

KECK GRADUATE INSTITUTE

STAFF HANDBOOK

AND

OPERATIONAL POLICIES

KGI.edu

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President's Welcome

Welcome to Keck Graduate Institute (KGI)!

As a member of The Claremont Colleges, KGI is dedicated to developing the life science and healthcare leaders of tomorrow through excellent teaching, innovative research, and strong industry partnerships. As an employee of KGI, you play a very important role in delivering quality services to our students and our communities. I expect that you will find your experience at KGI engaging, rewarding, and fun.

Please carefully read this handbook and understand both your privileges and obligations. With a clear and well-informed understanding of our roles and responsibilities, we can remain a strong and productive university.

I look forward to seeing you on campus and personally welcoming you to KGI.

A handwritten signature in blue ink, appearing to read 'M. Abousalem'.

Dr. Mohamed Abousalem
President

Introduction

This handbook is provided for all non-faculty Keck Graduate Institute (“KGI”) employees and is intended to provide general guidance on policies.

Except for its Employment At-Will Policy, KGI retains the right to change or delete any provision described herein at any time. For more detailed information on current policies, please contact KGI Human Resources.

PART I

POLICIES & PROCEDURES

PROFESSIONAL APPEARANCE

It is important to KGI and all The Claremont Colleges that their employees project a professional attitude and appearance. Employees are expected to wear attire appropriate to the office or department in which they work. If you have questions regarding appropriate attire, please talk to your immediate supervisor.

IDENTIFICATION CARDS

KGI Human Resources will provide the Claremont University Consortium (CUC) documentation necessary to issue your photo ID from the CUC Card Center (The Connection). This ID allows access to our facilities after hours.

HUMAN RESOURCES PERSONNEL

KGI Human Resources is available to answer questions about employment, benefits, working conditions, and other personnel matters. KGI Human Resources can also provide liaison services between KGI staff members and the CUC Benefits Office.

RECORDS

The KGI Human Resources Office maintains personnel records for all KGI staff members. These files are strictly confidential. You may review your personnel file by making an appointment with a member of Human Resources.

You are responsible for reporting any changes in name, home address, home telephone number, marital status or number of dependents, to Human Resources. You are responsible for reporting these changes to ensure that personnel actions are accurate and that your mail is sent to the correct address.

IMMIGRATION AND NATURALIZATION ACT COMPLIANCE

As a result of the Federal Immigration Reform and Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of a prospective employee's identity and legal ability to remain and work in the United States. KGI is required to complete and retain the appropriate documentation on file, and to coordinate the record-keeping requirements under the regulations.

If you are not a citizen of the United States, but have permission to work in this country, it is your responsibility to report any changes in your visa status to Human Resources.

EMPLOYMENT AT-WILL

This handbook is not intended as, and shall not be considered to be a contract between KGI and its employees. All staff members of the Institute are employees at-will. That means you have the right to resign at any time with or without cause, with or without notice. Likewise, KGI retains the right to terminate your employment at any time with or without notice, with or without cause, unless otherwise prohibited by law.

Your employment conditions and status are subject to change at any time and for any reason or no reason at all. Although you may have been hired for a specific position, specified hours, pay or duties, all of these may be changed, reduced, increased or terminated by KGI.

OPERATING INSTITUTE-OWNED VEHICLES

You must meet the following criteria to be authorized to operate vehicles that are owned by KGI:

1. Possess a current and valid U.S. driver's license;
2. Demonstrate, through access of your state driver's record, a satisfactory history of safe and responsible driving.

RESOLVING PROBLEMS

If you have a work related problem, discuss it with your supervisor.

If, after discussion with your supervisor, the problem remains, you should discuss the matter with a member of Human Resources. Human Resources will help work out steps that may be taken to investigate and resolve the problem. To the extent possible and appropriate, this discussion will remain confidential.

EQUAL EMPLOYMENT OPPORTUNITY

KGI and The Claremont Colleges hire and promote individuals on the basis of their qualifications and abilities to perform the requirements of their positions, consistent with applicable state and federal laws, and without regard to race, color, creed, national origin, ancestry, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual identity, sexual orientation, registered domestic partner status, physical or mental disability, legally protected medical conditions (cancer related or genetic characteristics), age, marital status, veterans status, or any other characteristic protected by state, federal or local law. For

a more detailed statement on the *Keck Graduate Institute Policy on Equal Employment Opportunity*, please refer to the Operational Policies section of this handbook.

EMPLOYMENT OPPORTUNITIES

Each of The Claremont Colleges post and advertise job opportunities that exist at the colleges. At KGI, employment opportunities are posted at the KGI website. You may apply through our online system for any job for which you are qualified.

SEXUAL HARASSMENT POLICY

It is the policy of KGI and The Claremont Colleges to maintain an environment for students, faculty, and staff that is free of sexual and other forms of unlawful harassment. The colleges are concerned about sexual and other forms of unlawful harassment, and are prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual and other forms of unlawful harassment will be subject to discipline, up to and including termination. Retaliation against a person who properly reports, complains about, or participates in the investigation of sexual harassment is also prohibited. For a more detailed statement on the *Keck Graduate Institute Policy on Sexual and Other Forms of Unlawful Harassment*, please refer to the Operational Policies section of this handbook.

COMMUNICATION SYSTEMS

KGI and The Claremont Colleges provide computer and communication systems to certain employees to support the conduct of the colleges' business activities. These systems include individual computers provided to employees, associated software, the colleges' telephone, voice mail and electronic mail (e-mail) systems, centralized computer equipment, and the local and wide-area networks. Although limited personal use of the colleges' systems is allowed, subject to important restrictions, no use of these systems may ever conflict with the primary business purpose for which they have been provided, with the colleges' ethical responsibilities, or with applicable laws and regulations.

The *Keck Graduate Institute Policy Regarding Campus Computing and Network Resources* is included in the Operational Policies section of this handbook. You are responsible for reading and familiarizing yourself with these guidelines and the restrictions outlined therein.

CONFLICT OF INTEREST

It is the policy of KGI and The Claremont Colleges that employees of KGI and The Claremont Colleges refrain from any activity or association that is detrimental to, or in conflict with, the interests of the employing institution. You will be asked to sign a conflict of interest policy that specifies the criteria for conflict.

INSPECTION POLICY

You are provided desks, cabinets, computers, computer memory, e-mail, telephones, voicemail, and office supplies for your use during work. These and other furniture remain the Institute's sole property. Prohibited materials, including weapons, dangerous materials, alcohol, and non-prescribed drugs or medications, may not be stored on Institute premises. The Institute is not responsible for any personal articles, which are lost, stolen or destroyed while on Institute premises.

The Institute reserves the right to open and inspect desks, cabinets, other furniture, and office equipment as well as any contents, effects or articles they contain. This includes all computers (including all memory and stored information, whether or not password protected), telephones, voicemail and other data-retrieval equipment. Any employee who wishes to use a computer password not issued by the Institute must provide the password to the immediate supervisor prior to changing it.

The Institute can conduct an inspection of all such items including furnishings, voicemail, e-mail, computers or computer memory at any time, with or without advance notice or consent, and without the employee present. An inspection can be conducted during, before or after working hours by any supervisor, manager or other personnel designated by the Institute.

Your work output, whether it is paperwork, Rolodex cards, computer files, Outlook files, products, customer and prospect lists, customer calls or customer interaction, belongs to the Institute. As such, that work output is always subject to review by the Institute, whether it is stored electronically, on paper or in any other form.

E-mail, Internet access and other computer files provided by the Institute are to be used for business purposes only. Use of the Institute computer equipment for personal reasons is strictly prohibited and all computer pass codes must be available to the Institute at all times. The Institute reserves the right to enter, inspect and monitor the computer files, e-mail or voicemail of any employee, without advance notice, for business purposes.

INQUIRIES REGARDING KGI

Employees may be approached for interviews or comments by the news media. Only persons designated by the President may comment to news reporters on KGI policy or events relevant to KGI. Other than in exceptional circumstances, these individuals will typically be staff in the KGI Communications Office.

DRUG-FREE WORKPLACE

The *Keck Graduate Institute Policy on a Drug Free Workplace* is included in the Operational Policies section of this handbook. You are required to read, understand, and comply with the requirements of this program.

Prohibitions

Consistent with its obligations under applicable laws, it is the policy of KGI to maintain a drug and alcohol abuse free environment. That policy prohibits the unlawful: manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase and/or use of drugs or alcohol on the KGI campus or its offsite locations, or as any part of its activities. In addition, employees shall not report for work or work under the influence of any drug or alcohol or other substance which will impair work performance, alertness, coordination or response, or affect the safety of others on the job.

Reporting Obligations

In accordance with the Drug-Free Workplace Act of 1988, any employee who is convicted (including a plea of nolo contendere [no contest]) of a criminal drug statute violation occurring in the workplace must, within five (5) days after the conviction, notify KGI of such conviction by informing Human Resources; Vice President and Dean of Faculty or President. If required, appropriate government agencies will be notified within ten (10) days after KGI has been informed of such a conviction.

Applicability

All employees of KGI, including faculty, staff and student employees, must comply with this policy as a condition of employment. Persons who are not employees of KGI but who perform work at KGI for its benefit (such as contractors and their employees, temporary employees provided by agencies or visitors engaged in joint projects) are required to comply with this policy; violation of this policy by such persons is likely to result in their being barred from the workplace upon the first offense.

Health Risks

All drugs are toxic and poisonous when abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, depression, malnutrition, liver and kidney damage, cardiac irregularities, hepatitis and neurological damage.

Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Abuse of alcohol can damage the liver (cirrhosis), cause hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, memory loss, tremors, malnutrition, vitamin deficiencies and cancer of the esophagus, liver, bladder or lungs.

Abuse of alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and stillbirth.

Local, State and Federal Legal Sanctions

Local, state and federal laws establish severe penalties for unlawful possession or distribution of illegal drugs and alcohol. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal penalties for illegally distributing drugs include life imprisonment and fines in excess of \$1,000,000.

Some examples of local or state laws are:

Unlawful possession of a narcotic drug is punishable by imprisonment in the state prison.

The purchase, possession or consumption of any alcoholic beverage (including beer and wine) by any person under the age of 21 is prohibited.

It is not permissible to provide alcohol to a person under the age of 21.

Selling, either directly or indirectly, any alcoholic beverages to anyone, except under the authority of the California Alcoholic Beverage Control License, is prohibited.

It is a **felony** to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed. Any person found to be under the influence of an intoxicating liquor or drug in a public place and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.

Available Resource, Education and Assistance

KGI recognizes drug and alcohol abuse as treatable conditions. Employees who are concerned about problems related to substance use, abuse and rehabilitation should be aware that The Claremont Colleges sponsor and present seminars and workshops on these topics, from time to time, for all members of the KGI community. Other programs are available through the health insurance plans and the employee assistance program of The Claremont Colleges. The KGI Human Resources Office can also provide referral services for confidential, professional counseling, providing a constructive way for employees to address drug or alcohol related and other problems. Employees who are also students should seek assistance for similar problems through the Student Health Center or the Monsour Counseling Center at CUC or the KGI Student Services Office.

Sanctions

KGI will impose sanctions on individuals and/or organizations who violate this policy. These sanctions will be consistently enforced and penalties will depend upon the severity of the offense. Penalties may include termination from employment and referral for prosecution of the most serious violations of law and this policy. For example, an employee found to be selling illegal drugs will be subject to discipline up to and including discharge from employment. Disciplinary action may be invoked entirely apart from any civil or criminal penalties that may apply to the employee or organization.

SAFETY

KGI endeavors to make the campus a safe place to work and comply with all applicable federal and state safety regulations. It is your responsibility to observe the safety requirements, and to use the safety equipment as instructed. Each employee is expected to:

(1) obey safety and health rules; (2) follow established safe and healthy work practices; (3) exercise caution in all work activities; (4) correct or promptly report unsafe and unhealthy acts and conditions in the workplace; and (5) participate in safety training programs. If you observe unsafe actions or conditions, you should report them immediately to your supervisor or Human Resources. The *Keck Graduate Institute Policy on Safety* is included in the Operational Policies section of this handbook

In Case of Accident

If you receive an injury on the job, no matter how slight, you must report it immediately to your supervisor, Human Resources, or to the CUC Workers' Compensation Administrator (ext. 18847). Treatment, if required, will be provided in accordance with the law.

Emergency

In case of any general emergency on campus, you may contact the Campus Security Office at ext. 72000, or dial 9-911.

WORKPLACE VIOLENCE POLICY

KGI is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, KGI 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.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of KGI without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, students, or visitor will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, Human Resources or any member of the President's senior staff. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

KGI will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the KGI individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, KGI may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

PART II

HOURS & PAY

JOB STATUS

For purposes of determining the applicability of some policies, practices, and benefits, employees may be classified by the nature of their positions and the number of hours that they normally are scheduled to work:

Full-Time Status

Full-time status at KGI is defined as a regular schedule of 40 hours per week.

Part-Time Status

Part-time status at KGI is defined as a regular schedule of less than 40 hours per week.

Regular Status

Regular status employees are not hired for a defined period of time and work a regular schedule.

Introductory Period

KGI regular status employees serve an introductory period when first hired. The duration of this period is determined by the Institute, but normally is 90 days. Employees may not be eligible for certain benefits, e.g., vacation during this introductory period.

Temporary Status

At KGI you are considered to be on temporary status when you are hired to perform a specific project or to provide additional help for a period of time that is not expected to exceed six months. Temporary employees do not become regular employees as a result of the passage of time.

Exempt/Nonexempt Employees

Employees are further classified as exempt or non-exempt. Exempt employees are those who, under applicable law, meet salary and responsibility requirements that exempt them from earning overtime compensation. Non-exempt employees are all those who are eligible to be paid for overtime work in accordance with applicable wage and hour law.

WORK SCHEDULES

Hours

KGI's workweek begins on Saturday (12:01 a.m.) and ends on the following Friday (12:00 midnight). Your normal working hours are determined by your supervisor and may vary depending on the position you hold and the needs of KGI. In addition, your schedule may vary from time to time as required.

Timekeeping (*Nonexempt Employees*)

It is the responsibility of every non-exempt employee to accurately record time worked daily on an electronic timesheet. This includes the time you begin and end your workday, and the beginning and ending time of each meal period. Electronic timesheets must also be signed by your supervisor according to the schedule provided you in order to ensure timely pay.

Attendance and Absenteeism

Attendance is a key factor in job performance. KGI expects you to report to work regularly as scheduled, and to be on time, in accordance with the standards defined by your supervisor. Excessive absences, unauthorized absences, tardiness, or leaving early without authorization are not acceptable. This may lead to disciplinary action, up to and including termination. "Excessive" is defined as frequent and disruptive to the Institute, department, or coworkers.

Any time you wish to be absent, will be arriving late, or wish to leave work early, you should obtain advance approval from your supervisor, if possible. If this is not possible, you must notify your supervisor as soon as you are able. If your supervisor cannot be reached, you may leave a voicemail or contact another person in authority in your department. It is also your responsibility to notify your supervisor each day that you will be absent unless you have provided an off-work notice from your medical provider for the entire period that you are absent. Failure to inform your supervisor may result in disciplinary action, up to and including termination of employment. A statement from your health care provider, stating the nature and the expected duration of the absence, may be required for verification of any medical-related absence, regardless of the length of absence.

Job Abandonment After Three (3) Days

Employees who fail to report to work for three consecutive days, without notifying their supervisors, are considered to have abandoned their jobs and will be terminated.

Rest and Meal Periods (*Nonexempt Employees*)

Nonexempt employees are permitted and authorized to take a ten minute rest period during each consecutive four hour period of work or major fraction thereof. To the extent possible, rest periods are to be taken in the middle of work periods.

All nonexempt employees who are scheduled to work more than five hours in a workday must take a duty free meal period of at least thirty (30) minutes. The meal period should be taken approximately in the middle of the work day. Nonexempt employees must record on their electronic timesheets the beginning and ending time of each meal period.

Rest and meal periods may not be combined nor can they be added to the beginning or end of the workday. Rest periods are paid while meal periods are not

Lactation Accommodation

KGI provides a reasonable amount of break time to accommodate an employee desiring to express breast milk for an infant child during working hours. The break time shall, if possible, run concurrently with rest periods. For nonexempt employees, break time that does not run concurrent with rest periods will be unpaid.

OVERTIME FOR NON-EXEMPT EMPLOYEES

Normally the work of non-exempt employees will be completed during regular working hours; however, your supervisor may schedule overtime hours for you when this is required. Federal and state laws regulate the amount of overtime pay for non-exempt employees. Overtime may only be worked with prior approval of your supervisor. If you have questions about overtime pay you should contact your supervisor.

WAGE AND SALARY PROGRAM – JOB CLASSIFICATIONS

Staff positions are classified under headings such as: administrative/managerial, professional, clerical, technical, and service. Under each classification, positions are arranged by respective grade levels that designate salary ranges.

PAYCHECKS AND DEDUCTIONS

Paychecks

Paychecks are usually sent to your home address. However, you may elect to have your paychecks deposited electronically directly to your financial institution. Human Resources will discuss electronic deposits and your payday schedules with you during your new-hire orientation.

Deductions

The Colleges make the deductions from your paycheck that are required by law. These include deductions for FICA (Social Security and Medicare), VDI (Short-Term Disability), and withholding for federal and state income taxes. In addition, you also may authorize other

voluntary deductions, such as health or dental insurance premium(s). Your paycheck stub itemizes all deductions and provides information regarding your earnings to date.

During your new employee orientation you will complete the necessary paperwork to claim federal and state withholding exemptions. If you later wish to change the number of exemptions that you have claimed, you must complete a new W-4 and/or DE form. You may contact Human Resources for information, and to obtain the necessary forms.

The CUC Payroll Office sends W-2 forms by U.S. mail to your home address annually. By law, these must be postmarked on or before January 31 of each year. In order to insure timely receipt of your W-2, remember that it is your responsibility to notify the Human Resources of any changes in your address.

PART III

TIME OFF

HOLIDAYS

The Claremont Colleges observe the following as paid holidays for eligible staff:

New Year's Day	(January 1)
Martin Luther King Day	(third Monday in January)
Cesar Chavez Day	(Friday in March closest to March 31)
Memorial Day	(last Monday in May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Thanksgiving Day	(last Thursday in November)
Friday following Thanksgiving	
Christmas Eve	(December 24)
Christmas Day	(December 25)

When one of the aforementioned holidays falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, it is observed on the following Monday.

VACATIONS

The colleges recognize the importance of a regular vacation for employees. Vacations are accrued by regular status employees who work half-time or more. Employees working less than half-time per week, and temporary staff members, do not accrue vacation. Normally, vacations may be taken only after 90 days of continuous employment.

Your vacation schedule must be approved by your supervisor in advance. If a vacation period includes a paid holiday, that holiday will not be counted as a vacation day.

Vacation is accrued on a daily basis, beginning on the date of hire. Vacation does not accumulate during an unpaid leave of absence. The following chart shows the monthly vacation accrual rates for regular full-time non-exempt employees and those exempt employees below the grade level 5.

Exempt employees at the grade level 5 and above accrue vacation at the rate of 2.00 days per month immediately upon employment. Regular part-time employees who work half-time or more earn vacation at pro-rated rates.

Vacation Accrual Rates for Regular Status, Full-Time Non-Exempt Employees
And Exempt Employees below Grade Level 5

1st through 12th month of continuous employment:	1.00 day per month
13th through 24th month of continuous employment:	1.17 day per month
25th through 36th month of continuous employment:	1.67 days per months
37th month and after:	2.00 days per month

The “vacation accrual cap,” that is, the maximum number of vacation days that regular status, full-time employee may accrue, is 36 days. The vacation accrual cap is pro-rated for eligible part-time employees. Once an employee's accrual reaches the vacation accrual cap, further vacation accrual ceases until some vacation time is used and the available time has been reduced to an amount below the vacation accrual cap. Upon termination of employment, you will be paid for your accrued but unused vacation.

LEAVES

Sick Leave

As a regular, full-time or part-time employee working at least 20 hours per week, you accumulate one day of sick leave per calendar month, to a maximum of 120 days. ("One day" is equal to the number of hours in your normal workday.) Sick leave days are accumulated only for each calendar month during which you are on paid status for 15 days or more. Sick leave does not accumulate during a leave of absence.

Sick leave is provided to protect you against loss of income during illness or injury when you are confined to home or hospital, or when your medical or dental appointments have to be scheduled during working hours. When you are absent from work due to your own illness, injury or disability, you are required to use sick leave that you have accumulated.

You may also use up to one-half of your yearly sick leave accrual to attend to your child, parent, spouse, domestic partner, or domestic partner's child who is ill. Leave for this purpose may not be taken until it has actually accrued.

As was stated in the above section on attendance and absenteeism, when you need to be absent, will be arriving late, or need to leave work early for an unplanned medical-related purpose, you must attempt to notify your supervisor prior to the absence. If this is not possible you must notify your supervisor as soon as you are able. It is also your responsibility to notify your supervisor each day that you will be absent unless you have provided an off-work notice from your medical provider for the entire period that you are absent. A statement from your health care provider, stating the nature and the expected

duration of the absence, may be required for verification of any medical-related absence, regardless of the length of absence.

Family/Medical Care Leave

Eligibility

KGI provides family/medical care leave for qualified employees in accordance with the federal Family & Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). To be eligible for family/medical care leave, an employee must (1) have worked for KGI for at least 12 months prior to the date on which the leave is to commence, and (2) have worked at least 1,250 hours in the 12 months preceding the leave.

Permissible Uses of Family/Medical Care Leave

Family/medical care leave may be requested for any of the following reasons:

1. The birth of the employee's child or the placement of a child with the employee either through adoption or foster care;
2. To care for the employee's spouse, domestic partner, child (including the child of a domestic partner), or parent who has a "serious health condition" (i.e. an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment or continuing supervision by a health care provider);
3. For a serious health condition that makes the employee unable to perform his/her job;.
4. For any "qualifying exigency" (as defined by federal regulation) because the employee is the spouse or domestic partner, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or
5. To care for a "covered service member" (i.e. one who is recovering from a serious illness or injury sustained in the line of duty while on active duty) who is the spouse or registered domestic partner, son, daughter, parent, or next of kin of the employee.

A female employee who is eligible for a family-care/medical leave may be entitled to take an unpaid leave of up to 12 work-weeks in addition to an unpaid pregnancy disability leave to care for her newborn child (i.e. baby bonding). Information regarding individual situations may be obtained by contacting Human Resources.

Amount of Leave

Family Care, Medical and Military Exigency

An employee who is eligible for family/medical care leave may take a maximum of twelve work weeks in any 12-month period when a leave is taken due to a serious health condition of the employee or an eligible family member or a qualifying exigency. The twelve month period is measured from the first day on which the employee's first family/medical care leave begins. Successive twelve month periods commence on the first day on which an employee takes family/medical care leave after the preceding 12 month period has ended. In cases where both spouses/domestic partners are employed by KGI, their combined family leave for the birth, adoption, or foster care placement of a child may not exceed 12 work weeks in any 12 month period.

Military Caregiver Leave

An employee who is eligible for family/medical care leave may take a maximum of 26 weeks of military caregiver leave in a single 12 month period inclusive of the time the employee takes for family care, medical, or military exigency leave during that period. This 12 month period will be measured forward from the first day leave is taken. Successive twelve month periods commence on the first day on which an employee takes family/medical care leave after the preceding 12 month period has ended. Spouses/domestic partners who are both employed by KGI may take a maximum combined total of 26 weeks in the 12 month period for the care of the service member, the birth, adoption, or foster care of their child, or to care for an ill parent, provided that no more than 12 weeks during this combined 26 week period may be taken for reasons other than to care for the service member.

Intermittent Leave

Family/medical care leave for the employee's own serious health condition, or for the serious health condition of the employee's spouse or domestic partner, parent, or child (including the child of a domestic partner), or to care for a covered service member may be taken on an intermittent or reduced-hours basis (as opposed to taking all leave in one block) when medically necessary. An employee requesting leave on an intermittent or reduced-hours basis must schedule the leave, insofar as possible, to minimize disruption of his/her work schedule and assignments. KGI reserves the right to reassign an employee to a temporary alternative position, with equivalent pay and benefits, if it will better accommodate the employee's recurring absences for intermittent or reduced-hours leave. Military exigency leave may also be taken on an intermittent basis.

Family/medical care leave taken in connection with the adoption or foster care placement of a child or to care for a newborn generally must be taken in blocks of at least two weeks' duration; however, KGI will provide employees with family/medical care leave for the adoption, foster care placement or to care for a newborn of less than two weeks' duration on any two (2) occasions. Family/medical care leave taken for the adoption, foster care placement or care of a

newborn must be concluded within one year of the birth or placement of the child with the employee for adoption or foster care.

Leave Notice

If the need for a leave is foreseeable, the employee must provide 30 days' written notice of need for the leave. If the need for a leave is not foreseeable or if it is otherwise not possible to provide 30 days' notice, notice must be provided as soon as practicable - within one or two days of learning of the need for the leave. Any request for extensions of leave under this policy must be received as soon as it is practicable and must include the revised anticipated date(s) of the leave.

Medical Certification

Any request for medical leave for the employee's own serious health condition, for family care leave to care for a child, spouse, domestic partner or parent with a serious health condition or for a serious injury, or for military caregiver leave must be supported by medical certification from a health care provider. For military caregiver leave the employee must provide confirmation of a family relationship to the seriously ill or injured service member. Employees generally must provide the required certification within 15 calendar days after KGI's request for certification. For foreseeable leaves, employees must provide the required certification before the leave begins.

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

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

A leave taken due to a qualifying exigency related to military service must be supported by a certification of its necessity.

Second And Third Medical Opinion

If the leave is due to the employee's own illness, KGI may require the employee to obtain a second medical opinion from a health care provider selected by KGI. In the event the first and second opinions differ, KGI may require the employee to obtain a third medical opinion from a mutually agreed upon health care provider. The third opinion will be binding on the employee and KGI. The second and third medical opinions, if required by KGI, will be at KGI's expense.

Fitness For Duty Certificate

If the employee's leave is due to his/her own serious health condition, KGI will require certification by the employee's health care provider that the employee is fit to return to his/her position before the employee will be restored to his/her job.

Reinstatement

With few exceptions, an employee who returns from an approved leave will be restored to the same or equivalent position. If, however, due to business reasons, the same or equivalent position ceased to exist during the employee's leave, and, had the employee not taken the leave, the employee would not otherwise have been employed at the time reinstatement is requested, KGI may not be required to reinstate the employee. In certain circumstances, KGI may deny reinstatement to an employee who is salaried, and among the highest paid 10 percent of the employees working for KGI within 75 miles of the employee's worksite, if necessary to prevent substantial economic injury. An employee who fails to return to work at the end of the approved leave period will be considered to have voluntarily resigned.

Substitution of Paid Leave

Family/medical care leave is unpaid. An employee on leave for his or her own serious health condition is, however, required to use accumulated sick and vacation days for any time away from work that is otherwise unpaid by state disability insurance, workers compensation benefits or any other disability leave plan. In the case of all other family/care medical leaves, the employee is required to use accumulated vacation days while on leave and may elect, but is not required, to use accumulated sick pay. The substitution of paid leave does not extend the total duration of the leave to which an employee is entitled. While the employee is on an unpaid leave, benefits will not accrue and the employee will not be eligible for holiday pay.

Benefits

An employee taking family/medical care leave will be allowed to continue participating in any health benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

KGI will continue the employee's insurance coverage while the employee is on family/medical leave under the same terms and conditions as was provided while the employee was working. The employee will still be responsible for the same premiums for his/her insurance benefits as if he/she were at work. If the employee is on an unpaid leave of absence, he/she will need to send a check to the Human Resources for his/her portion of the premium within the first five days of each month. Failure to make timely payments may result in termination of coverage.

If the employee fails to return from the leave, or returns to work for less than 30 days, KGI may recover from the employee the premiums it paid for maintaining insurance coverage during the leave period.

Pregnancy Disability Leave

Eligibility

Any female employee who is disabled on account of pregnancy, childbirth or related medical conditions is eligible for a pregnancy-related disability leave.

Duration

Employees are entitled to a maximum four month unpaid leave for disabilities due to pregnancy. To the extent permitted by applicable law, for employees who work less than full-time, or on alternative work schedules, the maximum amount of leave will be adjusted on a proportional basis.

Pregnancy-related disability leave will not run concurrently with any leave for the birth or placement of a child in foster care under the CFRA. Pregnancy-related disability leave will run concurrently with leave under the FMLA and to the extent permitted by applicable laws, with any other leave to which the employee is entitled.

Transfer

Employees who are disabled due to pregnancy may be transferred to a less strenuous position, provided that: (1) the employee requests a transfer; (2) the transfer is medically necessary; and (3) KGI can reasonably accommodate the transfer.

Leave Notice

Employees must provide at least 30 days' advance notice before pregnancy disability leave or transfer is to begin if the need for the leave or transfer is foreseeable. If the need for a pregnancy disability leave or transfer is not foreseeable, employees must give notice as soon as practicable.

Medical Certification

Employees requesting a pregnancy-related disability leave must provide a medical certification from their attending physicians. The certification must include the date the disability began, the probable duration of the disability, and a statement that the disability renders the employee unable to perform one or more of the essential functions of her position.

Substitution of Paid Leave

An employee taking a pregnancy-related disability leave must substitute any available sick days for her leave, and may, at her option, substitute any accumulated vacation days for her leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled. While the employee is on an unpaid leave, benefit will not accrue and the employee will not be eligible for holiday pay.

Benefits

KGI will continue the employee's insurance coverage under the same terms and conditions as was provided while the employee was working for the period of pregnancy-related disability leave that is also covered by FMLA. The employee will still be responsible for the same premiums for her insurance benefits as if she were at work. If the employee is on an unpaid leave of absence, she will need to send a check to Human Resources for her portion of the premium within the first five days of each month. Failure to make timely payments may result in termination of coverage.

If the employee fails to return to work at the expiration of the leave, KGI will consider her to have voluntarily resigned and may recover KGI premium cost incurred during the leave, unless she does not return due to a serious health condition or circumstances beyond her control. If the employee returns to work for less than 30 days following a pregnancy disability leave, KGI may recover the premium cost it incurred to maintain the benefits during the period the employee was on leave.

Reinstatement

To the extent required by applicable law, KGI will reinstate an employee returning from a pregnancy-related disability leave to the same position or to a comparable position.

Disability Leave for Work-Related Injuries or Illness

Any employee who is disabled and unable to work due to a work-related injury or illness will be granted a leave of absence. The duration of the leave shall be consistent with applicable law.

Leave of Absence for Personal Reasons

Leaves of absence for personal reasons may, at KGI's sole discretion, be granted for such purposes as career development, public service, or special family needs. In some cases, it is

possible to grant a leave and to hold the position open for the employee's return. In other cases, it is not possible to hold the position open.

There is no guarantee that the employee will be returned to her/his former position. It is important that the supervisor and employee discuss a request for personal leave and that it is clearly understood whether or not the position will be held open for the employee's return. Each request is considered on its own merit and must meet the following conditions:

- An employee must be on regular status and must have completed at least one year of continuous service.
- The request for leave must be approved by the employee's supervisor and the President.
- The effect of the employee's absence on the operation of the department and/or Institute in light of the employee's reason for requesting the leave.
- The maximum duration of a personal leave is one year. Leaves of absence for a period longer than 30 days normally are granted only to employees who have completed at least two years of continuous service.
- A leave of absence will not be granted to an employee who has accepted employment elsewhere. If an employee on leave accepts employment elsewhere, the leave will be ended immediately and employment terminated. An exception may be made if an employee's leave is to work at a KGI affiliate or spin-off.
- Failure to return to work at the end of a leave will be considered a voluntary resignation of employment.
- When a leave is granted, there is no break in service. Employee benefits are discontinued during periods of personal leaves of absence.

Military Leave

KGI will grant employees a military leave of absence to the extent and in the manner required by applicable state and/or federal law.

Jury Duty

KGI will provide employees time off to serve, as required by law, on a jury or grand jury. Regular status full-time and part-time employees who have completed their introductory period, and who provide reasonable advance notice, will be granted a paid leave of absence of up to 10 business days per year for the purpose of fulfilling jury duty. Any jury duty that extends beyond 10 business days per year will be unpaid.

Bereavement Leave

Regular status full-time and part-time employees may be excused for up to three days with pay, following the death of a close relative. Whenever possible, arrangement for such an absence should be made in advance with your supervisor. You may be required to furnish satisfactory evidence to support the bereavement leave.

Voting Leave

Employees who are eligible to vote in state and federal elections (of voting age and registered to vote), are encouraged to exercise their voting privileges. In accordance with Section 14350 of the California Election Code, employees who do not have sufficient time to vote outside their working hours, will be allowed to take up to two hours off, with pay, for this purpose. Unless otherwise agreed, this time must be taken at the beginning or end of the work day, whichever will minimize the disruption.

Other Leaves of Absence

In accordance with applicable law, employees will be granted leaves of absence to appear as a witness in certain legal proceedings, to perform emergency duty as a volunteer firefighter, reserve peace officer, rescue worker, or member of the civil air patrol, to attend as a parent or guardian a school or day care facility meeting or activity, to permit victims of serious crimes to attend court proceedings, to allow victims of domestic abuse or sexual assault time away from work to seek relief, treatment, counseling and/or other assistance, to participate in a substance abuse treatment or literacy education programs, or other reasons mandated by law, including but not limited to military spouse/registered domestic partner leave and organ/bone marrow donor leave. Employees who wish to take a leave for any of these reasons must satisfy certain conditions specified by law, must provide reasonable advance notice whenever possible, and may be required to provide certification of the need for such leave. Unless otherwise required by law, this leave will be unpaid.

PART IV

INSURANCE BENEFITS

BENEFIT PROGRAMS – “MANDATORY” BENEFITS

The following “mandatory” benefits are required by federal or state laws:

Old Age Survivor and Disability Income (OASDI)

Both employers and employees contribute to the Federal Social Security program. KGI pays the required amount into your OASDI (Social Security) and Medicare accounts. Your portion is automatically withheld from your paycheck as required by law.

Short-Term Disability Insurance (VDI)

A short-term disability program is administered in accordance with the Unemployment Insurance Code of the State of California. This program may provide partial compensation for wages lost while you are on an approved medical leave of absence. The program does not cover illness or injuries for which you receive Workers' Compensation benefits. Claim forms are available from the CUC Benefits Office.

Workers' Compensation

The State of California requires that employers provide Workers' Compensation Insurance for work-related injuries or illnesses. Under provisions of the Workers' Compensation Act of the State of California, The Claremont Colleges provide insurance—at no cost to you—in case of injury, illness, or death caused by your employment. This coverage provides partial payment of your salary as well as medical treatment, death benefits and certain other benefits.

All work-related injuries and illnesses should be reported to your supervisor immediately (or within 24 hours), so that an accident report can be completed. If the injury requires the attention of a doctor, your supervisor, Human Resources, or the CUC Disability Administrator will arrange for an appointment with a designated physician. If the injury or illness results in an immediate hospitalization, your benefits will begin the first day you are out of work. If you are not hospitalized, there is a 3-day waiting period. To provide salary continuation, your available sick leave will be coordinated with your Workers' Compensation payments. If those benefits are exhausted, you may elect to use your available vacation benefits.

California's Paid Family Leave Insurance Program

Employees who are absent from work to care for a seriously ill or injured parent, spouse, registered domestic partner, or child (including the child of a registered domestic partner), or bonding with a child within one year of the birth or placement of the child in connection with foster care or adoption, may be eligible to receive partial wage replacement from the State of California for up to six weeks in any twelve-month period. Information concerning California's Paid Family Leave Insurance Program may be obtained from Human Resources, the CUC Benefits Office, or the California Employment Development Department.

BENEFIT PROGRAMS – “ELECTIVE” BENEFITS

This section of the handbook is designed to acquaint employees with some of the significant features of the Institute's benefit programs. However, it is important to remember that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, if there is any real or apparent conflict between the brief summaries contained in this handbook and the terms, conditions, limitations, or exclusions of the official plan documents, the provisions of the official plan documents will control. Employees who wish to inspect those documents can make an appointment with KGI Human Resources for that purpose. KGI expects and intends to continue benefits but reserves the right to amend, modify, suspend, or terminate them, in whole or in part, at any time and for any reason.

Eligible Dependents

Eligible dependents include the employee's spouse, eligible domestic partner, dependent children or eligible dependents of the domestic partner (age regulations as defined by the insurance carrier.) The employee and domestic partner must complete The Claremont Colleges Affidavit for Enrollment of Domestic Partners. IRS regulations state that employee deductions for health and dental coverage for eligible domestic partner and/or domestic partner dependents is considered taxable income to the employee and is subject to federal and state withholding.

Domestic Partners

It is the policy of KGI to offer medical and dental insurance, family and personal leave, and other benefits to eligible (i.e., benefit-based) employees' domestic partners and their children. Benefit-based employees who wish to register domestic partnership with KGI must complete and return "Affidavit of Domestic Partnership," to Human Resources.

Eligibility and Enrollment

The “elective” employee benefits listed below are provided by KGI and The Claremont Colleges. Eligible employees are those who are employed in regular positions at half-time or more per week (30 hours or more per week for Long-Term Disability Insurance), and those employed in temporary positions at half-time or more per week (30 hours or more per week

for Long-Term Disability Insurance), who work for a minimum of six months. Some of these benefits are wholly paid by the Institute, some are paid by the employee, and the costs of some are shared by the Institute and the employee.

If you are eligible for benefits, you will be scheduled during your new employee orientation to attend a New Employee Benefits Orientation conducted by the CUC Benefits Office. As a new employee you must apply for benefits during your “Initial Eligibility Period,” that is, within 30 days of your hire date. If your date of employment is the first of the month, your coverage will become effective on your date of employment. If your date of employment is any date other than the first of the month, your benefits coverage will become effective the first day of the following month.

After your Initial Eligibility Period, your application for enrollment in, and/or changes to, your existing coverage will only be accepted during an Annual Open Enrollment Period (this usually occurs in October-November) for a January 1 effective date. As an exception to this rule, your application may be accepted under certain circumstances, if you experience a “life event.” Example of life events are the birth, adoption, or death of a dependent; marriage; divorce; and loss of coverage through a spouse’s unemployment. You are responsible for requesting benefits changes due to a life event; you must apply within 30 days of the effective date of your life event.

Changing Health Plans

After the initial eligibility period the option to select an alternative Institute sponsored health plan is available only during an open enrollment period.

Adding Dependents

Coverage for eligible dependents may be elected at initial eligibility or during the open enrollment period. Newly acquired dependents (i.e., by reason of birth, marriage or adoption) may be added within thirty (30) days of becoming eligible. Coverage is effective the first day of the month after receipt of timely application. Premium is payable from the date a dependent becomes covered.

Deleting Coverage

Employee coverage and coverage for dependents may be deleted during an open enrollment period, or upon occurrence of one of the “qualified life events,” unless the employee has waived participation under Section 125.

Dual Coverage

If husband and wife or eligible domestic partner are both covered as employees at The Claremont Colleges, either spouse or domestic partner, but not both, can cover eligible dependents. If coverage for either the spouse or domestic partner terminates, and both are

participating in the same health plan, with the concurrence of the plan, the spouse or domestic partner may add spouse, domestic partner and dependent coverage if applicable within 30 days.

Change to Benefit-Eligible Status

When an employee's status is changed from non-benefits-eligible to benefits-eligible, the date of the status change is substituted for date of hire under initial eligibility.

Section 125

Normally, any employee contribution required for participation in the The Claremont Colleges' health and dental programs is deducted from employee pay on a pre-tax basis, as permitted under Section 125 of the Internal Revenue Code. Under Section 125 and applicable regulations, pre-tax payroll deduction is considered to be irrevocable and unchangeable during the calendar year, except under certain circumstances referred to as "qualified life events". Qualified life events include marriage, divorce or legal separation from spouse, death of spouse or child, birth or adoption of child, termination of employment of spouse, or change in the employment status of the spouse that causes a change in benefit options available.

An employee may waive participation under Section 125 at any time. The election to waive participation is prospective only, is effective as of the beginning of the next calendar year until specifically revoked, and must be made before January 1 of the first year affected. Such a waiver causes employee payroll deductions for health and dental coverage to be made on an after-tax basis and exempts the employee from Section 125 limitations on making benefit elections. Specifically, this waiver would permit deletion of coverage without the occurrence of a relevant "qualified life event".

Group Life Insurance

A Life Insurance Policy is paid by KGI for eligible employees. Additional life insurance may be purchased by employees for themselves and their dependents. Coverage starts on the first day of work.

Group Health Plans

Various HMO and PPO/HSA options for health plan coverage are available to eligible employees. These health programs provide comprehensive medical and hospital benefits to you, your dependents, your domestic partners, and your domestic partner's children. KGI shares the cost with you. If you choose to participate, your monthly premiums will be deducted from your paycheck in the month prior to the month of coverage on a pre-tax basis.

Group Dental Insurance

The colleges offer two dental plans: HMO and PPO. An employee may sign up for individual coverage or coverage for dependents, domestic partners or domestic partners' children. The total dental premium is paid by the employee on a pre-tax basis, unless otherwise requested.

Vision

Various options for vision coverage are available to eligible employees. KGI shares the cost with you. More information may be obtained from Human Resources or from the CUC Benefits Office.

Long-Term Disability Insurance (LTD)

This coverage provides a monthly benefit, after approval by the insurance company, if you are totally disabled for longer than six months and cannot "engage in any occupation for which you are reasonably suited by education, training, or experience." The total premium for this benefit is paid by KGI.

Personal Accident Insurance (AD&D)

The Personal Accident Insurance Program provides participating employees and their eligible dependents with benefits in the event of death or a disability due to an accident, anywhere, on or off the job. The premium is paid by the employee.

Travel Accident Insurance

Eligible employees are covered for accidental death or dismemberment while traveling on Institute-authorized business. The premium is paid by KGI.

Employee Assistance Plan (EAP)

The EAP provides counseling and referral for employees and their dependents through a network of certified family counselors. The Employee Assistance Plan is paid fully by KGI.

Retirement

The colleges provide basic and supplemental retirement plans that make it possible for eligible employees to accumulate a retirement benefit. All regular employees at KGI who work at least 20 hours per week are eligible for the basic retirement plan, with the exception of post-doctoral fellows. This plan is called the KGI Academic Retirement Plan (ARP). Eligibility is after one year of continuous service, first of the month after date of hire.

The ARP retirement plan is funded by KGI. Further information on plan benefits and eligibility may be obtained from Human Resources or from the CUC Retirement Services Office.

The “supplemental” retirement plan allows you to save additional funds for retirement on a tax-deferred basis. Eligible employees may participate in the supplemental retirement plan immediately upon employment with the Institute.

If you are retiring, you should make an appointment with a CUC Retirement Services Specialist at least six (6) months before your retirement date, to discuss benefits options and distribution options on retirement payments.

KGI Scholarship Plan for Dependent Children

Each of The Claremont Colleges has its own tuition benefit policy. KGI provides a four-year college scholarship plan for dependent children of regular employees who meet the eligibility requirements. The scholarship covers one-half of the tuition and fees required of undergraduate students at the institution to be attended, up to a maximum benefit determined annually. Details of the *Scholarship Plan for Dependent Children of Staff and Faculty at Keck Graduate Institute* are available from Human Resources.

Tuition Assistance for KGI Classes

Tuition assistance for auditing KGI classes is available for regular employees who are in good standing. Attending a course requires the permission of both the instructor and the employee’s supervisor. The fee to audit a course is \$100 per course. Employees can also register for courses for credit at a cost of \$1,500 per course.

Automobile and Home Insurance

Group programs for automobile, homeowners, and renters insurance are available to full-time and part-time regular status employees through A + Insurance Company. Premiums are fully paid by the employee. Eligible employees may obtain information from a CUC Benefits Specialist. Premiums may be paid through payroll deduction.

Credit Union

Regular status employees are eligible to join First City Savings Federal Credit Union or Chaffey Federal Credit Union. The credit unions offer insured savings accounts as well as personal loans to eligible members. There is a membership fee, and you must open a share (savings) account to become a member. The credit unions can arrange payroll deduction for loan payments and savings deposits. For further information, please contact Human Resources or the CUC Benefits Specialist.

EMPLOYEE SERVICES AND CONVENIENCES

Library

All benefit-eligible employees of The Claremont Colleges are given free use of the campus library system. The main library is the Honnold/Mudd Library located at Ninth Street and Dartmouth Avenue.

Telephones

The Claremont Colleges own a private telephone system. Instructions for its use, as well as campus telephone extensions, are provided in *The Claremont Colleges Staff & Faculty Directory*, which is usually issued each fall. For information on campus numbers that you cannot obtain from your directory, dial ext. 73344 on any campus telephone. If you have problems with your campus telephone and need to request repairs or assistance, dial ext. 18188 and the operator will assist you.

Your supervisor will inform you of the departmental policy regarding personal and long distance telephone calls, but in general, personal telephone calls during work time are discouraged. They should be brief and limited to during your lunch hour or break time.

Campus Safety

The function of The Claremont Colleges Department of Campus Safety is to protect life and property, to help maintain an environment conducive to the academic endeavors of the colleges, to enforce vehicle and parking regulations and to perform other related duties. The Campus Safety office is located at 251 E. 11th Street. Normal business hours are from 8:30 a.m. to 4:30 p.m. each weekday. For your convenience, an ATM that can process withdrawals only is located in the Safety Office. Safety personnel are on duty 24 hours a day to handle calls for service. Telephone numbers (24 hours a day) are as follows:

- Off-campus (909) 621-8170;
- On-campus, extensions 18170 and 72677.
- **FOR EMERGENCIES, CALL EXT. 72000.**

Parking

Vehicle registration with Campus Safety is mandatory and should be done within three working days of the start of your employment. When you register your vehicle with Campus Safety, you will be issued a parking tag that entitles you to park in designated parking lots on the campuses. Employees retain full responsibility for their vehicles and for any liability or damage claims resulting from possession or operation of a motor vehicle on campus.

Discount Amusement Tickets

The Connection at CUC has discount cards for many area recreational attractions and theme parks. These cards may be obtained from The Connection at ext. 72273.

PART V

SEPARATION OF EMPLOYMENT

Resignation

If at some time you decide to leave your position, you are asked, but not required, to give your supervisor and Human Resources at least two weeks' written notice in advance, stating your reasons for leaving. Such notice will permit proper processing of your final paycheck, your benefit status forms, the scheduling of an exit interview, and the return of all Institute property such as keys and identification cards. The request that you give notice prior to your resignation is not intended to, and shall not be considered as, a change in the at-will status of your employment.

At the exit interview, you will have an opportunity to comment on your employment at KGI.

Dismissal

KGI reserves the right to terminate employees at any time for any lawful reason or no reason at all, as long as the reason is not otherwise prohibited by law. As explained throughout this handbook, you are an at-will employee.

However, we provide the following examples of action or inaction on your part that may lead to your dismissal, in order to give you an idea of some of the more severe circumstances that may result in your termination from employment. These include, but are not limited to, unsatisfactory job performance, negligence, misconduct, excessive absenteeism, tardiness, willful misconduct, theft, insubordination, sleeping on the job, fighting or other altercations, threatening and/or engaging in violent actions, drug or alcohol intoxication, falsifying records, violation of rules, or involvement in activities that may damage the name and reputation of KGI. Of course, it is not possible to list all potential unacceptable conduct; the above list is not exhaustive, merely illustrative.

Converting Benefits at Termination

Some benefit programs may be converted or extended after your employment is terminated. Please contact the CUC Benefits Office for more information.

Pay for Vacation Time at Termination

At termination, you will be paid for the vacation days you have earned but have not taken (subject to the vacation accrual cap of 36 days).

Unemployment Compensation

Terminated employees may, under certain conditions, be eligible to receive unemployment compensation payments. Contact the local California Employment Development Department or the KGI Human Resources Office for information.

PART VI

RECEIPT AND ACKNOWLEDGMENT OF STAFF HANDBOOK

PLEASE PRINT

Name	Department
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I have received a copy of the Keck Graduate Institute *Staff Handbook and Operational Policies*. I understand that this handbook contains important information about Keck Graduate Institute's general personnel policies and about my privileges and obligations as an employee. I agree to read and comply with the handbook during my employment at Keck Graduate Institute. I further understand that except for the *Employment At-Will Policy*, the handbook may be amended at any time and Keck Graduate Institute may rescind or add to any policies, benefits or practices described in the handbook at any time, in its sole and absolute discretion, with or without prior notice. Keck Graduate Institute will advise employees of material changes within a reasonable time.

I further understand that I am an at-will employee and that the handbook is neither a guarantee nor a contract of employment. This means that I have the right to resign at any time with or without cause, with or without notice. Likewise, Keck Graduate Institute retains the right to terminate my employment at any time with or without notice, with or without cause, unless otherwise prohibited by law.

Employee Signature	Date
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