



California Preparatory College STAFF HANDBOOK

**CALIFORNIA PREPARATORY COLLEGE
STAFF HANDBOOK**

WELCOME

Welcome to California Preparatory College!

The primary objective of California Preparatory College is to increase the success of students by providing a value-driven, faith based private education.

In part, California Preparatory College relies on you, the employee, to help realize this objective. In affirmation of this objective the College seeks to recruit and develop a team of highly qualified faculty and staff that are committed to service, creativity, teamwork and above all else, successful outcomes.

This handbook contains information that will help you better understanding your participation at the College. Your participation is greatly valued and I hope that you find this to be a pleasant and rewarding experience.

Sincerely

Gene Edelbach
C.E.O

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I. INTROCUCTION

Purpose of the handbook:

This handbook is designed to provide you with a general guide to the College's policies, rules and regulations as they pertain to your employment. You should read, understand, and comply

with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the College to benefit its employees. It is however not possible to anticipate every situation or circumstance that could arise at the work place, or answer every question that you may have however, if you have questions please contact the Human Resource office at (909) 793 7737 x 422.

As California Preparatory College continues to grow and evolve, it seeks to create as one of its objectives an environment that is supportive and fosters fairness, respect and dignity at all times. However, the College reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

II. MISSION

California Preparatory College, exists to provide affordable higher education in a Christian environment, focusing on rigorous academics and life skills in preparation for the student's continued education, job placement and service to humanity.

III. EQUAL OPPORTUNITY & NONDISCRIMINATION

California Preparatory College is an equal opportunity employer. In accordance with state and federal laws, California Preparatory College does not discriminate on any of its policies, practices, or procedures on the basis of race, color, national origin, religion, gender, sexual orientation, disability, age, veteran status, medical status, ancestry or marital status; nor does the College discriminate on the basis of citizenship, within the limitations imposed by law. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

The College is in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable Federal, State and local laws

Philosophy of Education and Institutional Purpose

As a Christian junior college, California Preparatory College believes that the God is the origin of all things and the source of all truth. This truth is made known in the Bible, in His creation, in the life and teachings of Jesus Christ and throughout human experiences.

CPC believes that human beings are created in the image of God with the ability to think, choose and act. Man was originally created in a relationship of love and respect with our Maker. Since God did not want a forced allegiance from those in His image, He gave man the power to choose. This freedom to choose resulted in sin and evil entering human history. Since sin distorts our views of God and His creation, an important purpose of education is to restore our relationship of

love and trust with God and man. Therefore, it is a major purpose of CPC to restore love and respect for God and the principles of His kingdom.

Since Jesus has challenged us to love God with all our mind, strength, heart and soul, education is challenged to address the entire person. This holistic approach to education enables the development of the intellectual, spiritual, emotional, social and physical wellbeing of students and is essential in the redemptive and restoration mission of God on earth.

This holistic approach to education includes the development of all facets of human maturity.

- a. **Spiritual Maturity** Students will understand that growth in spiritual maturity includes an ever expanding realization of God's love, grace, and redemptive ministry of Jesus Christ. Students will be challenged to experience the Holy Spirit as a transforming power as students align their values with the principles of God's kingdom. Spiritual maturity also includes participating in the mission of Jesus Christ to relief suffering and assist in restoring man's love for their Creator.
- b. **Intellectual Competence** Students will demonstrate a mastery of the cognitive skills of critical thinking, communication, and reflective judgment. Students will have an enthusiasm and curiosity to learn that results in a life-long habit of continuing inquiry that characterizes a truly educated person.
- c. **Social and Emotional Maturity** Students will demonstrate socio-emotional maturity with their leadership skills as they facilitate personal and collective, positive change in the world.
- d. **Physical Well-being** Students will take responsibility for their own well-being by practicing a health-promoting lifestyle.

CPC also believes that personal meaning and purpose is best found in developing a deep love for God and a compassionate concern for others. When we align our goals with the purposes of God, we will experience the joy and fulfillment that God wants for all His children. Thus, it is a purpose of CPC to graduate servant leaders who will change the world as a follower of Jesus Christ.

Program Objectives

Assessment of A.A. in General Studies Program

Program learning outcomes for the general studies program have been reviewed by the faculty teaching in each of the academic areas in the program and by the SLO Committee. These outcomes have built upon the CPC Institutional Learning Outcomes.

The Program Learning Outcomes for the General Studies Program are as follows:

Language and Rationality

Upon completion of the required courses in this area, students will be able to:

- Contrast their own worldview with another and evaluate the standard with which they make decisions
- Construct sound arguments that will withstand criticism from a group of peers
- Produce evaluative essays that distinguish the elements of a society's value system

Natural Science

Upon completion of the required courses in this area, students will be able to:

- Appraise situations and theories using the scientific method
- Analyze and differentiate between science and pseudo-science
- Contrast and evaluate scientific concepts in biology

Social and Behavioral Science

Upon completion of the required courses in this area, students will be able to:

- Analyze the effects of social, political and geographic factors on the individual
- Compare and contrast the outcomes of faith and skepticism on the development of social structures
- Produce arguments based on hypothesis and experimentation in social situations

History and Fine Arts

Upon completion of the required courses in this area, students will be able to:

- Evaluate the effects of an historical event on the present
- Compare and contrast various forms of artistic expression and evaluate them in terms of their time period
- Analyze the cultural value system being expressed as part of patterns and trends in the past or present

Health and Physical Education

Upon completion of the required courses in this area, students will be able to:

- Create a diet and exercise plan that demonstrates best choices relative to a specified environment and set of behaviors
- Evaluate the effects that the modern American lifestyle has had on diet and exercise
- Distinguish the root causes for diseases which are preventable with healthy living

Assessment of A.S. in Health Sciences

The Program Learning Outcomes for the Health Sciences Program are as follows:

Upon completion of the required courses in this area, students will be able to:

- Outline the basic concepts of natural science including the fundamentals of microbiology, chemistry, or anatomy and physiology.
- Analyze scientific information through the application of proper study techniques, critical inquiry, and the application of problem solving skills.
- Research information and communicate findings in a manner appropriate for health professionals.

Assessment of A.A. in Business Administration

The Program Learning Outcomes for the Health Sciences Program are as follows:

Upon completion of the required courses in this area, students will be able to:

- Evaluate a case study through the application of the relevant business principles from the different areas of study, such as, accounting, management, marketing, finance, or economics.
- Compare and contrast the multiple perspectives of an ethical dilemma.
- Research a business topic and develop a coherent and persuasive verbal presentation.

Biblical Foundations

The following is the College's statement of faith, which is expected to be signed and endorsed by all staff and faculty.

California Preparatory College provides a Christ-centered environment that focuses on rigorous academics, life skills and spiritual development while preparing students for continued education, employment of their choice and service to humanity.

1. We believe that the Old and New Testaments of the Holy Scripture are the inspired Word of God.
2 Tim. 3:15; 2 Sam. 23:2; Micah 3:8; Heb. 1:1-2; 2 Peter 1:21; Prov. 3:5-6; John 17:17; 1 Thess. 2:13
2. We believe in the Trinitarian nature of God: Father, Son and Holy Spirit.
Matt. 28:19; John 15:26; 1 Peter 1:2; 2 Cor. 13:14; Deut. 6:4; 1 Thess. 2:13
3. We believe that God the Eternal Father is the creator, source, sustainer and Sovereign of all creation.
1 Cor. 8:6; Isa. 41:9-10; Mal. 2:10; Ps. 146:7-9; Ex. 34:6-7; Rom. 1:20; 6:23; Gen. 1:1; Rev. 4:11; John 14:9
4. We believe that God the Eternal Son became incarnate in Jesus Christ.
John 1:1-4; Col. 1:16-17; Heb. 13:8; Phil. 2:7-8; Rom.6:23; 2 Cor. 5:17-19; Heb. 8:1
5. We believe that God the Eternal Spirit was active with the Father and Son in creation, incarnation and redemption.
1Cor. 2:10-11; Rom. 8:11; Matt. 28:19; 1 Cor. 12:4-6; Titus 3:5-6; Gen. 1:1-2; Luke 1:35; 4:18; Acts 10:38
6. We believe that God is the creator of all things and has revealed in Scripture the authentic account of His creative activity.
Gen. 1-2; Ps. 3:6; Ps. 33:9; Heb. 11:3; John 1:1-3; Isa. 44:21-28; Ex. 20:8-11
7. We believe that man and woman were made in the image of God with individuality, the power and freedom to think and do.
Gen. 1:26; Gen. 2:7-9; 1 Thess. 5:23; Heb. 2:7; Ps. 8:5-6; Heb. 2:7; Rom. 5:12-17; 2 Cor. 5:19-20; 1 John 4:7-8, 11, 20
8. We believe that all humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law and His sovereignty over the universe.
John12:31; 16:11; Rev. 12:4-9; Isa. 14:12-14; Eze. 28:12-17; 1 Cor. 4:9; Rom. 1:19-32; Heb. 1:14

9. We believe in Christ's life of perfect obedience to God's will, His suffering, death and resurrection. God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life.
John 3:16; Isa. 55:7; Isa. 45:22; Eph. 2:7-8; Eph. 1:7; 2 Cor. 5:19; Rom. 5:11; Heb. 2:9; Rom. 8:3-4; 1 Pet. 2:21-22; 1 Cor. 15:14-15,19-21; Col. 2:15; Phil. 2:6-11
10. We believe that God in His infinite love and mercy developed a plan for salvation through Christ who knew no sin to be sin for us so that in Him we might be made righteous.
Eph. 5:25-27; John 3:3-5; Acts 4:12; John 14:6; 2 Cor. 5:21; Rom. 3:24; Phil. 3:8-9; Eph. 3:16-17; Gal. 1:4; 4:4-7; Titus 3:3-7; Rom. 8:14-17
11. We believe that the believer is called to grow into the likeness of Christ's character, communing with Him daily in prayer, feeding and meditating on His word, worshiping together and participating in the mission of the church.
Col. 1:13-14; Luke 10:19-20; Eph. 6:12-18; 1 Thess. 5:23; Phil. 3:7-14; Gal. 5:22-23; 2 Pet. 2:9; 3:18; 2 Cor. 3:17-18; Heb. 10:25; 1 John 4:4; Rom. 8:38-39
12. We believe that the church is a community of believers who confess Jesus Christ as their personal Lord and Savior.
Matt. 16:18; 1 Cor. 10:32; 12:28; Eph. 1:20-22; Matt. 18:17-18; Eph. 2:16-22; Acts 7:38; Col. 1:17-18
13. We believe the universal church is composed of all who truly believe in Christ.
Eph. 4:13; John 15:8; Heb. 4:2; Rev. 12:17; 14:6-12; 2 Pet. 3:10-14
14. We believe that the church is one body with many members, called from every nation, kindred, tongue and people.
1 Cor. 12:13; Eph. 4:3; Rom. 6:3-6; 1 Cor. 12:4-6; Rom. 15:5-6; 1 Cor. 1:10; John 17:20-23; Col. 3:10-15
15. We believe that through baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in the newness of life.
Matt. 3:13-17; 28:18-20; Mark 16:16; 1 Pet. 3:20-21; Acts 2:38; Rom. 6:3-4; Eph. 4:5; Col. 2:12-13; Acts 16:30-33
16. We believe that the Lord's Supper is a participation in the emblems of the body and the blood of Jesus Christ and is an expression of faith in Him, our Lord and Savior.
Luke 22:15-16; John 13:14-17; 1 Cor. 10:16-17; 11:24-28; Matt. 26:29; Rev. 3:20; John 6:48-63
17. We believe that God bestows upon all members of His church in every age spiritual gifts which each member is to employ in loving ministry for the common good of the church and humanity.

- 1 Cor. 12:4-31; Rom. 11:36-12:2; Eph. 4:1-16; Acts 6:1-7; 1 Tim. 3:1-13
18. We believe that one of the gifts of the Holy Spirit is prophecy.
2 Pet. 1:21; Amos 3:7; 1 Cor. 14:1-4; Joel 2:28-31; 2 Chron. 20:20; Acts 2:14-21;
Heb. 1:1-3
19. We believe that the great principles of God's Law are embodied in the Ten Commandments and exemplified in the life of Christ.
Ex. 20:3-17; Ps. 19:7-8; Rom. 7:12; Eccl. 12:13; Matt. 19:17; 5:18; Rom. 3:19-20;
James 1:23-25; John 14:15; 1 Jn. 2:3
20. We believe that the Creator God, after the six days of creation rested on the seventh day and instituted the Sabbath for all people as a memorial of creation.
Gen. 2:2-3; Ex. 20:8-11; Deut. 5:15; Eze. 20:12; Mark 2:27-28; Luke 4:16; Heb. 4:10;
Matt. 5:17-20; 12:12
21. We believe that we are God's stewards and entrusted by Him with time and opportunities, abilities and possessions and the blessings of the earth and its resources.
James 1:7; Deut. 8:18; Lev. 27:30-32; Mal. 3:10; Matt. 10:8; 23:23; 25:34-40; Luke 12:48; Rev. 11:18; 1 Tim. 6:18-19
22. We believe we are called to be Godly people who think, feel and act in harmony with the principles of God's kingdom.
Rom. 12:1-2; John 17:15-16; Gal. 5:4-13; 1 Cor. 6:19; 10:31-33; Phil. 4:8; 1 Pet. 3:3;
1 Tim. 2:9-10; 1 John 2:6
23. We believe that marriage was divinely established in Eden and affirmed to be a lifelong union of a man and a woman in loving companionship.
Gen. 1:26-27; 2:18-24; Eph. 5:21-33; Matt. 5:27-28; 19:6; 2 Cor. 6:14-16; Heb. 13:4;
Ex. 20:14;
24. We believe there is a sanctuary in heaven, the true tabernacle which the Lord setup. Christ ministers on our behalf making available to believers the benefits of His atoning sacrifice offered once and for all on the cross.
Ex. 25:8; Heb. 8:1-2; 9:22-24; 1 Cor. 15:3; Rom. 3:24-25; 2 Cor. 5:21; 1 Tim. 2:5;
Heb. 4:14-16; 7:25; Matt. 10:32
25. We believe the second coming of Christ is the blessed hope of the church and the grand climax of the gospel. The Savior's coming will be literal, personal, visible and worldwide.
John 14:1-3; Jude 14-15; Heb. 9:26-28; Matt. 24:23-24, 30; Acts 1:11; Luke 24:36-43; Rev. 1:7; 1 Thess. 4:16; Rev. 19:11-16; 1 Thess. 5:2-3; 1 Cor. 15:52-53
26. We believe that the wages of sin is death, but God, who is alone immortal, will grant eternal life to His redeemed.

1 Tim. 1:16-17; James 4:14; Rom. 6:23; 2 Tim. 1:10; 1 Cor. 15:22, 42-54; John 3:16; Eph. 2:8-10; 1 John 5:11-13

27. We believe that the millennium is a thousand-year reign of Christ with His saints between the first and second resurrections.
Rev. 20:15; 19:11-21; 1 Thess. 4:17; 2 Peter 2:4; Jude 6; John 5:28-29; 2 Peter 3:10-14

28. We believe in the new earth in which righteousness dwells, God will provide an eternal home for the redeemed and the perfect environment for everlasting life, joy and learning in His presence.

Mat. 5:12; 22:29-30; 2 Peter 3:6-13; Rev. 21:1-18; John 14:2; 1 John 4:8

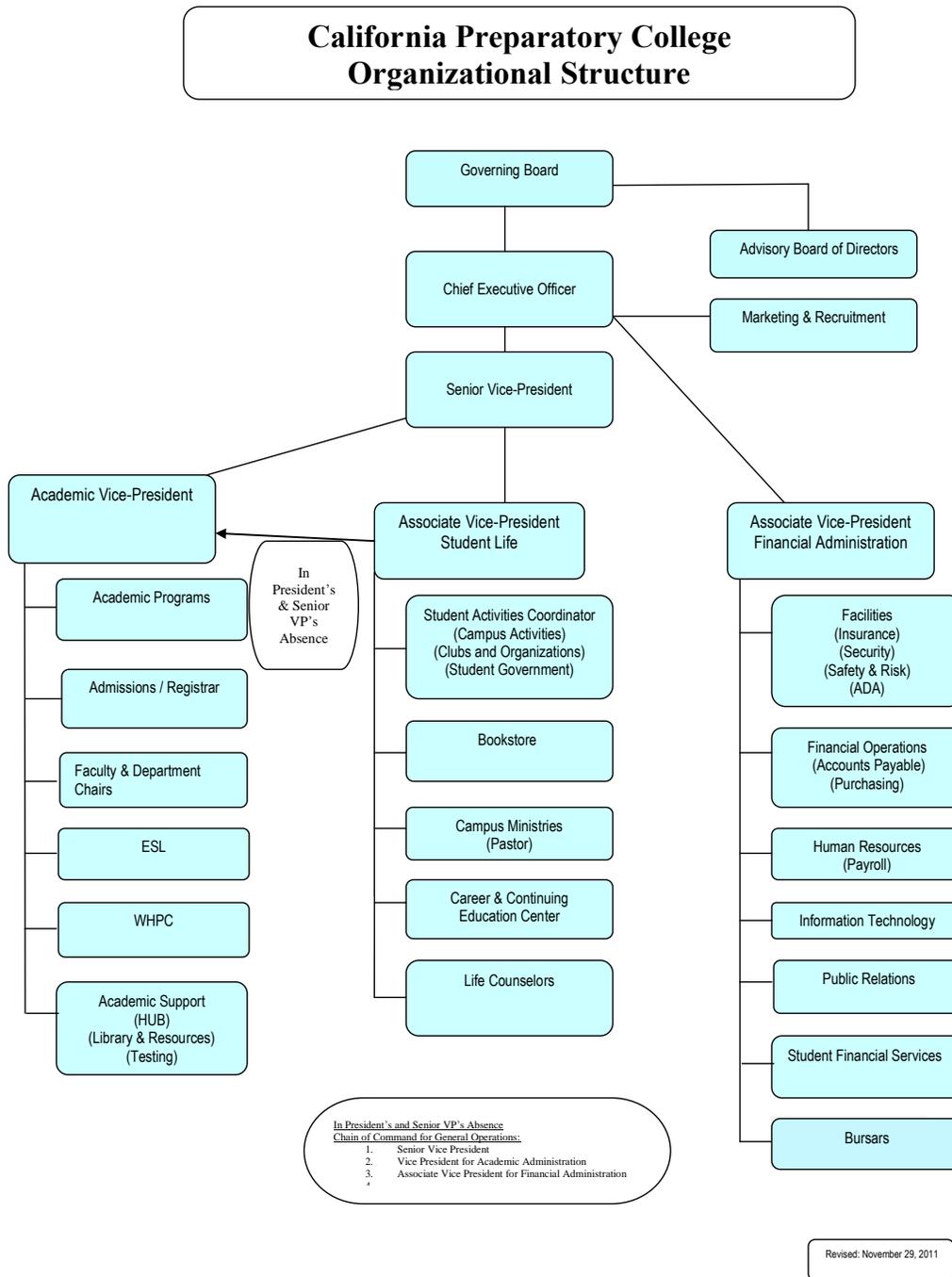
Primary Sources

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Seventh-day Adventists Believe (1988). Hagerstown, MD: Review and Herald Publishing Association.

IV. ORGANIZATIONAL STRUCTURE

Lines of Responsibility, Communication and Interdepartmental Cooperation



V. EMPLOYMENT POLICIES

A. Employment at Will

California Preparatory College seeks to establish a long term working relationship with each one of its employees. We believe that every individual employee is committed to a cause and is valued for their contributions. California Preparatory College also recognizes the “at will nature of employment” and therefore understands that during the course of your employment, you are free to resign at will at any time with or without cause or notice. Similarly, California Preparatory College also reserves the right to terminate your employment at will at any time with or without cause or notice, so long as there is no violation of applicable federal or state law. No one but the President has the authority to alter this arrangement. Any such agreement must be in writing and signed by the President or by a corporate officer of the College in their capacity as an officer.

B. New Employee Information

1. Employment Applications

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

2. Immigration Law Compliance

California Preparatory College is legally required to employ only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the College within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

3. Equal Employment Opportunity

California Preparatory College is an equal opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, sex, age, religion, national origin

or ancestry, physical or mental disability, marital status, veteran status, and any other basis protected by federal and state laws. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfers, leave of absence, compensation and training.

California Preparatory College expressly prohibits all such unlawful discrimination and all persons involved in the operations of the College are prohibited from engaging in any type of discriminatory conduct.

If you have questions or concerns about discrimination in the workplace, you are encouraged to bring your concerns to the attention of your immediate supervisor, the Director of Human Resources or the President of the College, regardless of whether you or someone else is the subject of the discrimination.

Once you have expressed your concerns, the College will conduct an investigation. California Preparatory College prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any manager or employee who retaliates against the person making the complaint will be disciplined, up to and including termination from employment. In addition, if the investigation determines that prohibited discrimination occurred, the College will take disciplinary action up to and including termination of employment. You will be informed about the actions that the College takes to resolve the complaint.

4. Disability Accommodation

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of California Preparatory College to comply with all federal and state laws concerning employment of persons with disabilities.

It is the policy the College not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training and other terms and conditions of employment.

California Preparatory College is committed to complying with the Americans with Disabilities Act. The College recognizes that some individuals with disabilities may require accommodations at work. The College will attempt to reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of the job, unless doing so would create an undue hardship on the College. If you are currently disabled or become disabled during your employment and are in need of a reasonable accommodation, you should contact your manager or human

resources to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

5. Work Related Injuries

For any work related injuries, please see Human Resources.

6. Employee Relations

California Preparatory College believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the College demonstrates its commitment to employees by responding effectively to employee concerns.

7. Employment Categories

In order to determine eligibility for employment benefits, various employment classifications have been established. These classifications have been established in accordance with federal law, where applicable. Nothing herein shall be construed to abrogate California Preparatory Colleges' employment at-will policy as stated in section IV, A of this manual.

Every employee is designated as either **exempt** or **non-exempt**.

Exempt employees are those who are paid a fixed compensation for their services and are not paid overtime. They are exempt from federal and state overtime laws.

Non-exempt employees are those who are paid by the hour. They are entitled to overtime pay in accordance with applicable federal and state overtime provisions. Paid time off, including vacation, holidays, and sickness, are not considered hours worked when calculating overtime.

In addition, every employee will be further classified as either regular full-time, regular part-time or temporary.

Regular full-time salaried employees are those who are not in a temporary status and who are regularly scheduled to work at least 40 (forty) hours per week. Full-time employees receive all corporate benefits subject to their terms and conditions, and limitations of each benefit program.

Regular full-time hourly employees are those who are not in a temporary status and who are regularly schedule to work less than 40 (forty) hours per week. Regular full-time employees receive all legally mandated benefits (such as employer-paid social security contributions and workers' compensation insurance) and are eligible for all corporate benefits subject to their terms and conditions, and limitations of each benefit program

Regular part-time hourly employees are those who are not in a temporary status and who are regularly schedule to work less than 40 (forty) hours per week. These employees receive all legally mandated benefits and have limited access to corporate benefit.

Temporary employees are those who are hired directly by California Preparatory College for a limited time to supplement the work force or to assist in the completion of a specific project. Temporary employees are not eligible for benefits provided by California Preparatory College. Employment beyond any initially stated period does not in any way constitute or imply a change in employment classification. Temporary employees retain that status, unless and until notified of a change. Temporary employees are paid directly by the College and receive all legally mandated benefits (such as employer-paid social security contributions and workers' compensation insurance).

Contract employees are those who are hired directly by California Preparatory College for a limited period of time based on the terms as agreed in their individual contract agreement. Contract employees are paid directly by CPC and qualify for no benefits provided by California Preparatory College.

8. Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. California Preparatory College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or California Preparatory College may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 days calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance; the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

9. Hours of operation/Work Schedules/Flexitime

The normal work schedule for all employees is 8 hours a day, 5 days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flexitime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flexitime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered

before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

10. Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with 2 rest periods of 10 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time Non-exempt employees are provided with one meal period of 30 - 60 minutes (*no less than 30*) in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

11. Pay Schedule/Paydays

All employees are paid semi-monthly on the 10th and 25th of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

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

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. Those set up with direct deposit will be paid per the regular schedule.

12. Time-keeping system

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require California Preparatory College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. **Overtime work must always be approved before it is performed.**

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

Nonexempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

13. Personnel Data Changes

It is the responsibility of each employee to promptly notify the College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such information should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

14. Access to Personnel Files

California Preparatory College maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, and other employment records.

Personnel files are the property of the College, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the College who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in the College offices and in the presence of an individual appointed to maintain the files.

15. Civic Duties

Jury Duty

California Preparatory College encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 1 week of paid jury duty leave over any 1-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular Part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (*for example, vacation benefits*) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

California Preparatory College will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Voting

California Preparatory College encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the College will grant up to 3 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

NON-DISCRIMINATION POLICY

CPC does not discriminate against any student based on nationality, race, gender, religion or sexual orientation.

Grievance Procedure

GRIEVANCE PROCESS

California Preparatory College attempts to follow our Biblical Foundations. Any faculty who feels they are treated unjustly or unfairly has the right to appeal according to approved procedures of the grievance process.

INFORMAL COMPLAINT

A conversation between the faculty and the perceived offender will typically clarify the issue at hand. However, if the faculty is not satisfied by discussion at a direct level, the faculty must appeal to perceived offender's supervisor.

FORMAL COMPLAINT

If the faculty is still not satisfied at the supervisory level, the faculty is to contact the appropriate Academic Vice President with a written summary of the complaint and a proposed resolution. If this is still not sufficient, the faculty may file a formal written complaint with the President requesting a grievance hearing. Filing a grievance complaint is a serious matter and should be done thoughtfully. The recommendation of the Grievance Committee will provide the underlying context of the President's decision which constitutes final action on behalf of CPC.

GRIEVANCE COMMITTEE

The Grievance Committee is selected by the President, which is composed of two faculty members, and three staff members. Either party may suggest one member of the committee. At the first meeting the chair and secretary of the committee are designated. Both the faculty and offender are invited to appear before the committee and to present a written statement of the case. At the faculty's request, one advocate (spouse, student, or college employee) may accompany the faculty to the meeting.

The main role of the advocate is to provide moral support for the faculty and to be an observer of the process. If questions are asked, the advocate may answer. Legal counsel is not appropriate for either party.

The faculty and the faculty's advocate may attend all committee presentations of all evidence and any related matter reviewed by the Grievance Committee. They also have the right to rebuttal all evidence and reasoning, but are not allowed to attend the committee's final deliberation and vote.

Possible Recommendations of the Grievance Committee presented to the president who will inform the faculty of the decision:

- 1)The action taken should stand;
- 2)The matter should be reconsidered by the original deciding body;
- 3)A new action is warranted.

WITHDRAWAL OF GRIEVANCE

During the grievance procedure, the faculty may withdraw the complaint at any time in writing to the President. Please note that failure by the faculty to appear for a requested hearing, without prior notification or evidence of extenuating circumstances, shall constitute withdrawal of the grievance or appeal.

CAMPUS LIFE

An active campus life outside the classroom is a core value at CPC. Campus-wide social activities, student clubs, spiritual life and off-campus functions all are part of the CPC experience. The student center is the hub of campus life for spiritual and social events. Students are encouraged to become involved in all campus activities including: beach vespers, praise bands, weeks of spiritual emphasis, brown bag worships, movie nights, community outreach, toy drives, career center, cultural awareness, holiday celebrations and all campus social gatherings. The social/spiritual aspect of campus life brings students, staff and faculty together.

CPC exists to bring value-driven, private education to the Inland Empire of Southern California – placing strong importance on educational and character development. Students have the opportunity to grow within a safe and supportive faith base environment. CPC is a non-denominational school founded on the Seventh-day Adventist Christian values. At CPC, students can prepare themselves for transfer into four-year programs. Students may also choose one of our professional emphasis tracks if they are simply looking for a two-year degree before entering the work force.

COMMUNITY STANDARDS OF CONDUCT AND WELLNESS

Student Rights and Responsibilities

- CPC students have the right to be in an environment of learning that will enhance their human development.
- CPC students have the right to receive and seek out spiritual nurture from faculty and staff.

- CPC students have the right to a safe and secure campus. The college is committed to fostering an atmosphere of physical safety to each student. Weapons of any kind are not allowed on CPC property.
- CPC students have the right to be free from any physical violence from other CPC students. Violence is not allowed in or on CPC property.
- CPC students are responsible for attending required activities and events that are held on and off campus.
- CPC students are responsible for attending required classes even if an event is being held at the same time on or off campus by the college or student association.
- CPC students are responsible for informing their professors if they are going to miss class due to an illness or family emergency.

ACTIONS AND LIFESTYLE

A CPC student should uphold a Christian ethic while attending classes or activities held by CPC

- CPC students should show respect towards faculty, staff, and other fellow students by using appropriate language. Students should avoid cursing and addressing one another in a derogatory or demeaning manner.
- CPC students are not allowed to show inappropriate displays of affection or any other displays of sexual behavior on campus.
- CPC students are to respect campus property along with fellow student's property.
- CPC is a drug free and alcohol free campus. Students are not allowed to smoke or drink alcohol or use non-prescription drugs on school premises. CPC students are encouraged to practice a Christian lifestyle on and off campus.

DRESS CODE

CPC students are required to wear clothing that is appropriate for an educational facility which supports Christian principles. The dress and grooming of CPC students should be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the college will result in disciplinary actions and possible removal from the college until acceptable apparel can be secured by the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning.

Specific work areas or academic departments may have a more specific dress code that will need to be followed when in that area.

HEALTH AND DIET

CPC students are encouraged to participate in a healthy lifestyle of exercise, proper diet, use of water, physical activity, and a balance of work and scholastics.

SPIRITUAL LIFE

CPC offers on site counseling with a pastor from a local church. There are numerous community service projects organized by CPC or local churches. CPC's student body association will have a religious vice president who will organize and perform activities throughout the school year. Spiritual Life's goal is to connect students with Christ through different outreach programs and religious gatherings held on and off campus.

As a Christian campus, CPC would like to see its students involved in spiritual activities. Therefore, worship activities held on or off campus are voluntary but are highly recommended.

RECREATION AND ENTERTAINMENT

CPC and the student body association will provide on and off campus activities for students to participate in. There will be discounted tickets sold to local theme parks, sports games, ski resorts, and other areas of student interest. Field trips will be arranged to local museums, television tapings, and historical sites.

STUDENT SERVICES

ATHLETICS AND RECREATION

CPC does not have an organized varsity sports program or intramural team sports on or off campus. Each student is required to enroll in the Fitness for Life class for two semesters. The course teaches students different safety procedures and the basic fundamentals for participating in any physical activity. The coordinator for physical education will set up classes through local facilities.

CAMPUS MINISTRIES OFFICE

CPC has a variety of worship events and services that will be organized by the ministries department. These activities include volunteer work in the local San Bernardino County Area by feeding the homeless, collecting food and clothing for the needy, visiting the elderly, and much more. There are organized Bible study groups that discuss student issues along with current social issues. There is a prayer box that students, staff, or faculty can put their prayer requests in. Worship services are held on and off campus for the student's enjoyment and spiritual growth. Local pastors are brought in to accommodate student's spiritual guidance and needs.

CAREER SERVICES

The career center offers information regarding resources necessary to set and achieve a student's career goals. The center has tools, such as programs to measure a person's talents, and resources to help a student explore different career jobs. There is a job-

posting service that students can look at to see what jobs are available. The center can also set up job shadowing for students who want to explore a specific field. The center has information on four year schools and has a goal of placing 95% of the students in a four year institution when finished with the necessary criteria at CPC.

FOOD SERVICES

There are no cafeterias located on school property. Vending Machines of various food items are located in the Student Center. Student Life has a list of local restaurants for the Loma Linda, San Bernardino, and Redlands area.

HOUSING

CPC is a commuter campus that is surrounded by many safe and local housing opportunities. CPC students may contact a Life Counselor to assist in making arrangements with local apartment complexes, if a unit is available. Student Life and Life Counselors have a list of local apartments and they can help a student in their search for housing.

SECURITY

CPC is located in a busy office and retail area that is easily accessible. The building is well lighted at night by the campus building lights and surrounding lighted poles. The parking lot has efficient lights in the shrubbery surrounding the designated parking spots. During business hours the building is occupied by a maintenance crew and staff and faculty. After normal business hours the doors are securely locked by the night security guard. There is a security worker who monitors the front doors until the last class is let out. After everyone leaves the security worker or teacher will secure the building and set the alarm.

NON-DISCRIMINATION POLICY

CPC does not discriminate against any student based on nationality, race, gender, religion or sexual orientation.

HANDICAP ACCESS POLICY

All facilities at CPC are ADA compliant, including an elevator, wheelchair accessible hallways, classrooms, labs and restrooms. CPC seeks to provide equal opportunity for persons with physical handicaps in all campus facilities and on all student activities.

FERPA

Student records are administered in accordance with the **Family Educational Rights and Privacy Act**. Federal and State law does not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper permission or written consent of the student. California Preparatory College maintains a student record for each student admitted containing information regarding the student's admission, transcripts of college work attempted, semester class enrollment data, placement test data and financial aid data. FERPA laws give parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high

school level. To view the entire FERPA text, please visit www.ed.gov. Once accepted into California Preparatory College, all student records become the property of CPC. CPC does not maintain a public directory. If you have questions regarding FERPA please contact your Life Counselor or other CPC administrator.

STUDY TOURS

CPC students can receive educational credit from approved study tours set up by CPC or other approved schools.

LIFE COUNSELORS

The role of a Life Counselor is to provide the direction, guidance, and the resources to ensure each student's success in the program. This is accomplished by being the face of CPC to these students. Life Counselors support and ensure a supportive learning environment by providing the student with a confidant to motivate, inspire, and believe in their success.

The Life Counselor acts as the advocate, guide, and mentor for the students. The following is a partial list of what a Life Counselor might do:

- Academic counseling
- Reference to mental and physical health care services
- Work and internship placement services
- Work with students to develop their personalized Success Plan
- Give spiritual and moral guidance
- Give initial financial aid plans
- Assist the students to any and all CPC related paperwork
- Help student with locating housing, finding/switching roommates
- Give encouragement and support to the student

CPC POLICIES

BREAKING OR ENTERING, DAMAGE, THEFT AND VANDALISM

A student or any other person is not allowed to break in or enter the facility when business hours are over. Any damage, theft or vandalism of school property is against the law and will result in a disciplinary action and involvement from law enforcement services.

CHANGE OF ADDRESS

Students who move from the residence listed on their application are responsible for correcting his/her address with the records office.

DRUG FREE ENVIRONMENT POLICY

CPC is a drug free and tobacco free campus. CPC students and guests are not allowed to bring or use any drugs or tobacco products on campus or at social outings. Students, faculty, staff, and any other workers are not allowed to distribute, dispense, manufacture, or possess any controlled substance.

The possession of alcohol is not allowed at on or off campus activities. CPC students are not allowed to come to school or events intoxicated. If a student is intoxicated then a disciplinary action will be taken.

COMMERCIAL SALES

The sale of products and services are not allowed on CPC property. Exceptions can be if written documents are signed by Administration. Student organizations can sell items or hold fundraisers as long as they properly fill out the required paperwork and it is approved by Student Life.

COMPUTER EQUIPMENT AND USAGE

Computer Use Policy

A. Company Equipment.

- a. Shall not be serviced except by qualified personnel in the IS department.
- b. Any non-standard software application need to be approved by administration and the right to use the software must be presented before it is installed. Standard software includes but limited to:
 - i. Microsoft Windows Vista
 - ii. Microsoft Office 2007
 - iii. Internet Explorer or Firefox
 - iv. Any other application deemed necessary for connectivity to the network.
- c. Shall remain on-site unless one's job requires the use of equipment from home or travel.
- d. Shall not be used to obtain or share pornographic, obscene, or sexually explicit materials.
- e. Shall not be used to distribute mass e-mailings, except approved by administration, chain letters, obscene or harassing messages.

B. Use of Software.

- a. It is not permitted to install software for the use of obtaining another person's information or compromising the security of the network. This includes but is not limited to:
 - i. Hacking Programs
 - ii. Cracking Programs
 - iii. Code Generators
 - iv. Port Sniffers
 - v. Code Exploits
 - vi. Trojans
 - vii. Viruses
 - viii. Malware

- ix. Spyware
 - x. Brute Force password crackers
 - b. File Sharing applications such as Napster, Lime Wire, etc. are not permitted.
 - c. Sharing or obtaining copyrighted materials is not permitted. This includes, but is not limited to:
 - i. Movies
 - ii. Music
 - iii. Software Applications
 - d. Chat Programs must be used with caution as software can be transmitted over them that can compromise network security. These programs include but are not limited to:
 - i. Yahoo Messenger
 - ii. AIM
 - iii. ICQ
 - iv. Google
 - v. Open Source Clients

C. Non-Company Equipment/Personal Computers.

- a. Non-Company Equipment must follow the same rules and policies as Company equipment. This includes network and software policies.
- b. If personal equipment is needed to access the system a "Request for Access" form must be completed before access will be given to the network.

D. All Government, State and local laws governing computer use must be followed.

E. Other CPC policies apply to this computer use policy.

F. Use only the username assigned and do not share your password with anyone.

G. Privacy.

- a. CPC reserves the right to monitor data being sent over the network and data stored on company equipment.
- b. CPC will comply with government agencies and law enforcement should a court order for a release of information be presented.

H. Abuse of this policy.

- a. Should CPC discover a violation of this policy or a law has been broken action may be taken against the responsible party. This may include but is not limited to:

- i. Disciplinary action.
- ii. Suspension.
- iii. Termination of Employment.

DISCIPLINARY ACTION AND POLICY

DISCIPLINARY POLICY

If a student violates national, state, local laws or campus policies then disciplinary action will be taken. Students shall practice good behavior while on the school premises or while participating in any off campus activities. In the event of student miss conduct the Vice President for Student Life may suspend a student or take other disciplinary action pending on the ruling at the committee hearing. The disciplinary actions are as follows:

- Censure – This is a warning sent through a letter informing the student of his or her wrong actions. The letter will be placed in the student’s file.
- Citizenship Probation - This disciplinary action indicates that the student has violated a policy and will be restricted from non academic activities.
- Critical Citizenship Probation – This disciplinary action indicates that any further violations of policies may result in automatic dismissal. This action can be enforced without the infraction of the committee.
- Level 1 Suspension – A student is not allowed to participate in any school sponsored activities for the specified amount of time assigned by the V.P. for Student Life or the Student Life committee.
- Level 2 Suspension – A student is limited to the participation in academic classes or academic activities for a specified amount of time that is assigned by the V.P. for Student Life, the Student Life committee, or the Academic Dean.
- Level 3 Suspension – A student will not be allowed on CPC property for a specified amount of time that is assigned by the V.P. for Student Life or the Student Life Committee.
- Dismissal – A student will be terminated from his/her classes and withdrawn from the Records office. A student who is administratively withdrawn will be under review by Financial and Academic Administration when re-applying.
- Warning – A verbal or written forewarning that a student’s actions are unacceptable.
- Behavioral Contract – A detailed outline of steps or goals that a student must complete to remain in school. The contract is drawn up by the life counselor. As the student agrees to follow the contract they also agree to have the results shared with the Vice President for Student Life or Student Life Committee.

DISCIPLINARY APPEALS PROCESS

If a student feels that his or her disciplinary action is unjust then they may submit a written letter to the Vice Preside for Student Life. The letter will be taken to be reviewed by the Student Life committee.

A student has the right to appeal to the committee if he or she has been suspended. The student must submit a written document within a week of the suspension, which would allow the committee to reinstate the student. The Vice President of Student Life is responsible for bringing all documentation with regards to the case to the committee. The student may choose a faculty or staff to represent them during the committee meeting.

DIVERSITY

CPC is committed to building a campus full of diversity among students, staff, and faculty.

HARASSMENT AND DISCRIMINATION

CPC is committed to the achievement of equal educational opportunity. All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law and will not be tolerated.

Sexual harassment violates state and federal laws as well as CPC policy and will not be tolerated. Sexual harassment is defined as unwelcome conduct of a sexual nature or based on sex; gender harassment; and harassment based on pregnancy, childbirth or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of the same gender as the harasser.

CPC seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation strictly prohibited. All allegations of retaliation will be swiftly and thoroughly investigated.

HAZING

Hazing is not allowed on the school premises. Social fraternities or sororities are not approved, allowed or acknowledged by CPC. They foster an atmosphere that is not compatible or comparable with CPC's beliefs.

Hazing is defined as a situation created or action taken to produce physical or mental discomfort, humiliation, embarrassment, ridicule, or harassment.

DISABILITY ACCOMODATIONS AND SERVICES

The Americans with Disabilities Act (ADA) requires educational facilities to reasonably accommodate qualified individuals with disabilities. CPC is committed to complying with the Americans with Disabilities Act. The College recognizes that some individuals with disabilities may require accommodations and they will attempt to reasonably accommodate qualified individuals with a temporary or long-term disability so that they may continue their education.

CPC has special parking spots and ramps for easy access to the building. Special tutoring can be organized through the request of the student. Easy accessible classrooms can be assigned.

SEXUAL STANDARDS

CPC is committed to creating and maintaining a violence free campus. CPC will create a community free of domestic violence, stalking, and sexual assault. CPC will cooperate fully in any criminal prosecution that may result of domestic violence, stalking, and sexual assault that may be committed on campus or at a school event.

SEXUAL MISCONDUCT

CPC does not allow any sexual activity on campus or at school sponsored events.

PARKING

CPC has designated parking spots in the parking lot in front of the school. Each student will receive a parking permit when they are first registered. Students, guests, faculty, and staff are not allowed to park in marked restricted parking spaces. If anyone parks in an undesignated spot, then his or her car is subject to be towed at their own expense.

STUDENT CLUBS AND ORGANIZATIONS

CPC students may join together to create a club or organization. They must fill out the appropriate forms from Student Life and obtain a faculty or staff sponsor.

A student club or organization may consist of cultural, academic, athletic, and social (political, and environmental). A club may not be a fraternity or sorority.

All students are eligible to start a club as long as the proper forms are filled out and the requirements are met, and Student Life approves it.

Requirements

- A sponsor (faculty or staff of CPC)
- A registered student of CPC
- A list of activities for the scholastic year
- A defined purpose of the organization
- Four positions need to be filled to start a club and remained filled through the academic year.
 - President
 - Vice President of Finance
 - Secretary
 - Senator

All off campus activities are to be approved by Student Life. Students are not allowed to drive other students to off campus activities unless properly documented. Forms must be filled out with the Office of Student Life. Clubs who sell food must only sell prepackaged food. Any banners or posters must be approved by Student Life.

C. Compensation

1. Administrative Pay Corrections

California Preparatory College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance or Human Resources Department so that corrections can be made as quickly as possible.

2. Direct Deposit

Employees may have pay directly deposited into their bank accounts if they request in advance by written authorization to the Human Resources Office

3. Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments must be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, holiday, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action.

4. Overtime Safe Harbor Policy

Being paid on a "salary basis" refers to an employee who regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis, which cannot be reduced because of variations in the quality or quantity of work. Subject to the exceptions listed below, an exempt employee must receive his or her full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work and will not be, unless appropriate accrued paid leave is utilized. If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

It is the policy of California Preparatory College to comply with the "salary basis" requirements of the FLSA. Therefore, those preparing paychecks are prohibited from making any improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made to your salary or that overtime was worked

and not paid, you should immediately report this information to your direct supervisor or in writing to the Human Resources' department.

Reports of an improper deduction from wages or an overtime denial will be promptly investigated. If after the investigation it is determined that an improper deduction or denial has occurred, you will be promptly reimbursed for any improper deduction or paid for overtime worked.

5. Pay Day Advances

California Preparatory does on a limited case-by-case basis provide paycheck advances. Please contact the Financial Administration department for more details.

D. Employee Benefits

Eligible employees at California Preparatory College are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

- | | |
|--|-----------------------------|
| * Auto Mileage | * Short-Term Disability |
| * Bereavement Leave | * Sick Leave |
| * Employee Educational Discounts | * Paid Time off – Jury Duty |
| * Holidays | * Pregnancy Disability |
| * Paid Vacation | |
| * Premium Reimbursement – Medical
and Dental Insurance Coverage | |

1. Vacation Benefits

As part of the benefits program California Preparatory College recognizes years of full time employment in the education sector (public and private) and allows carry over. However, this benefit requires V.P. approval.

Regular Full Time Salaried Employees:

- One weeks paid vacation per year, for the first two years of employment
- Two weeks paid vacation per year, beginning year three
- Three weeks paid vacation per year, beginning year five

Regular employees may at all times carry over a maximum of 1 week of unused paid leave from a previous year. All carryovers **must** be used in the carry over year and may not be transferred into the subsequent year.

*Employees hired prior to July 1, 2011 are grandfathered in under the prior vacation benefit plan

2. Sick Leave

- Employees must notify the HR Office of the sick leave they have taken. Hourly employees must do so by indicating it on their time sheets. Time sheets must be approved by the employees' supervisors or managers.

All regular employees are eligible for 3 days (with pay) per year. Any unused time may not be carried over or cashed out.

3. Health Insurance

The Board of Directors are currently discussing a cafeteria health plan package however, until such time when an appropriate plan/program is available, CPC may pay in full Medical Insurance Premiums for Individual and family plans of its regular full time employees.

4. Benefits Continuation (COBRA)

Currently non applicable to CPC

5. Retirement Benefit (401K)

The Board of Directors is currently looking at various options in this regard and this continues to be a work in process project.

6. Paid Holidays

California Preparatory College currently observes the following holidays:

- * New Year's Day
- * Thanksgiving (Nov 19-23)
- * Martin Luther King (Jan14)
- * Christmas Day (Dec 24-26)
- * Presidents Day (Feb 18)
- * Memorial Day (May 26)
- * Independence Day (July 4)
- * Labor Day (Sept 3)

Regular full time and part-time employees are paid for these holidays.

Generally, if a holiday falls on a weekend, the College will celebrate the holiday on the following Monday.

7. Educational Benefit

Regular Employee and their spouse may attend one free class at California Preparatory College for each semester they are employed. Free classes are limited to Fall and Spring semesters only. Additional classes will be billed at 50% of full tuition. All staff must receive administrative approval before enrolling in more than one class. Additionally, full time Faculty & Staff dependents below the age of 24 may receive free tuition but with a maximum of 63 units total. All staff children must meet general entrance requirements.

8. Bereavement

Regular employees may wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to 3 days of paid bereavement leave will be provided and is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

California Preparatory College defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

8. Military Service Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

9. Pregnancy Disability Leave

Conditions for which a leave may be taken

In order to ensure maximum benefit and coverage to its employees, California Preparatory College regulates maternity and pregnancy disability leave in full accordance with Government code and California Law. We encourage you to contact the Human Resource Office for additional information or questions you may have.

At California Preparatory College, Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for

temporary disability benefits in the same amount and degree as any other employee on leave.

In accordance with the disability law, additional leave is granted for a period of six (6) weeks from the date of normal delivery or for a period of eight (8) weeks from the date of a cesarean delivery, per the advice of the attending physician.

Duration

Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the Company with a certification from a health care provider. The certification indicating disability should contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Leave returns will be allowed only when the employee's physician sends a release. An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and

Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Advance Notice

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the Human Resource Department to discuss the following conditions:

Employees who need to take pregnancy disability must provide information on when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider. If 30 days' advance notice is not possible, notice must be given as soon as practical.

Reasonable Accommodation

Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached; Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.

Leave Period

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of half-day increments.

Right to Reinstatement

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

10. Additional Leave

Additional Leave

As recommended by the attending physician, additional leave of up to two months may be granted after the initial six or eight weeks. Please contact the Human Resources Office for more information.

VI. Health and Safety

A. Health

1. Drug and Alcohol Use

California Preparatory College strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees.

2. Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for California Preparatory College, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

3. Illegal Drugs

California Preparatory College employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in the College facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

4. Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

5. Searches

California Preparatory College may conduct searches for illegal drugs or alcohol on the Colleges' facilities without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any College property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

6. Drug and Alcohol Testing

California Preparatory College may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence

of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

California Preparatory College may require drug testing and/or alcohol testing in the following situations:

- Before an offer of employment
- When a reasonable suspicion exists that any employee has alcohol, illegal drug, or intoxicant within his or her system. Reasonable suspicion means suspicion based on appearance, speech, attitude, mood, breath odor of the employee, etc.
- When an accident occurs
- When an employee participated in a rehabilitation program
- When required by state or federal law.

7. Physical/Medical Examinations

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination may be performed by a health professional of California Preparatory Colleges' choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

B. Safety

To assist in providing a safe and healthful work environment for its employees California Preparatory College has established a workplace safety program. This program is a top priority for the College and the Human Resources Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

California Preparatory College provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Some of the best safety improvement ideas come from

employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

1. Workplace Violence & Security

California Preparatory College is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, California Preparatory College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

Types of Violence

California Preparatory College has identified hazards known to be associated with three types of workplace violence:

Type I Workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

Type II Involves a violent act or threat of violence by a recipient of a service provided by our establishment such as a, client, patient, customer passenger or a criminal suspect or prisoner. This type of violence would involve non-fatal or fatal injuries to individuals who provide services to the public. These events chiefly involve assaults on public safety and correctional personnel, municipal bus or railway drivers, health care and social service providers, teachers, sales personnel or any other public or private service sector workers who provide professional, public safety, administrative or business service to the public.

Type III Involves a violent act or threat of violence by a current or former employee, contractor, parent, student, supervisor or manager, or another person who has some employment-related involvement with our establishment, such as an employee's spouse or lover, and employee's relative or friend, or another person who has a dispute with one

of our employees. A Type III event usually involves a threat of violence, or a physical act of violence resulting in a non-fatal or fatal injury by a current or former worker, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a dispute involving an employee of the workplace.

The Type II and III described above would be the more common situations, regarding this particular workplace environment.

Preventive Measures

Preventive measures to avoid workplace violence would include an initial assessment to identify and address potential disputes or violence, prevention strategies for the different types of situations, and a system to record and report any such incidents.

Initial Assessment – Many workplaces are at risk for workplace violence, and California Preparatory College has done an initial assessment to identify workplace security factors, which may contribute to the risk of violence at our locations. Potential situation, which might pose security issues, could include:

- Employees who work into the evenings
- Conflicts between teachers and students
- Conflicts between teachers and parents
- Sensitive issues regarding students and families of students
- As well as those identified in Workplace Violence Type I, II, and III

California Preparatory College is committed to providing a safe and secure workplace for our employees and those who may use our facilities. It is our policy that all employees, including supervisors and managers, will comply with safer and healthy work practices designed to make the workplace more secure.

Employees will not engage in threats or physical actions, which create a security hazard to other employees, staff or other persons in the facility. Violent behavior is not acceptable at California Preparatory College, any of our sites, or by persons associated with our organization. We are thoroughly committed to completely investigating any allegations or occurrences of violence or threat thereof and to follow the investigation with appropriate actions.

Ongoing training for our employees will address the various types of workplace violence, methods to avoid confrontation, crime awareness, and conflict resolution workshops. Training will include proper responses to take during an emergency incident. As Type III incidents are more closely tied to employer-employee relations than other types of events. California Preparatory College's considerate and respectful consideration of our employees represents a positive strategy to avoid conflict.

Additional methods of securing workplace security will include an intercom system between the reception desk and several supervisors' offices, a closed-circuit camera system monitored by a security firm, an alarm system and chimes that will sound when unauthorized doors or exits are opened. Unauthorized persons or visitors must be cleared

before being granted access to the office areas. Identification will be shown if deemed necessary by the front desk.

Any employee who feels that a security hazard exists can inform his or her supervisor of the situation, without fear of reprisal. Any report of unsafe situations or occurrences will be completely investigated and corrective measures taken as approved by the Safety Team and Administrative team. A complete investigation will be conducted regarding any injury illness arising from a workplace assault or threat of assault. No employee will suffer reprisals for reporting an instance of workplace violence or threat to their supervisors, and should not hesitate to communicate a situation. Anyone who commits an act of reprisal in retaliation for such a report will be immediately subject to disciplinary action, which could include termination of employment.

All managers and supervisors are responsible for implementing and maintaining this Workplace Security Program in their work areas and for answering employee questions about the program.

2. Sexual and Other Unlawful Harassment

Sexual harassment is against company policy. California Preparatory College is committed to providing a work environment free of inappropriate and disrespectful behavior, communications and other conduct directed at an individual because of his or her sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission of the conduct is made a term or condition of employment; or
- submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
- the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

The following are examples of prohibited conduct; they include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations

- Physical conduct such as touching, assault, or impeding or blocking movements
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Manager, or harassment by persons doing business with or for California Preparatory College.

3. Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

Verbal conduct such as threats, epithets, derogatory comments, or slurs

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures

Physical conduct such as assault, unwanted touching, or blocking normal movement; and

Retaliation for reporting harassment or threatening to report harassment

4. Retaliation

It is against company policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, shall not under any circumstances be grounds for discipline. However, individuals who make complaints that are demonstrated to be intentionally false may be subject to disciplinary action, up to and including termination.

5. Enforcement

All managers and supervisors are responsible for:

- Implementing CPC's policy on Harassment, which includes, but is not limited to, sexual harassment and retaliation
- Ensuring that all employees they supervise have knowledge of and understand the policy
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

6. Complaint Procedure

The compliant procedure of California Preparatory College provides a for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this Policy, or who has knowledge of such conduct, should report this information to his or her manager or any other manager with California Preparatory College or to the Director of Human Resources or the President as soon as possible.

However, employees are not required to report any prohibited conduct to a superior who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question, or with whom the associate is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Individuals, who make complaints that are demonstrated to be intentionally false, may be subject to discipline, up to and including termination.

All incidents of prohibited harassment that are reported will be investigated promptly. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising the company's ability to conduct a good faith and thorough investigation.

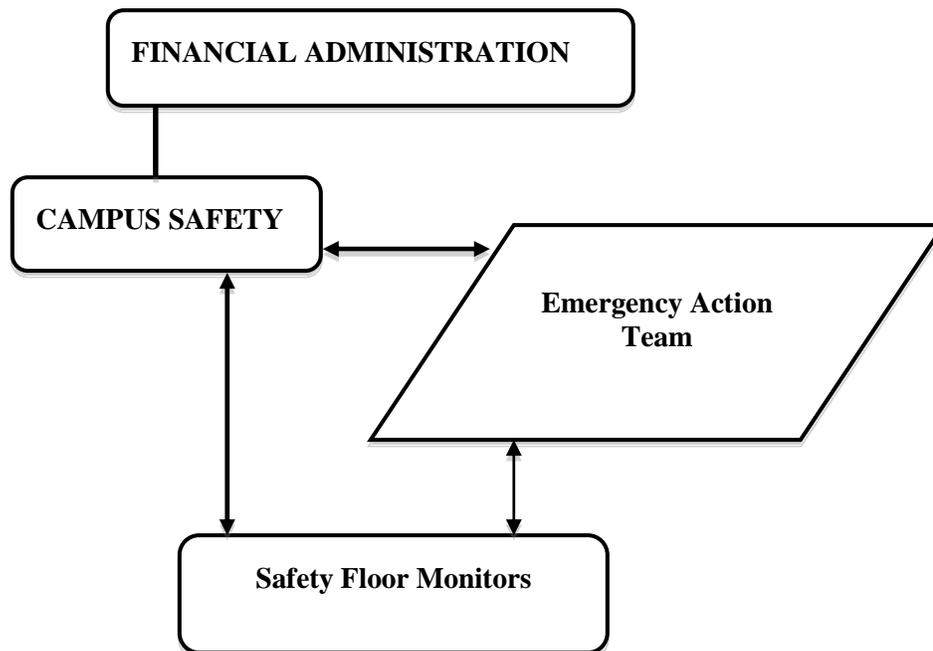
If California Preparatory College determines that prohibited harassment has occurred; the College will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge will be taken.

California Preparatory College recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged, but not required to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct. The company encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

7. Emergency Action Plan

All employees are responsible to educate themselves about safety related matters, potential threats, guidelines and procedures. Please refer to your Safety Guide.

a) Campus Safety – Functional Hierarchy



Emergency Action Team:

Comprised of the President, Vice President, and Associate Vice Presidents, coordinated by the Safety Officer. The Emergency Action Team is responsible for the following:

- Emergency Preparedness / Procedure: In collaboration with the Campus Safety Officer, determine adequate evacuation assembly area(s). Where required, assist Safety Floor Monitors with directing traffic toward the designated assembly area; conduct head count/account for all personnel at the point of assembly or per the situation (when evacuation is not required) assist in keeping the situation calm until help arrives.

Safety Floor Monitors:

Safety Floor Monitors make up the functional core of the Emergency Response are assigned to each floor of the building. They closely coordinate their activity with the Campus Safety Officer and are responsible to initiate appropriate action. Floor Coordinators are responsible for the following:

- Emergency Preparedness: In conjunction with the Campus Safety Officer, determine the magnitude or type of emergency and accordingly initiate

appropriate action. Appropriate action may be but not limited to evacuation of the building or ensuring that the occupants stay in place till help arrives.

b) Evacuation Procedure

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- **Teachers/Instructors** will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- **The Safety Officer, members of the Safety Team and Safety Monitors** in each department will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safe exit. Check all rest rooms, conference rooms, etc. to make sure everyone has vacated. Each Safety Team member and Safety Monitory will designate an alternate in advance to serve in this capacity in case his or her absence. Any temporarily or permanently handicapped persons will be escorted to the nearest safe exit for fire department assistance.
- Once outside, proceed to a clear area and stay away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know you areas assembly points.
- Do not return to an evacuated building unless told to do so by a safety official.

** In the absence of the Safety Officer, it is the responsibility of the Emergency Action Team member(s) to initiate an evacuation if necessary and where appropriate notify emergency services.*

Floor plan diagrams will be posted in all hallways near exits and entrances. These plans will reveal the exit routes from all locations within the office, as well as the locations of fire extinguishers and first aid kits. It is essential that you become familiar with the floor plan of your work areas, know the number of occupants, and know the nearest exit locations. In the event of an emergency evacuation, you will be required to exit at the nearest safe location; therefore it is recommended that you are familiar with all exits in

your building. The event of an emergency evacuation, follow the instructions of the Emergency Action Team or Floor Monitors in your area. Successful evacuations are dependent on cooperation and trust; do not panic, but remain calm and follow directions. Offer assistance to other employees as needed.

Designated evacuation area:

The rear parking lot of the College, located on the North side of the building

All employees will remain at this location until a complete accounting of evacuees is completed, based on our current employee list and the daily sign in sign out sheet (sign in sheet: work in progress)

VII. Work Place Conduct

1. Attendance and Punctuality

To maintain a productive work environment, it is important that employees attend work as scheduled. Employees who are absent from their positions and/or tardy put additional burdens on their co-workers. As such, all employees are expected to work on all scheduled work days and times and to report to work on time. If you cannot avoid being late to work or are unable to work as scheduled, you must call your supervisor as soon as possible.

2. Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. California Preparatory College also reserves the right to take prompt action if an actual or

potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, the employees may be separated by reassignment.

3. Confidential information/Non-Disclosure

All California Preparatory College records and information about the College, its employees, suppliers and vendors are to be kept confidential and divulged only to individuals within the company with both a need to receive and authorization to receive the information.

All records and files maintained by the College are confidential and remain the property of the company. No institutional records, files or related information may be removed from the College premises or disclosed to any outside party without the express permission from California Preparatory College supervisors or administrators.

4. Conflicts of Interest

California Preparatory College expects employees to adhere to the highest ethical standards of conduct. Employees are expected to dedicate their best efforts to the interests of the College. An arrangement or relationship that may be of a business nature or other wise that creates a conflict of interest between California Preparatory College and employee is unacceptable and must be avoided.

California Preparatory College recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to the College. However, employees must disclose any possible conflicts so that the company may assess and prevent potential conflicts of interest.

5. Dress Code/Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of California Preparatory College in the community.

During business hours or when representing the College, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform.

6. Smoking

In keeping with California Preparatory Colleges' intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees and visitors.

7. Business Travel Expenses

California Preparatory College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the President or the designated V.P. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by California Preparatory College. Mileage is paid out at the rate of \$.35 a mile and

8. Computer Use Policy

A. Company Equipment.

1. SHALL not be serviced except by qualified personnel in the IS department.
2. Any non-standard software application need to be approved by administration and the right to use the software must be presented before it is installed. Standard software includes but limited to:

- i. Microsoft Windows Vista
- ii. Microsoft Office 2007
- iii. Internet Explorer or Firefox
- iv. Any other application deemed necessary for connectivity to the network.
 - b. Shall remain on-site unless one's job requires the use of equipment from home or travel.
 - c. Shall not be used to obtain or share pornographic, obscene, or sexually explicit materials.
 - d. Shall not be used to distribute mass e-mailings, except approved by administration, chain letters, obscene or harassing messages.

I. Use of Software.

1. It is not permitted to install software for the use of obtaining another person's information or compromising the security of the network. This includes but is not limited to:
 - i. Hacking Programs
 - ii. Cracking Programs
 - iii. Code Generators
 - iv. Port Sniffers
 - v. Code Exploits
 - vi. Trojans
 - vii. Viruses
 - viii. Malware
 - ix. Spyware
 - x. Brute Force password crackers
 - a. File Sharing applications such as Napster, Lime Wire, etc. are not permitted.
 - b. Sharing or obtaining copyrighted materials is not permitted. This includes, but is not limited to:
 - i. Movies
 - ii. Music
 - iii. Software Applications
 - c. Chat Programs must be used with caution as software can be transmitted over them that can compromise network security. These programs include but are not limited to:
 - i. Yahoo Messenger
 - ii. AIM
 - iii. ICQ
 - iv. Google
 - v. Open Source Clients
2. Non-Company Equipment/Personal Computers.
 - a. Non-Company Equipment must follow the same rules and policies as Company equipment. This includes network and software policies.
 - b. If personal equipment is needed to access the system a "Request for Access" for must be completed before access will be given the network.
3. All Government, State and local laws governing computer use must be followed.
4. Other CPC policies apply to this computer use policy.

5. Use only the username assigned and do not share your password with anyone.
6. Privacy.
 - a. CPC reserves the right to monitor data being sent over the network and data stored on company equipment.
 - b. CPC will comply with government agencies and law enforcement should a court order for a release of information be presented.
7. Abuse of this policy.
 - a. Should CPC discover a violation of this policy or a law has been broken action may be taken against the responsible party. This may include but is not limited to:
 - i. Disciplinary action.
 - ii. Suspension.
 - iii. Termination of Employment

Employee Acknowledgement Form

The staff handbook describes important information about California Preparatory College. I understand that I should consult the Human Resources Director regarding any questions not answered in the handbook. I have entered into my employment relationship with California Preparatory College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either California Preparatory College or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the employment at-will policy. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of California Preparatory College has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Name (printed)

Employee Signature

Date

Acknowledgement of Receipt of Company Overtime

I, _____ (*please your name*), hereby acknowledge that I have been given a copy of California Preparatory Colleges' overtime policy. I understand that I have the right to file a complaint alleging an improper salary deduction or an overtime denial.

Employee Signature

Date

Budget Request Form

Complete the form below in order to request unbudgeted funds from the California Preparatory College. Funds in budgeted categories are paid through the Check Request Form. Your request will be reviewed by the Budget Committee, which will make a recommendation to the Financial Administration Department at the next EXCO meeting. Your funds request will get a yes or no vote at that meeting, unless further information or consideration is requested by the Financial Administration Department. Keep this timeline in mind when turning in a request to ensure that the committee and EXCO have ample time to review and research as needed. California Preparatory College funds must be used to benefit California Preparatory College students' health, welfare, safety, or education, and your request will be considered in light of those requirements. Please attach or e-mail any research you have done on cost and be sure to include enough detail about how the funds will be spent. Receipts must be submitted to the Financial Administration Office.

Faculty and staff members: If your request involves funds for trainings, seminars, etc., please be aware that if approved, you will be required to come back and discuss what you learned.

Submit a hard copy of this form to the Associate Vice President of Financial Administration.

Your Name _____

Faculty/Staff ID # _____

Phone Number(s) _____

E-Mail _____ Date of Request _____

Reason for your Request _____

How the money will be spent

Items to be Purchased	Estimated Cost
Total	

Budget Request Determination

When completed, make 1 copy for file, and deliver 1 copy to requesting party.

Date of Committee Meeting: _____

Request Being Considered: _____

Recommendation (Circle one):

Approval Approval with stipulations stated below Denial More Information Needed

Stipulations for Approval/Reason for Denial/Additional Information Being Requested: _____

Date of EXCO Meeting: _____

Result of Membership Vote (Circle one):

Approved

Approved with stipulations stated by Budget Committee

Approved with new stipulations stated below

Denied

More Information Requested

Stipulations for Approval/Reasons for Denial/Additional Information Being Requested: _____

Date copy was delivered to requesting party: _____

Date of Disbursement (Approved Requests Only): _____

Fund Disbursed From (ex: IT, WHPC, Library, etc.) _____