<td>Victims of Crime Leave</td>
<td>41</td>
</tr>
<tr>
<td>5031</td>
<td>Volunteer Civil Service Personnel</td>
<td>42</td>
</tr>
<tr>
<td>5032</td>
<td>School Activities Leave</td>
<td>43</td>
</tr>
<tr>
<td>5033</td>
<td>Unpaid Leave of Absence</td>
<td>44</td>
</tr>
<tr>
<td>5034</td>
<td>Paid Family Leave</td>
<td>45</td>
</tr>
<tr>
<td>5035</td>
<td>Bone Marrow and Organ Donation Leave of Absence</td>
<td>46</td>
</tr>
<tr>
<td>5036</td>
<td>Time Off for Voting</td>
<td>47</td>
</tr>
<tr>
<td>5037</td>
<td>Kin Care</td>
<td>48</td>
</tr>
<tr>
<td>5038</td>
<td>Bereavement Leave</td>
<td>49</td>
</tr>
<tr>
<td>5039</td>
<td>Jury Duty and Witness Leave</td>
<td>50</td>
</tr>
<tr>
<td>5040</td>
<td>Sick Leave</td>
<td>51</td>
</tr>
<tr>
<td>5041</td>
<td>Vacation Leave</td>
<td>54</td>
</tr>
<tr>
<td>5042</td>
<td>Holiday Leave</td>
<td>55</td>
</tr>
<tr>
<td>5043</td>
<td>Confidential Information</td>
<td>56</td>
</tr>
<tr>
<td>5044</td>
<td>Conflict of Interest</td>
<td>57</td>
</tr>
<tr>
<td>5045</td>
<td>TCCS Property and Work Place</td>
<td>58</td>
</tr>
<tr>
<td>5046</td>
<td>Video Surveillance</td>
<td>59</td>
</tr>
<tr>
<td>5047</td>
<td>Use of Technology</td>
<td>60</td>
</tr>
<tr>
<td>5048</td>
<td>Drug and Alcohol Policy</td>
<td>61</td>
</tr>
<tr>
<td>5049</td>
<td>Dress and Grooming Standards</td>
<td>62</td>
</tr>
<tr>
<td>5050</td>
<td>Employment of Relatives</td>
<td>63</td>
</tr>
<tr>
<td>5051</td>
<td>Employee Performance Evaluation</td>
<td>64</td>
</tr>
<tr>
<td>5052</td>
<td>Open Door Policy</td>
<td>65</td>
</tr>
</tbody>
</table>
Administrative Policy 5053: Workplace Violence Prevention .................................................... 66
Administrative Policy 5054: Weapons in the Workplace ........................................................... 67
Administrative Policy 5055: Benefits ......................................................................................... 68
Administrative Policy 5056: Rideshare Program (Trip Reduction Incentive Plan) ................... 69
Administrative Policy 5057: Tuition Benefit ............................................................................. 70
Administrative Policy 5058: No Solicitation and Distribution/Posting of Literature ............... 75
Administrative Policy 5059: Employment Verification ............................................................... 76
Administrative Policy 5060: Lactation Accommodation ............................................................ 77
Administrative Policy 5061: TCCS Employee Complaint and Resolution ................................. 78
Administrative Policy 5000: Introduction to HR Employee Policies

These Policies provide an overview of certain terms and conditions of employment for full- and part-time TCCS employees. They also provide links to important policies and information that affect your employment, and they supersede all previously issued policies. TCCS reserves the right to amend, supplement, or rescind any of the policies herein, other than the employment at-will policy, as it deems appropriate in its sole and absolute discretion. These policies are intended to serve as guidelines. TCCS may deviate from these guidelines in its sole discretion as individual circumstances warrant.

All employees are expected to review and understand these policies and to keep up to date with any revisions. When confronting questions or situations that may not be specifically addressed in these policies, managers and employees should apply principles of standard business practices and ethical behavior. Human Resources staff members are also available to answer questions and/or provide guidance on these policies.

THIS HANDBOOK IS NOT INTENDED AS A CONTRACT AND SHOULD NOT BE VIEWED AS THE BASIS OF ANY CONTRACTUAL OBLIGATIONS OF TCCS.

Revised 9/1/19
Administrative Policy 5001: At-Will Employment

TCCS employees are employed “at-will.” This means that either the employee or TCCS may terminate employment at any time, with or without cause, and with or without notice to the other. Nothing in the TCCS Human Resources policies shall modify the at-will nature of employment with TCCS, and no director, manager, or employee of TCCS has the authority to enter into a written or oral agreement promising employment for any specified period of time, or otherwise promising or agreeing to any employment terms other than the at-will terms explained in this paragraph.

Nothing in any policy statement – including benefit plan descriptions – can create or is intended to create a promise or representation of continued employment for any employee.

Modifications to this at-will employment policy are binding only if memorialized in writing and signed by the employee and TCCS’s Chief Executive Officer.

Revised: 7/1/13
Administrative Policy 5002: Revisions to TCCS Policies

These policies supersede all previously issued handbooks and any policy, benefit statement, or memoranda that is inconsistent with these policies.

From time to time, TCCS may modify or change its employment policies and procedures. Accordingly, nothing in these policies constitutes a promise that its benefits and policies will continue unchanged. With the exception of the at-will employment policy, TCCS reserves the right to revise, modify, delete, or augment any and all policies, procedures, work rules, or benefits outlined in these policies or in any other written or electronic document.

Although TCCS reserves the right to implement any changes with or without prior notice, in order to keep employees apprised of new policies or procedures, in general changes to these policies or TCCS employment will be memorialized in a written notice distributed to all employees via electronic mail. For this reason, and for the conduct of TCCS business, all managers allow TCCS employees reasonable access to electronic mail and employees are expected to review their email messages no less often than twice weekly. Unless in writing, signed by the Chief Executive Officer, no statement or representation of any employee, manager, or officer of TCCS can alter the provisions of these policies.

These policies set forth the entire agreement between the employee and TCCS as to the duration of employment, the circumstances under which employment may be terminated, and the benefits to which an employee may be entitled.

These policies are intended to serve as guidelines. TCCS may deviate from these guidelines in its sole discretion as individual circumstances warrant.

Revised: 7/1/13
Board Policy 5003: Equal Employment Opportunity

TCCS is an equal opportunity employer. TCCS managers make employment decisions on the basis of merit, with the aim to have the best available person in every job. TCCS prohibits discrimination based on race, color, religious creed (including religious dress and grooming practices), gender (including gender identity and gender expression), national origin or ancestry, genetic information, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), military or veteran status, and status with regard to public assistance, or any other basis protected by federal, state or local law or ordinance or regulation. TCCS also prohibits discrimination based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics. All such discrimination is unlawful.

TCCS is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in TCCS operations and prohibits any employee of TCCS, including managers and coworkers, from subjecting another employee to unlawful discrimination.

Revised: 3/31/16


**Administrative Policy 5004: Anti-Harassment**

TCCS is committed to providing a professional work environment free from harassment. Accordingly, TCCS prohibits sexual harassment in the workplace, as well as any harassment based on an individual's race, color, religious creed (including religious dress and grooming practices), gender (including gender identity and gender expression), national origin or ancestry, citizenship, genetic characteristic or information, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), military or veteran status, and status with regard to public assistance, or any other basis protected by federal, state or local law or ordinance or regulation. TCCS's policy also prohibits harassment of an individual based on the perception that the individual possesses any of the characteristics mentioned above, or is associated with a person who has or is perceived as having any of those characteristics.

TCCS's anti-harassment policy applies to all persons involved in the operation of TCCS or the Colleges, and prohibits harassment by any TCCS employee, including managers, as well as vendors, customers, independent contractors, and any other persons doing business with TCCS or who come into contact with TCCS employees. It prohibits unlawful harassment in any form, including verbal, physical and visual harassment, and prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in an employer investigation.

Under state and federal law, unlawful sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, under any of the following conditions: (a) submission to such conduct is made as a condition of employment, either expressly or impliedly, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of harassment prohibited in the workplace may include but are not limited to the following:

1. Verbal or written offensive conduct such as using epithets, derogatory jokes, comments, or slurs, stories, innuendos, or unwanted sexual advances, invitations, or comments of a personal nature;

2. Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, videos, emails, drawings or gestures;

3. Physical conduct including unwanted touching, intentionally blocking normal movement, or otherwise interfering with an individual's ability to do his/her work;

3. Threats or demands to submit to sexual requests as a condition of continued
employment, or in order to avoid the loss of some employment benefit; and

5. Retaliation for reporting or threatening to report harassment.

Revised: 9/1/2019
Administrative Policy 5005: Reporting Discrimination or Harassment

An employee who believes he/she has been subjected to any form of discrimination or harassment in violation of TCCS’s policies or the law should bring the matter to the attention of Human Resources, Chief Executive Officer, or a TCCS senior cabinet member. TCCS employees may also visit https://services.claremont.edu/speakuptccs/ and report discrimination and harassment complaints through the online portal linked there and/or by calling 1.800.461.9330. Reporting is anonymous and confidential to the extent possible. Under no circumstances is an employee compelled to report incidences of discrimination or harassment to a manager or director whom the employee believes may have participated in any incident of harassment or discrimination. TCCS encourages all employees to report any incidents of harassment or discrimination as soon as possible so that the matter can be resolved in a timely manner.

To enable TCCS to conduct an effective investigation, any complaint should be specific and include the names of the individuals involved and the names of any witnesses. An employee may prefer to make the complaint in writing. Any employee who needs assistance in preparing a written complaint or who wishes to make a complaint in person should contact any of the persons listed above.

In addition to the internal processes established by TCCS and The Claremont Colleges, external avenues are available for employees through the California Department of Fair Employment and Housing and the United States Equal Employment Opportunity Commission.

Any TCCS supervisor who receives a complaint of harassment or discrimination from an employee must immediately report such complaint to TCCS’s Director of Human Resources or a Human Resources representative assigned to that supervisor’s work group.

Under no circumstances will TCCS retaliate against an employee for filing a complaint that is made in good faith or against any employee who assists in an investigation. All TCCS employees, including managers and officers, are cautioned that TCCS will not tolerate or permit retaliation against an employee who brings a complaint of harassment or discrimination in good faith to its attention.

Mandatory Training

In accordance with California law, TCCS requires formal training on how to identify, prevent, eliminate, and respond to complaints about harassment and/or retaliation (including managers’ and supervisors’ duty to report such complaints), the negative effects of harassment or abusive conduct at the workplace, and steps that can be taken to correct or remedy harassing behavior. All management and supervisory personnel must complete a 2-hour interactive on-line course within six months of promotion or hire to a supervisory position and every two years thereafter. All non-supervisory employees
must complete a 1-hour interactive on-line course within six months of hire and every two years thereafter.

Revised: 9/1/2019
Administrative Policy 5006: Investigation of Findings Concerning Discrimination/Harassment Complaints

Upon receiving a complaint of discrimination or harassment, TCCS will launch a fair, timely, and thorough investigation of the complaint. Although total confidentiality cannot be guaranteed, throughout the investigation process, TCCS will make every effort to protect the confidentiality of an employee by limiting disclosures to those with a need to know as part of the investigation or remedial process.

Upon completion of the investigation, a TCCS representative will advise all parties of the results of the investigation.

If TCCS determines that there has been a violation of the harassment or discrimination policy, TCCS will undertake disciplinary action commensurate with the nature and severity of the offense. TCCS will also take appropriate action to deter any future violations of this policy. Any employee determined by TCCS to be responsible for harassment or discrimination in violation of the policy or the law will be subject to appropriate disciplinary action up to and including termination of employment. A complaint of sexual harassment, which is known to be false by the complainant, or is made with gross disregard of its truth or falsity, may also result in disciplinary action.

Notwithstanding the results of its investigation, TCCS will not retaliate against an employee for filing a complaint in good faith and will not knowingly permit any of its managers, directors, or employees to engage in retaliation against an employee for bringing the complaint in good faith.

Revised: 9/1/2019
Administrative Policy 5007: Accommodating Persons with Disabilities

TCCS is committed to promoting equal employment opportunity for individuals with disabilities and fully complies with the Americans with Disabilities Act and applicable state and local laws. TCCS will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee unless the accommodation would result in an undue hardship to TCCS.

If an employee believes that s/he requires an accommodation in order to perform the essential functions of her/his job, the employee must contact Human Resources and request such an accommodation. The employee will be asked to specify what accommodation is needed to perform the job. TCCS then will conduct an investigation to identify the barriers that interfere with the employee’s ability to perform the job. Working with the employee, TCCS will identify possible accommodations, if any, which would eliminate the limitation. If, following this interactive process, TCCS has identified an accommodation that is reasonable and will not impose an undue hardship on TCCS, TCCS will make the accommodation.

Revised: 7/1/13
Administrative Policy 5008: Code of Conduct

The TCCS Code of Conduct provides guidelines for appropriate and lawful practices that apply to all TCCS employees. As a condition of employment, all employees are expected to comply with the standards described in the Code, applicable laws and regulations, and all TCCS policies and procedures. It is each employee’s responsibility to apply common sense, judgment, and courtesy in carrying out job responsibilities and making work-related decisions where there is no specific guideline described in the Code. Whenever a situation arises where the employee does not understand the appropriate action to make, the employee should immediately contact TCCS management! TCCS’s Code of Conduct describes the type of behavior that all employees should demonstrate and expect of their colleagues while they are at work. Specifically, each TCCS employee is expected to—

1. Comply with the Laws and TCCS Policies
2. Act with Honesty, Integrity, and Respect
3. Keep TCCS Information Confidential
4. Be Responsible with Business Records and Financial Transactions
5. Protect TCCS Property and Use Work Time Appropriately
6. Be Healthy and Safe
7. Avoid Conflicts of Interest
8. Protect the Privacy of Personal Information
9. Respect the TCC Community

Code of Conduct Violations

TCCS, its employees, the Colleges and all those with whom TCCS conducts business services benefit from ethical and professional conduct. Employees who violate the standards described in the Code of Conduct may receive disciplinary action up to and including termination of employment.

Corrective Action/Discipline

TCCS attempts to deal constructively with employee performance problems, unsatisfactory behavior, and employee errors. TCCS may discipline any employee whose performance is unsatisfactory, who violates TCCS or department policies or standards, or whose conduct related to job performance is unacceptable or has a detrimental effect on TCCS or its goals. TCCS’s decision to discipline an employee under this policy does not alter the at-will employment relationship.

Certain performance issues or violations may result in immediate termination of employment. Although there is no possible way to identify every possible issue, certain infractions including those listed in our Code of Conduct may result in immediate discharge.

The disciplinary process used will be determined by TCCS in light of the facts and
circumstances of each case. Depending upon the facts of each case, disciplinary action may include, at TCCS’s sole discretion, oral or written warnings, probation, suspension with or without pay, demotion or reclassification, transfer, or immediate discharge. Because TCCS is an at-will employer, TCCS reserves
the right to terminate any employee at will without following any formal system of
discipline or warnings.

**Duty to Report Violations**

Employees who suspect violations of the standards described in the Code of Conduct are responsible for reporting such matters. TCCS has a responsibility to investigate and report, where necessary, allegations of suspected wrongful or unlawful activities. By the same token, it is a violation of TCCS policy to knowingly make false allegations with the intent to cause harm to another individual.

If you suspect that an employee has engaged in wrongful or unlawful conduct you may report the activity directly to the Chief Executive Officer, one of the Vice Presidents, or Human Resources. The employee may also call My Safe Campus at (800)716-9007, to make a confidential or anonymous report.

**Protection for Reporting Violations**

Any TCCS employee may report allegations of suspected wrongful or unlawful activities at TCCS and may elect to remain anonymous in filing a report. During the investigation, an employee’s identity will be kept confidential to the extent possible. If an allegation concerns activities at any of the Colleges, the party receiving the report will forward it to the appropriate personnel at the specified College.

Employees who report wrongful or unlawful activities, or refuse to participate in wrongful or unlawful activities may not be subjected to any form of reprisal. Employees of TCCS may not (1) retaliate against an employee who files a report under this policy or who refuses to obey an illegal order or (2) interfere, directly or indirectly, with an employee’s right to file a report with TCCS or with any applicable local, state, or federal agency.

Revised: 3/20/14
Administrative Policy 5009: Applicant Due Diligence: Reference Checks, Criminal Background Checks, Credit Checks and Drug and Alcohol Testing

Once a decision has been made regarding interest in hiring an applicant, The Hiring Manager extends a verbal offer and Human Resources sends a written offer, which is contingent upon satisfactory completion of reference and background checks. Credit checks will be requested where such information is substantially related to the duties and responsibilities of the position.

Additionally, drug/alcohol screening is required for positions that operate heavy machinery or are required to participate in a Department of Transportation (DOT) program.

Human Resources will initiate background checks, and if applicable credit checks and drug/alcohol screening only after receiving the signed authorization forms from the candidate. Human Resources will provide the candidate with instructions for drug testing, site maps, and hours of operation. The hiring manager will check references.

Revised: 7/1/13
Administrative Policy 5010: Employment Eligibility Verification (I-9 Form)

TCCS and its employees must comply with the federal Immigration Reform and Control Act (IRCA). All applicants are informed that, upon hire, an I-9 form must be completed. Within three days of employment, all new employees must complete the Employment Eligibility Verification Form (Form I-9) and present evidence verifying their eligibility to work in the United States. A list of satisfactory evidence is provided to each new hire.

Revised: 7/1/13
Administrative Policy 5011: TCCS Employees Eligibility for Open TCCS Positions

Employees, who have been in their current position for at least one year, are in good standing with TCCS, and a minimum performance rating of “meets expectations” may apply for TCCS job openings. The one year requirement may be waived with the consent of the Executive Vice President/Chief Operating Officer or Chief Executive Officer. Employees must apply for the open position to be considered. All applicants will be considered on the basis of their qualifications and ability to perform the job successfully. Criminal background checks, credit checks and drug/alcohol screening will be performed as appropriate to the position, if they were not conducted at the time of hire.

Revised: 7/1/13
Administrative Policy 5012: Attendance, Work Hours, and Time/Attendance Logging

Non-exempt employees are expected to and are responsible for accurately recording time worked. Non-exempt employees must record the time they begin and end their work as well as the beginning and end time of each meal period.

An employee may not swipe another employee’s card nor allow another employee to swipe his/her card. Employees found to be doing so will be subject to immediate termination of employment. If an employee forgets to swipe in or out, he/she must notify his/her manager or designee through appropriate unit communication channels. Employees who repeatedly forget to enter their time will be subject to disciplinary action up and including termination of employment.

Revised: 7/1/13
Administrative Policy 5013: Overtime Pay

In accordance with state and federal law, TCCS provides compensation for all overtime hours worked by non-exempt employees as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Monday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee’s regular rate of pay; and
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

Only non-exempt employees are eligible for paid overtime. In most cases, overtime work must be previously authorized by a manager and employees may be required to work overtime as necessary. Only hours actually worked will be counted towards overtime pay. Each unit head shall schedule the work hours for employees within the department. The schedule shall provide, insofar as possible, two rest days in a seven-calendar-day period.

Revised: 7/1/13
Administrative Policy 5014: Meal and Rest Periods

Nonexempt employees who work more than 5 hours in a workday must take an unpaid meal break of at least 30 minutes each day during which they are relieved of all work duty. The meal break must begin no later than the end of the fifth hour of work. Employees who work more than 10 hours in a day must take a second unpaid meal break of at least 30 minutes during which they are relieved of all work duty. The second meal break must begin no later than the end of the tenth hour of work. Non-exempt employees must take their meal periods each day (unless waived in accordance with this policy) and may not engage in any work during that period and are free to leave the premises. If a nonexempt employee is required to work during a meal break, or is unable to begin a meal break by the times specified above, he or she will receive one additional hour of pay at the employee’s regular rate of compensation.

Non-exempt employees who work no more than six hours may waive the meal period by completing a meal waiver form. Non-exempt employees who work more than ten hours in one day may waive the second meal period by completing a meal waiver form if the employee has not waived the first meal period for that day and has not worked more than 12 hours in a given shift.

Non-exempt employees who work three and one half (3 ½) or more hours per day are also provided an uninterrupted rest period of not less than ten (10) continuous minutes for every four hours or major fraction of four hours of work. Rest periods are paid, and hourly employees should not clock out for a rest period. Rest periods should be taken as close to the middle of each work period as is practical.

Nonexempt employees are required to take their meal breaks (absent a meal waiver), and are authorized and permitted to take rest breaks. Nonexempt employees will be relieved of all duties during meal and rest breaks, and are free to leave the premises during meal and rest breaks. In addition, nonexempt employees must record the times they begin and finish all meal breaks and should be punctual in returning from a meal break.

Failure to take timely and appropriate meal or rest breaks or to accurately record meal breaks will result in disciplinary action, up to and including termination.

Revised: 6/1/19
Administrative Policy 5015: Pay for Mandatory Meetings/Training Outside of Regular Work Schedule

TCCS will pay non-exempt employees for their attendance at meetings, lectures, and training programs where the following conditions apply:

- Attendance at the meeting or training program is mandatory; and
- The employee who is required to attend such meetings, lectures, or training programs was notified of the necessity for his or her attendance at the event.

Because these mandatory meetings/training are considered an integral part of an employee’s work day, compensation will be at the employee’s regular rate of pay. For non-exempt staff, any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is performed.

Revised: 7/1/13
Administrative Policy 5016: Make-up Time Policy

Subject to prior written approval by their manager, TCCS allows non-exempt employees to use make-up time when they need time off to tend to personal obligations. After securing prior written approval, employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Make-up time worked will not be paid at an overtime rate and the following rules apply:

- All make-up time must be worked in the same workweek as the time taken off. TCCS's seven day-workweek is Monday through Sunday.
- Employees may not work more than eleven (11) hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.
- An employee’s use of make-up time is completely voluntary. TCCS does not encourage, discourage or solicit the use of make-up time.
- Make-up time requests must be approved, in writing (email acceptable), by the employee’s manager, before taking the requested time off or working the make-up time, whichever is first. Requests will be considered for approval based on the legitimate business needs of the department at the time the request is submitted. A separate request is required for each occasion the employee requests make-up time.
- Make-up time must be accurately recorded in the time and attendance system.

Revised: 7/1/13
Administrative Policy 5017: Exempt Employees

Exempt employees are paid on a “salary” basis and regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, a salaried employee will receive his/her full salary for any workweek in which he/she performs any work, regardless of the number of days or hours worked. A salaried employee may not be paid for any workweek in which he/she performs no work, subject to TCCS benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the salaried employee is ready, willing, and able to work.

Revised: 7/1/13
Administrative Policy 5018: Permissible Exempt Employee Deductions

If an exempt employee is required to perform any work during the week, they must receive full pay for the week.

Deductions from pay are permissible when a salaried employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability and is not required to perform any work;
- Is absent for military duty for a full week and is not required to perform work during the week;
- Is absent for jury duty for a full week in excess of 10 paid days and is not required to perform work during that week; or
- Works less than a full week during the initial or final week of employment.

Note: If a salaried employee is absent for one or more full days due to sickness and does not perform any work, the employee should record the time off as “Sick” in the Time and Attendance system.

TCCS managers are expressly prohibited from making any improper deductions from the salaries of exempt employees. All deductions must be valid and should be made by HR only. If you believe that an improper deduction from your salary has been made, you should immediately report this information to your unit director or to Human Resources.

Reports of improper deductions will be investigated promptly. If the investigation shows that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction taken from your salary.

Revised: 7/1/13
Administrative Policy 5019: Recording time for Exempt Employees

Exempt employees are not required to clock in or out to show hours worked. However, all exempt employees are expected to accurately record time off such as vacation, sick, and holidays on a monthly basis.

Revised: 7/1/13
Administrative Policy 5020: Attendance, Absenteeism, and Tardiness

Reporting to work on time and working scheduled hours are essential to the success of an employee’s job performance. The basic attendance principles are as follows:

- All employees are expected to report to work on time every day they are scheduled to work;
- There is recognition that absence due to civic obligation, emergency, or bona fide sickness or injury is often beyond the control of the employee. However, these are the exception rather than the norm.
- Consistent and timely attendance is a requirement of continued employment.
- Employees will be deemed to have resigned if they fail to report to work for three (3) consecutive workdays without notifying their supervisor or Human Resources.

Managers are responsible for reviewing the attendance of each employee on a regular basis and addressing issues.

Revised: 1/16/14
Administrative Policy 5021: Non-Exempt Employees “Clocking In”

Non-exempt employees in TCCS units that use a time clock must accurately record all time worked and must start and clock-in for work at their regular start time and not beforehand unless overtime is authorized.

Any employee who clocks in after the scheduled starting time for work will be considered late. For example, if an employee’s scheduled start time for work is 8:00 and an employee clocks in at 8:01, the employee is considered late, and this is an unexcused tardy. However, if a manager deems that an employee is tardy because of documentable exigent circumstances (e.g., freeway accident on the way to work), the manager may consider it an “excused tardy” in which case it will not be considered subject to disciplinary action.

Non-exempt employees in TCCS units that do not use a time clock must accurately report their time directly through the time and attendance system and must start work at the regular start time and not beforehand unless overtime is authorized.

All time worked must be recorded and reported and off-the-clock work of any kind is prohibited. Non-exempt employees are paid for all time worked, whether or not authorized.

Revised: 6/1/19
Administrative Policy 5022: Standard Work Day and Work Week

A day, for pay purposes, is a twenty-four (24) hour period beginning at 12:01 a.m. and ending at 12:00 midnight. A week, for pay purposes, is a seven (7) day period beginning at 12:01 a.m. on Saturday and ending at 12:00 midnight on Friday.

Revised: 12/19/20
Administrative Policy 5023: Pay Periods and Dates

It is TCCS policy to pay employees on a regular basis and in accordance with applicable laws and regulations. Payment of wages is subject to withholding requirements of local, state, and federal governments, and to deductions for programs authorized by TCCS.

TCCS has partnered with Workday through which employees can access several self-service functions related to their pay. For example, employees can change their Federal W-4 withholding and elect to have their pay directly deposited to their financial institution by electronic transmission. Direct deposit, which is the preferred method for paying all employees, may be started or stopped at any time by logging into Workday.

Employees not enrolled in direct deposit will receive a paper paycheck via U.S. Mail to the address on file in Workday.

The pay periods for nonexempt workers are 14 days in duration, and nonexempt employees are paid every other Friday. Exempt employees are paid on the 26th of each month. For exempt employees, when a payday falls on a Saturday or Sunday, employees will normally be paid the previous Friday. When a payday falls on a paid holiday, employees will normally be paid the previous business day.

Revised: 1/1/21
Administrative Policy 5024: Requests for Leave

All requests for leave by TCCS employees must be completed in writing and submitted in advance or as soon as foreseeable to the manager and Human Resources. Should the employee desire to apply to take an unpaid leave, it is the responsibility of the employee to notify Human Resources.

Visit https://services.claremont.edu/benefits-administration/benefit-plan-information/, to access the forms. Revised: 7/1/13
Administrative Policy 5025: Family and Medical Leave Act (FMLA)

The FMLA entitles qualified employees to take up to twelve weeks of unpaid leave per twelve month period for the (1) birth of a child; (2) adoption of a child or placement of a foster child; (3) care of a spouse, parent, or child with a serious health condition; (4) recovery from an employee’s own serious health condition; or (5) qualifying exigency for military family leave. TCCS will continue to pay the employer portion of the premium of any pre-existing healthcare coverage during an FMLA leave, and the employee is responsible for paying on a timely basis the employee portion of the premiums. See also California Family Rights Act (CFRA); most FMLA and CFRA leaves run concurrently.

Requesting Leave

Employees requesting leave must inform their supervisor of a pending upcoming leave and must contact Human Resources. If the leave is foreseeable, the employee should provide at least 30 days advance notice. If the starting date is not foreseeable, an employee must provide as much notice as is practicable. If a medical emergency prevents the employee from personally giving notice, someone else (such as a spouse, parent, or adult child) may give the notice.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply, in a timely manner, for any other leave for which the employee is eligible, including an extension of the current leave. The employment of any employee who does not return to work at the end of an approved leave period, including any extensions, may be terminated as of the date the leave ends.

Reporting While On Leave

Employees on leave must contact HR regarding their status and their intention to return to work. In addition, employees must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change, need to be extended, or if the employee’s intent to return to work has changed.

Returning From Leave

When an employee is able to return to work, the employee should attempt to give their supervisor at least one week notice of their return date. TCCS may reinstate the employee to the same or an equivalent job position upon conclusion of the leave period. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had he/she not taken leave. Thus, for example, if a layoff or some other extenuating circumstance or business condition arises which affects the employee’s position, reinstatement may not
be possible. Additionally, employees on a leave that extends beyond the 12 weeks provided under this policy are not guaranteed reinstatement.

Revised: 7/1/13
Administrative Policy 5026: California Family Rights Act (CFRA)

The California Family Rights Act (CFRA) entitles qualified employees up to twelve weeks of unpaid leave per twelve month period for the (1) birth of a child; (2) adoption of a child or placement of a foster child; (3) care of a spouse, registered domestic partner, parent, or child with a serious health condition; or (4) recovery from an employee’s own serious health condition. TCCS will pay the employer portion of the premium of any pre-existing healthcare coverage during the CFRA leave period, and the employee is responsible for paying on a timely basis the employee portion of the premium. TCCS may reinstate the employee to the same or an equivalent job position upon conclusion of the leave period.

Most Family Medical Leave Act (FMLA) and CFRA leaves run concurrently – in other words, an employee will be entitled to 12 weeks, not 24 weeks. However, the CFRA does not consider disability due to pregnancy, childbirth, or a related medical condition a covered “serious health condition.” Accordingly, leave taken for such a condition under the FMLA is not counted against an employee’s twelve-week CFRA entitlement.

Revised: 7/1/13
Administrative Policy 5027: Pregnancy Disability Leave

An employee in California who has a pregnancy- or childbirth-related disability is entitled to up to four months of leave during the period in which she is suffering from this disability. This leave runs concurrently with any Family Medical Leave Act (FMLA) leave but is separate and distinct from an employee’s right to take California Family Rights Act (CFRA) leave. If any part of this disability leave is also a FMLA leave, TCCS will pay the employer portion of the premium of any pre-existing healthcare coverage for the duration of the disability leave, and the employee is responsible for paying on a timely basis the employee portion of the premium. TCCS may reinstate the employee to the same or an equivalent job position upon conclusion of the leave period.

Revised: 7/1/13
Administrative Policy 5028: Domestic Violence/Sexual Assault

Employees who are victims of domestic violence or sexual assault are eligible for unpaid leave not to exceed the twelve weeks to which employees may be eligible under the Family Medical Leave Act (FMLA). An employee may request leave if time off from work is needed to appear in court or to take other qualified actions (such as attempting to obtain a restraining order to help ensure your own health, safety, or welfare or that of your child).

An employee should provide written notice and certification of his/her need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that you were the victim of domestic violence or a sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that you were undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Employees also may take unpaid leave in order to:

- Seek medical attention for injuries caused by domestic violence or sexual assault.
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault.
- Obtain psychological counseling related to an experience of domestic violence or sexual assault.
- Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault.

Should an employee request domestic violence/sexual assault leave, TCCS will maintain confidentiality to the extent permitted by law.

Revised: 7/1/13
Administrative Policy 5029: Military Leave

Employees who are eligible to take military leave should contact Human Resources for information about their rights before and after such leave. Employees are entitled to reinstatement upon completion of military service, provided the employee returns or applies for reinstatement within the time allowed by law.

Revised: 7/1/13
Administrative Policy 5030: Victims of Crime Leave

An employee who is a victim of a crime, or whose immediate family member or registered domestic partner is a victim of a felony may take time off from work in order to attend judicial proceedings related to the crime.

An immediate family member is defined as a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

If an employee is eligible to be absent under this provision, TCCS asks that the manager be provided with written notice, i.e., documentation of the scheduled proceeding. (Such notice typically is given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.) If it is not possible to provide advance notice, TCCS asks that be provided appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid. The employee may choose to use accrued vacation as opposed to leave without pay. [California Labor Code Section 230 and 230.1]

Revised: 7/1/13
Administrative Policy 5031: Volunteer Civil Service Personnel

Employees are entitled to take time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees are also eligible for unpaid leave for required training. Any employee, who is an official volunteer firefighter, should alert the unit manager that the employee may have to take time off for emergency duty. If possible, please alert the unit manager before taking time off for emergency duty. [California Labor Code Section, 230.3]

Revised: 7/1/13
Administrative Policy 5032: School Activities Leave

An employee who is a parent, guardian, or grandparent who has custody of one or more children in kindergarten or grades one to 12, and needs time off work for a school activity may be eligible to take time off work. The following conditions apply:

- The time-off for school activity participation does not exceed eight hours in any calendar month, or a total of 40 hours each school year;
- Employees who do not have vacation accrual may take the time off without pay, and
- Employees must provide their manager with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

Employees planning to take time off for school activities are asked to provide TCCS advance notice and will not be paid for the time off unless he or she uses accrued vacation time.

If an employee is the parent or guardian of a child who is facing suspension from school and is summoned to the school to discuss the matter, the employee should alert his or her manager as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Revised: 7/1/13
Administrative Policy 5033: Unpaid Leave of Absence

An unpaid leave of absence may be granted at the discretion of TCCS. Requests for leaves without pay should be limited to unusual circumstances requiring an absence. Examples include family emergencies not covered under protected leaves and volunteer work.

Approved unpaid leaves are treated as excused absences without pay. When an unpaid leave of absence is granted in excess of 30 calendar days, TCCS does not continue to pay premiums for health insurance coverage for employees on non-FMLA, PFL, or CFRA leaves of absence. However, an employee may choose to self-pay the premiums to Benefits Administration. Benefits Administration staff can provide additional information.

Requesting Leave

Employees requesting leave must inform their supervisor of a pending upcoming leave and must contact Human Resources. If the leave is foreseeable, the employee should provide at least 30 days advance notice. If the starting date is not foreseeable, an employee must provide as much notice as is practicable.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply, in a timely manner, for any other leave for which the employee is eligible, including an extension of the current leave. The employment of any employee who does not return to work at the end of an approved leave period, including any extensions, may be terminated as of the date the leave ends.

Reporting While On Leave

Employees on leave must contact HR regarding their status and their intention to return to work every two weeks. In addition, employees must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change, need to be extended, or if the employee’s intent to return to work has changed.

Returning From Leave

Upon return from a leave of absence, there is no guarantee that an employee will be returned to his/her former position. If no appropriate position is available, the employee will be terminated.

Revised: 3/1/14
Administrative Policy 5034: Paid Family Leave

California employees (men and women) may be entitled to six (6) weeks of pay per year when taking a leave for the purpose of bonding with a new child (where the child becomes part of your family by birth, adoption, or a foster-care placement). This program is known as the “Paid Family Leave (PFL)” insurance program, and also provides employees with pay where they take a leave to care for a seriously ill child, spouse, registered domestic partner, or parent. This program applies to all employees.

PFL is an insurance program. The pay structure runs concurrently with leaves taken under the federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). For more information on PFL, see https://services.claremont.edu/shs/docs/vdi-pfl/

Revised: 7/1/13
Administrative Policy 5035: Bone Marrow and Organ Donation Leave of Absence

An employee will be eligible for up to thirty (30) days paid leave in any 12-month period for organ donation and up to five days (5) paid leave for bone marrow donation. To qualify, an employee will be required to provide TCCS with written verification of the employee’s status as an organ or bone marrow donor and the medical necessity for the donation. An employee will be required to use five days of accrued and unused sick time and/or vacation during leave for bone marrow donation and two weeks sick time and/or vacation during leave for organ donation. Leaves may be taken in one or more periods, and during any period of leave, TCCS will continue to pay the employer portion of the premium of any existing healthcare coverage during the employee’s leave. Leave for organ or bone marrow donation will not be considered a break in service for seniority purposes. Bone marrow and organ donor leave does not run concurrent with FMLA or CFRA leave. TCCS may reinstate the employee to the same or an equivalent position upon conclusion of the leave period. [California Labor Code Section 1512]

Revised: 11/4/13
Administrative Policy 5036: Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote, as documented in a prior written request to the manager, in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined.

Under these circumstances, an employee will be allowed a maximum of two hours of paid time off during an election day. When possible, an employee requesting time off to vote shall give his or her manager at least two days’ notice. [California Election Code 14000-14001]

Revised: 7/1/13
Administrative Policy 5037: Kin Care

Each calendar year, employees may use up to one-half of their yearly sick leave allotment to attend to a child, parent, spouse, domestic partner, or domestic partner’s child who is ill.

For purposes of “kin care” leave, a “child” is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A “child” also may be someone for whom the employee has accepted the duties and responsibilities of raising, even if he or she is not the employee’s legal child.

A “parent” is the biological, foster, or adoptive parent; stepparent; or legal guardian. A “spouse” is the legal spouse according to the laws of California. All conditions and restrictions placed on an employee’s use of sick leave apply also to sick leave used for care of a child, parent, or spouse.

A “domestic partner” is another adult with whom the employee has chosen to share his/her life in an intimate and committed relationship of mutual caring, and for whom s/he has filed a statement of domestic partnership with TCCS Benefits Administration.

A “domestic partner’s child” is the biological, foster or adopted child, stepchild, or legal ward of the employee’s domestic partner. A “domestic partner’s child” also may be someone for whom the domestic partner has accepted the duties and responsibilities of raising, even if he or she is not the domestic partner’s legal child. [Labor Code Section 233]

Revised: 7/1/13
Administrative Policy 5038: Bereavement Leave

In the event of the death of the employee’s current spouse or domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild, aunt, uncle; or mother-, father-, sister-, brother-, son-, or daughter-in-law, an employee may take up to three consecutive scheduled workdays off with pay with the prior written approval of the employee’s manager.

Revised: 7/1/13
Administrative Policy 5039: Jury Duty and Witness Leave

TCCS encourages employees to serve on jury duty when called. An employee receives pay for up to 10 days of jury duty or to appear as a witness in any judicial proceeding. An employee should notify his/her manager in writing in advance (form) of the need for time off for jury duty as soon as a notice or summons from the court is received. An employee may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, an employee will be expected to return to work for the remainder of his/her work schedule. Accommodation will be made for those staff, such as Campus Safety shift personnel, who work a non-standard schedule. [California Labor Code Section 230(a) and (b)]

Revised: 7/1/13
Administrative Policy 5040: Sick Leave

Sick leave is a type of paid leave that employees accumulate in order to provide a cushion for incapacitation due to illness. It is to be used only when actually required to recover from your own illness or injury (or to care for an ill or injured child, parent, spouse, registered domestic partner or domestic partner’s child consistent with "kin care" leave). Time off for medical and dental appointments will be treated as sick leave.

Regular full- and part-time employees who work 20 hours or more per week are eligible to accumulate sick leave. Sick leave is accrued at the rate one (1) day per month or the equivalent of one-fifth of an employee’s standard work weekly hours and does not accrue during certain types of leaves. Sick leave accrues at the beginning of each month, and 120 days (960 hours) is the maximum an employee may accumulate. Maximum accrual limits are pro-rated based on an employee’s full-time/part-time status.

Abuse or misuse of sick leave may result in disciplinary action up to and including termination of employment. If there is reason to believe that sick leave has been abused or misused, TCCS may require the employee to provide supporting documentation. If the employee is found to have misused or abused sick leave, TCCS may withhold paid sick leave benefits.

CA Sick Leave

Effective July 1, 2015, regular employees who work less than 20 hours per week and TCCS temporary employees are eligible to accrue sick leave provided the employee works at least 30 days within a year. Accruals will begin on July 1, 2015 or on the employee’s date of hire, whichever is later.

Employees in this category will accrue sick leave at a rate of one (1) hour for every 30 hours worked. The maximum accrual limit of paid sick leave is 48 hours or six days. Accrued sick hours will carry-over from year to year up to the maximum accrual limit.

An employee may begin using accrued sick leave on or after the employee’s 90th day of employment. Eligible uses of CA sick leave include: leave for you or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee’s parent, child, spouse, domestic partner, grandparent, grandchild, and sibling.

The use of sick leave must be recorded on an employee’s timesheet and an employee will be paid at his/her regular rate of pay. In the event an employee has more than one job at TCCS, the employee will be paid at an average rate of pay based on the total wages earned (not including overtime premium) during the previous 90-day employment period prior to using sick leave. Sick leave may not be used before it is
An employee is expected to notify his/her supervisor of the need to use paid sick leave prior to taking the time off when the need for leave is foreseeable. In the event the leave is not foreseeable, notice should be provided as soon as possible.
Sick leave may not be cashed out, used to cover non-work time or transferred to another employee. If there is reason to believe that sick leave has been abused or misused, TCCS may require the employee to provide supporting documentation.

Accrued but unused sick hours are not paid out upon an employee’s separation of employment from TCCS. If a separated employee is rehired within one year of his/her separation date, any previously accrued unused sick leave will be reinstated.

Revised: 7/1/15
Administrative Policy 5041: Vacation Leave

Full-time employees, and part-time employees who work 20 hours or more per week are eligible to accrue vacation leave. Temporary employees and employees who work less than 20 hours per week are not eligible to accrue vacation leave. The accrual rate is based on the employee’s assigned pay category, which will be either "nonexempt" (paid by the hour) or "exempt" (paid a monthly salary), and their years of full time service. Accruals are also pro-rated based on an employee’s full-time or part-time status. Vacation accruals are suspended during certain leaves of absence.

All employees accrue vacation at the beginning of each month. New hires begin accruing the first of the month following their date of hire. Nonexempt employees accrue vacation according to the following schedule.

<table>
<thead>
<tr>
<th>Length of Service in Regular Status</th>
<th>Hours per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 12 months of continuous employment</td>
<td>6.67</td>
</tr>
<tr>
<td>13 to 24 months of continuous employment</td>
<td>8.00</td>
</tr>
<tr>
<td>25 to 36 months of continuous employment</td>
<td>12.00</td>
</tr>
<tr>
<td>37 months or more of continuous employment</td>
<td>14.67</td>
</tr>
</tbody>
</table>

Exempt employees accrue vacation at the rate of 14.67 hours per month.

Active service commences with an employee’s first day of work and continues thereafter unless broken by a personal leave/unpaid leave of absence or termination of employment. Nonexempt employees may request partial day vacation. Exempt employees use and report vacation hours in half-day increments.

For planning purposes, employees should request vacation in advance. Vacation schedules must be coordinated and approved by the manager. The manager has discretion to approve or deny vacation requests based on department/business need.

TCCS encourages employees to take vacation annually. An employee may accrue a maximum of 33 days (264 hours) after which no further accrual will be possible until the accrual balance is below the maximum. Vacation accrual maximums are pro-rated based on an employee’s FTE status (full-time or part-time status). Should employment terminate, an employee will be paid for any accrued unused vacation hours.

Revised: 1/1/21
Administrative Policy 5042: Holiday Leave

TCCS observes the following paid holidays for full-time and part-time benefits eligible employees who are in paid status on the day before and the day after the holiday:

- January  New Year’s Day (January 1)
- January  Dr. Martin Luther King’s Birthday (3rd Monday)
- March    Cesar Chavez day (last Friday)
- May      Memorial Day (last Monday)
- July     Independence Day (July 4)
- September Labor Day (1st Monday)
- November Thanksgiving Day (4th Thursday)
- November Friday following Thanksgiving
- December Winter Holiday (December 24)
- December Winter Holiday (December 25)

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

Non-exempt employees who are required to work on any of the holidays listed above will be paid time and one-half for the holiday hours worked, in addition to the normal holiday pay.

TCCS will post the holidays for each year on the website.

See https://services.claremont.edu/human-resources/ for holidays in the current calendar year.

Holidays days are not an accrued benefit and will not be paid out if employment ends with TCCS prior to a holiday.

Winter Break Closure:

To allow employees to enjoy the holidays between December and January, TCCS offices close annually between the Winter Holidays and New Year’s Day.

Benefits eligible employees who are scheduled to work during this time will receive these four (4) days off with pay. Pay will be prorated for part-time employees.

Non-exempt employees who are required to work on any of the closure days will receive additional straight-time pay for the hours worked.

The Winter Break Closure days are not an accrued benefit and will not be paid out if employment ends with TCCS prior to the closure.

Revised: 1/1/21
Administrative Policy 5043: Confidential Information

All TCCS records and information relating to TCCS or its customers are confidential and employees must treat all matters accordingly. No TCCS or TCCS-related information held by TCCS, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of TCCS) may be removed from TCCS’s premises without permission from TCCS. Additionally, the contents of TCCS’s records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose and authorized, in advance, by TCCS management.

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside TCCS. Employees who are unsure about the confidential nature of specific information must assume it is confidential and not disclose it. Employees will be subject to appropriate disciplinary action, up to and including termination of employment, for knowingly or unknowingly revealing information of a confidential nature, or sharing information held by TCCS for other than approved business purposes.

Per the Appropriate Use of Campus Computing and Network Resources Policy, documents, files and electronic mail stored on a TCCS-owned networked computer or server are normally accessible only by the user. However, any file or document placed on a TCCS-owned computer or network is subject to access, and thus, should not be regarded as private or confidential.

Revised: 1/16/14
Administrative Policy 5044: Conflict of Interest

TCCS employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of TCCS. As in all other facets of their duties, employees dealing with customers, suppliers, contractors or any person doing or seeking to do business with TCCS are to act in the best interest of TCCS. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest.

A potential or actual conflict of interest exists when an employee’s private interests or commitments are at odds with TCCS’s business interests or commitments. TCCS employees are expected to refrain from any activity or association that is to the detriment of, or in conflict with, the interests of TCCS.

If there is any doubt as to whether an actual or potential conflict of interest exists or how to resolve it, the employee’s manager and/or director is responsible for reviewing it with the CEO, a Vice President as appropriate, or Human Resources; and any conflict can only be approved by the Office of the Executive. When an actual or potential conflict is found to exist, the resolution must be documented with copies given to the employee, unit director, and Human Resources for review and filing. The unit director is responsible for periodically reviewing the status of a documented resolution to ensure compliance, and the employee is responsible for reporting any changes that affect the resolution or result in an actual or potential conflict of interest.

Outside Employment

In accepting employment at TCCS, the employee acknowledges that TCCS is the primary employer priority. TCCS does not prohibit outside employment as long as it does not in any way interfere with the duties and assignments at TCCS, or create a conflict of interest. When an employee is engaged in or considering outside employment or outside business arrangements that could create an actual or potential conflict of interest, the employee must notify TCCS management in writing in advance of the obligation. Should a conflict arise, the employee will meet fully the assignments from TCCS management or be subject to disciplinary action, up to and including termination of employment.

Revised: 7/1/13
Administrative Policy 5045: TCCS Property and Work Place

All furnishings, equipment, supplies, and computers are the property of TCCS and must be maintained according to TCCS rules and regulations. They must be kept clean and are to be used only for work-related purposes.

Prior authorization must be obtained before any TCCS property may be removed from the premises.

TCCS reserves the right to inspect all TCCS property – including but not limited to employee desks, drawers, file cabinets, and lockers – at any time, without notice to the employee and not necessarily in the employee’s presence. Personal or confidential items should not be brought to the workplace.

For security reasons, employees should not leave personal belongings of value in the workplace. Employees who voluntarily or involuntarily leave employment at TCCS must remove any personal items at the time they leave. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee’s departure unless other specific arrangements are made, in advance, with Human Resources.

Revised: 7/1/13
Administrative Policy 5046: Video Surveillance

For security purposes, video cameras are placed throughout TCCS buildings and property with certain exceptions such as restrooms and changing areas. TCCS records and maintains surveillance of all work areas at all times and employees should have no expectation of privacy.

Revised: 7/1/13
Administrative Policy 5047: Use of Technology

TCCS uses various forms of technology including, but not limited to our network and servers, the Internet, telephones, other electronic devices, voice mail, and e-mail. All electronic information created by an employee using any TCCS provided means of electronic communication, and all communications, including all software, databases, hardware, and digital files, remain the sole property of TCCS and are to be used only for TCCS business purposes only. TCCS employees must comply with The Claremont Colleges Policy Regarding Appropriate Use of Computing and Network Resources. https://services.claremont.edu/it/appropriate-use-campus-and-network-resources/

Questions about access to electronic communications or issues relating to security should be addressed to the Chief Information Officer.

Prohibition against installing personal software: Employees may not install personal software on TCCS technology without prior written permission.

Revised: 7/1/13
Administrative Policy 5048: Drug and Alcohol Policy

The use, manufacture, possession, transfer, sale, purchase or being under the influence of any illegal or unauthorized drug or other intoxicant (including alcohol) while on TCCS premises or any of the Colleges, during work hours (including meals and rest periods) and/or when performing any TCCS business, including when driving TCCS-owned or leased vehicles or operating TCCS equipment, is absolutely prohibited and is subject to disciplinary action, up to and including termination of employment, with the exception of: (1) prescription medication prescribed by a licensed physician and used strictly in accordance with the prescription instructions; or (2) alcohol which may be moderately consumed as part of an authorized TCCS social event.

Off-duty substance use or abuse, and the use or misuse of prescription or over-the-counter drugs, are also prohibited to the extent that such use or misuse adversely affects the employee’s ability to perform his or her job. Any employee who is using prescription or over-the-counter drugs that may impair the employee’s ability to safely perform the job, or that may affect the safety or well-being of others, must notify TCCS management, in writing and in advance, of such use immediately before starting or resuming work.

If there is reasonable suspicion to believe that an employee is under the influence of a controlled substance, that employee will be subject to immediate drug/alcohol screening. A refusal of a drug test will result in termination of employment. If the test is positive, disciplinary action is left to the discretion of TCCS. Periodic drug testing during employment will be conducted at TCCS discretion.

State and federal disability laws do not obligate TCCS to accommodate any employee whose performance of his or her essential job duties is impaired due to current drug or alcohol use. Nonetheless, TCCS encourages employees to seek help with any substance abuse or dependency, and will reasonably accommodate employees desiring assistance. TCCS sponsors an employee assistance program (1-800-234-5465) that can confidentially assist employees and provide additional resources for dealing with substance abuse. However, employees should seek help before the dependency affects their job performance. Although drug or alcohol dependency itself is not grounds for discipline or discharge, any work problems resulting from such use or dependency will be dealt with in the same manner as any other performance-related problem.

Revised: 7/1/13
Administrative Policy 5049: Dress and Grooming Standards

TCCS provides professional services to The Claremont Colleges. Appearance and attitude are important parts of our image. Appropriate attire and personal hygiene/grooming are essential. In some units, uniforms may be required or individual units may have specific requirements; otherwise, the dress code for all TCCS employees is *business attire* during the academic year and *business casual* during the summer months.

Revised: 7/1/13
Administrative Policy 5050: Employment of Relatives

TCCS allows the employment of relatives of current TCCS employees on the same basis as other applicants. The term “employment” includes, but is not limited to, permanent and temporary employees, contractors, and consultants. The term “relative” includes, but is not limited to, a brother, sister, parent, spouse, domestic partner, fiancé, child, grandchild, grandparent, aunt, uncle, niece, nephew, cousin, in-law, step-child, foster child, step-parent, ward, or any person who is living in the employee’s household.

Employment of a relative is limited only to avoid a conflict of interest in employment relationships. To avoid such conflicts, no TCCS employee may supervise or have responsibility for taking or recommending personnel actions that affect the employee’s relative. When a potential or actual conflict is known, it is the employee’s responsibility to inform their unit director. The unit director consults with Human Resources regarding a resolution. Decisions are guided by the content and requirement of the position, the qualifications of the individual, and the interests and integrity of TCCS.

TCCS will make an effort to retain employees if an employee already on the payroll becomes related to another employee under their direct supervision, or a conflicting relationship develops under the other provisions of this policy. In such cases, one of the individuals may be transferred to another position for which they are qualified, so that the conflict no longer exists. If a re-assignment or transfer is not practicable or possible, one (or both) of the individuals must resign after a reasonable period.

Revised: 7/1/13
**Administrative Policy 5051: Employee Performance Evaluation**

In most instances, employees will receive a written performance evaluation each year. The evaluation will include the employee’s self-evaluation and should be signed and dated by the employee, the supervisor, and the Executive Officer of the applicable department. The signed performance evaluation must be submitted to Human Resources. The employee will receive a copy of the written performance evaluation the evaluation (and any employee response) will be kept in the employee’s personnel file.

The purpose of Performance Evaluations is to measure and provide feedback regarding the employee’s performance, results, accomplishments, behaviors, suggestions for change or improvement, training needs, how to overcome obstacles to success, and future plans and goals for optimum performance. While formal Performance Evaluations are only conducted once per year, managers are expected to give employees continuous feedback and guidance about their job performance.

Performance Evaluation Forms are located on the TCCS website, under Human Resources Forms  ([https://cuc-docs.cuc.claremont.edu/dept/hr/](https://cuc-docs.cuc.claremont.edu/dept/hr/))

Revised: 7/1/13
Administrative Policy 5052: Open Door Policy

TCCS has adopted an Open Door Policy for all employees. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time. On normal business issues or questions, employees should initially explore issues with the immediate supervisor. If the employee is not satisfied with the outcome of an issue or is not comfortable discussing a matter with their supervisor, the employee should direct their concern to Human Resources.

Revised: 7/1/13
Administrative Policy 5053: Workplace Violence Prevention

The Claremont Colleges Services is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, TCCS has “zero tolerance” for actual or threatened violence against employees, students, visitors, or any other persons who are either on TCCS premises or have contact with employees in the course of their duties.

Compliance

Security and safety in the workplace is every employee’s responsibility. Employees who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including dismissal. TCCS will consider criminal prosecution of those who threaten or commit violence against employees, students of The Claremont Colleges, and visitors within its facilities, programs and activities. Any behavior that threatens life or the well-being of others is prohibited. Employees must report all violations of this policy to any manager or Human Resources.

Revised: 7/1/13
Administrative Policy 5054: Weapons in the Workplace

No weapons are allowed on TCCS property. The following is a partial list of items considered to be weapons:

- Any weapon which is illegal to possess
- Any firearm, loaded or unloaded, assembled or disassembled, including pellet, “BB”, and stun guns
- Personal knives (and other similar instruments) with a blade length of more than three inches
- Any switchblade knife
- Brass knuckles, metal knuckles and similar weapons
- Bows, cross-bows and arrows
- Explosives and explosive devices, including fireworks and incendiary devices
- Any object that has been modified to serve as, or has been employed as, a dangerous weapon

Employees should report all violations of this policy to any manager or Human Resources. Any violations of this policy will result in disciplinary action up to and including immediate termination of employment.

Revised: 7/1/13
Administrative Policy 5055: Benefits

Employees are advised to read benefit plan documents for detailed information about eligibility requirements and specific benefit plans. Descriptions of the various benefits plans, eligibility, enrollment and current year plan rates can be found in the Employee Benefits Summary posted on the Benefits Administration Website at https://services.claremont.edu/benefits-administration/benefit-plan-information/ and additional information is available from Benefits Administration. The Summary also contains information about the Consolidated Omnibus Budget Reconciliation Act (COBRA), wellness resources, retirement plans, contact information, and forms and notices, including the domestic partner affidavit. An employee receives an orientation to benefits upon hire or if, after the initial hire date, the employee’s employment status changes from non-benefits eligible to benefits-eligible. In addition to the benefits plans described in the Employee Benefits Summary, TCCS employees are covered by Workers Compensation, and information is available from Benefits Administration.

Revised: 7/1/13
Administrative Policy 5056: Rideshare Program (Trip Reduction Incentive Plan)

In compliance with regulations of the South Coast Air Quality Management District, TCCS has a “Rideshare Program,” also known as the Trip Reduction Incentive Plan. This plan is designed to encourage employees to use alternative modes of transportation whenever possible in order to reduce the number of vehicles arriving on campus.

As an incentive, TCCS compensates employees who participate in some form of commute reduction (e.g., walking, bicycling, carpooling, and use of public transportation) for a minimum of one day per week. Compensation is $1.50 - $1.75 per day depending on the method of commute reduction transportation used. In addition, TCCS will reimburse 60% of the cost for Metrolink passes up to $115/month to employees who enroll in the Rideshare Program. For details regarding compensation or to enroll in the Rideshare Program, visit https://cuc-docs.cuc.claremont.edu/dept/hr/.

Revised: 7/1/13
Administrative Policy 5057: Tuition Benefit

TCCS employees and their dependent children (as defined by IRS rules), spouses, and domestic partners may be eligible for tuition benefits to pursue a degree at any of the Claremont Colleges. Dependent children may also be eligible for tuition benefits to pursue an associate or bachelor’s degree at an accredited institution in the United States. Employees and/or dependents who have already earned a bachelor’s degree from an accredited undergraduate college are not eligible for undergraduate course work under this policy. An application for tuition benefit must be submitted for each semester or quarter, and must be completed and approved prior to the beginning of the semester or quarter. Tuition benefits cover tuition/tuition fees only and exclude all other costs such as books, student activity fees, room and board, etc.

Regular employees who work a minimum of thirty-two (32) hours per week on a regular schedule are eligible for tuition benefits after one year of continuous employment with TCCS. An employee from one of The Claremont Colleges who is hired by TCCS must establish eligibility with TCCS before participating in the program.

Regular employees who have worked at least 20 hours per week and whose weekly hours are increased to at least thirty-two (32) hours on a regular basis become eligible under the tuition benefit policy at such time as their total hours worked as a regular employee equals 1,664 hours.

When eligibility is established within a semester or summer session, the employee, spouse, dependent child or domestic partner is eligible for the tuition benefit at the beginning of the next full semester or summer session.

Employees must be actively employed with TCCS at the start of the academic term in which the employee uses the benefit and must remain actively employed through the end of the academic term to maintain eligibility. Employees on an approved leave of absence are eligible to participate in tuition benefits, provided they’ve met the other requirements of the program.

Tuition Benefit—Employees

- Full undergraduate tuition payment for up to two courses per semester, with a maximum entitlement of eight full-time equivalent semesters, for enrollment at any of the undergraduate Claremont Colleges.
- Full graduate tuition payment up to two courses per semester at any of the Claremont graduate programs with a maximum entitlement of six full-time equivalent semesters in graduate course work and six semesters of continuing registration or doctoral study for course work that is directly related to the employee’s current position. The applicability of coursework to an employee’s current
position also requires approval by the employee’s director, Human Resources and the CEO.

- Employees must maintain at least a “C” average or 2.0 GPA to be eligible for tuition benefits. Grades must be submitted to Human Resources within 30 days of the end of the semester or quarter. If tuition is remitted for an academic term and the employee did not
meet the grade requirements, the employee may be responsible for repaying the tuition benefit and participation in the program may be suspended.

**Tuition Benefit—Dependent Children**

- An eligible dependent is described in section 132(h)(2)(b) and 152(f)(1) of the Internal Revenue Code and includes employee’s son, stepson, daughter, or stepdaughter who has not reached 25 years of age prior to the start of the semester or academic term in which the employee is requesting benefits. A dependent child must be claimed as a dependent on the employee’s tax return.
- Tuition benefits are limited to up to eight semesters (or equivalent) for one dependent child and no more than 16 total semesters (or equivalent) where there are two or more eligible children.
- Tuition benefit amounts for dependent children are as follows:
  - Up to 50% of undergraduate tuition payment for enrollment at any of the undergraduate Claremont Colleges.
  - Up to 75% of undergraduate tuition payment for enrollment at a University of California (UC) institution.
  - Up to 100% of undergraduate tuition payment for enrollment at a California State University (Cal State).
  - Equivalent of up to 100% of the Cal State system-wide tuition rate to attend another accredited institution in the United States.
- Dependent children must maintain at least a “C” average or 2.0 GPA to be eligible for tuition benefits. Grades must be submitted to Human Resources within 30 days of the end of the semester or quarter. If tuition is remitted for an academic term and the dependent child did not meet the grade requirements, the employee may be responsible for repaying the tuition benefit and participation in the program may be suspended.
- Graduate tuition benefits are not available to dependent children.

**Tuition Benefit—Spouse or Domestic Partner**

- One-half undergraduate tuition payment for up to eight full-time equivalent semesters for enrollment at any of the undergraduate Claremont Colleges.
- A spouse or a domestic partner must maintain at least a “C” average or 2.0 GPA to be eligible for tuition benefits. Grades must be submitted to Human Resources within 30 days of the end of the semester or quarter. If tuition is remitted for an academic term and the spouse or domestic partner did not meet the grade requirements, the employee may be responsible for repaying the tuition benefit and participation in the program may be suspended.
Graduate tuition benefits are not available to spouses or domestic partners.

Admission to The Claremont Colleges or accredited institution in the United States
The tuition benefit policy applies only to the payment of tuition. The policy provides no guarantee of admission to any of The Claremont Colleges or accredited institution in the United States. The employee/dependent should make his/her own arrangements for admission and enrollment, and must meet the college’s requirements for continued enrollment. This policy comes into effect only when the employee or dependent has been admitted to a degree program in the applicable college.

Class Attendance and Work Schedules

An employee who wants to enroll in a class that is held during regularly scheduled work hours must seek advance approval from his/her director before enrolling, and make arrangements with his/her manager regarding any adjustments to the employee’s schedule or use of paid leave. Non-exempt employees may submit a “Make Up Time” request in accordance with TCCS provisions. Make-up hours may not result in the payment of overtime to non-exempt employees.

Payment

Payment will be made to the appropriate undergraduate or graduate institution. Employment must continue through the end of the semester or module (as applicable), and evidence must be received showing successful completion of courses taken. If these conditions are not met, the employee will be required to reimburse TCCS for any tuition benefit remitted for the semester or module in which the requirements of the program were not met.

Taxability of Benefits

Under the Internal Revenue Code (IRC) a tuition remission benefit is considered as something of value that an employee receives when the employee or a dependent participates in the program. This benefit may or may not be treated as compensation to the employee depending on the circumstances. Information on the taxability of Benefits is available from Human Resources.

Revised: 8/31/17
Administrative Policy 5058: No Solicitation and Distribution/Posting of Literature

In the interest of maintaining a proper business environment and preventing interference with work publishing, posting, or distributing literature or printed materials, selling of merchandise or solicitation of any other kind is prohibited on TCCS premises without prior consent from a TCCS VP and Human Resources.

Employees may not post or distribute literature in working areas. “Working areas” include all areas of the premises of The Claremont Colleges (TCC). To ensure a productive and harmonious work environment, individuals who are not employed by TCCS are not permitted to solicit or distribute goods or literature to employees on the TCCS’s property including the parking lot. Distribution (circulation) of literature is generally only permissible during non-working time and only in non-working areas.

Revised: 7/1/13
Administrative Policy 5059: Employment Verification

Employment verifications must be forwarded to Human Resources. Human Resources will only respond to written requests for employment verification. Requests should be faxed to (909) 607-8352. Human Resources will only provide dates of employment and last title held, unless the employee signs a release agreement for additional information.

NOTE: No information other than dates of employment and last title held is provided without a release from the employee/former employee.

Revised: 7/1/13
Administrative Policy 5060: Lactation Accommodation

In accordance with Federal and California State laws, it is the policy of TCCS to accommodate the lactation needs of employees who are nursing.

Employees who wish to express milk during the workday will be provided a reasonable amount of break time for that purpose. The break time will, to the extent possible, run concurrently with any paid break time already provided. To the extent additional break time is needed, such additional time shall be unpaid.

TCCS has established a Lactation Room for employees’ use. The room provides privacy, an electrical outlet, and comfortable seating. It is located in the far west part of the ACC building. If you have questions concerning this policy or access to the Lactation Room, please contact your Human Resources Business Partner.

Revised: 7/1/13
Administrative Policy 5061: TCCS Employee Complaint and Resolution

The Claremont Colleges Services recognizes the need for employees to discuss openly job-related matters including suggestions, concerns, and complaints. TCCS maintains an "Open Door" policy for resolving employee concerns. Employees are strongly encouraged to first discuss issues with their immediate supervisor(s). However, if the employee has already attempted to resolve the situation through normal managerial channels and is dissatisfied with the outcome or if the matter concerns the employee’s supervisor, the employee should notify Human Resources.

Human Resources will investigate, counsel, or assist an employee in obtaining a satisfactory solution. Although total confidentiality cannot be guaranteed, throughout the investigation process, TCCS will make every effort to protect the confidentiality of an employee by limiting disclosures to those with a need to know as part of the investigation or remedial process. If the employee has a conflict with his/her supervisor, Human Resources will act as a neutral third party and will arrange for a meeting with the immediate supervisor to resolve the situation. If the employee and supervisor cannot agree on a satisfactory answer or solution, Human Resources will initiate discussions with the necessary level of management to resolve the issue.

The employee may also call My Safe Campus at (800)716-9007, to make a confidential or anonymous report.

TCCS will not retaliate against an employee for filing a complaint and will not knowingly permit any of its managers, directors, or employees to engage in retaliation against an employee for bringing the complaint in good faith.

Revised: 3/20/14