

Southern California University

School of Oriental Medicine and Acupuncture



Employee Handbook 2018-2019

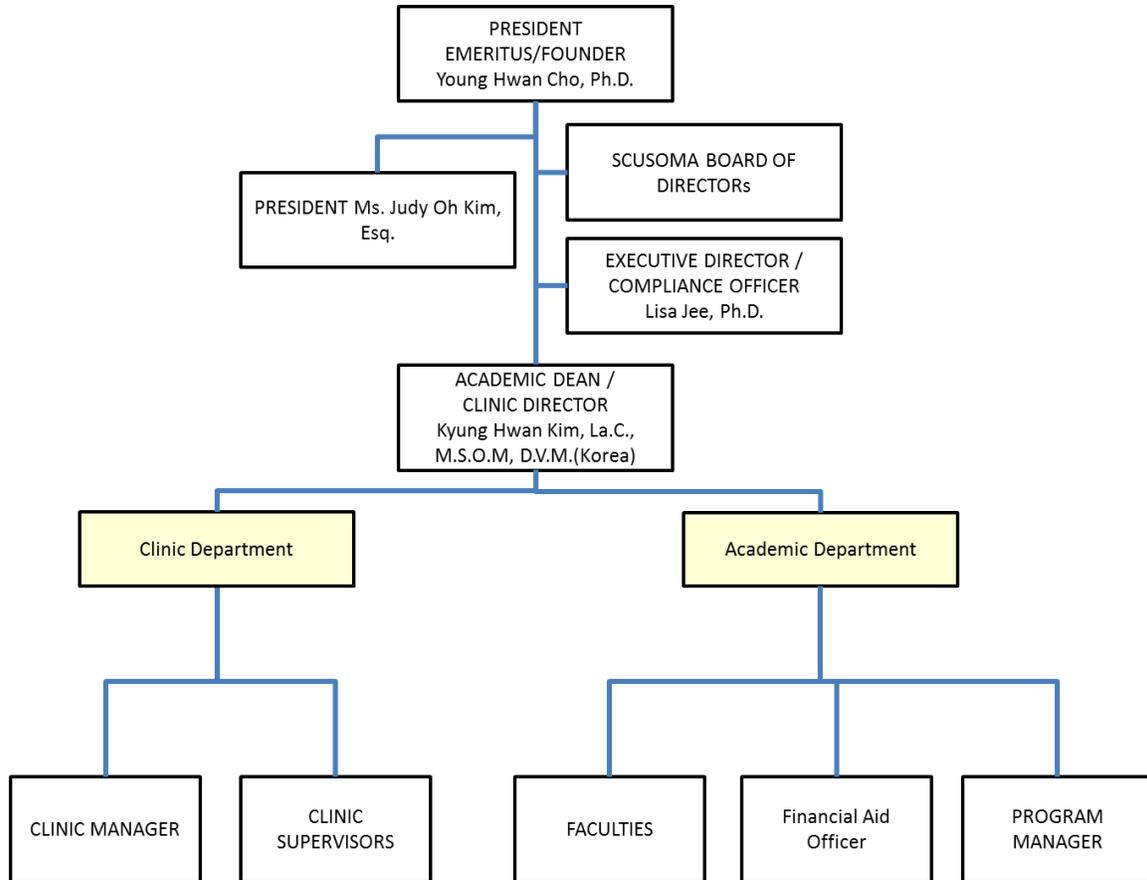
Table of Contents

1. Organization	3
2. Code of Ethics	4
a. Conflict of Interest	4
b. Acceptance of Gifts	4
c. Confidentiality	4
3. About Your Employment	4
a. Authorization to Work	4
b. Employment at Will	5
c. Employment Classifications	5
4. Employee Conduct	5
5. Termination	6
6. Promotions and Raises	6
7. Purchase, Travel and Reimbursement Requests	6
a. Purchase Requests	6
b. Disbursement Requests	7
c. Travel Requests	17
d. Events and Activities	17
8. Vacations and Holidays	17
9. Absences	18
10. Leaves	18
a. Maternity Leave	18
b. Paternity Leave	18
c. Military Leave	18
d. Jury Duty	19
e. Medical Leave	19
11. Pay Day	19
a. Federal Income Tax	19
b. State Income Tax	19
c. Social Security Tax	19
d. State Disability Income Tax	19
12. Parking	19
13. Campus Security	19
14. Grievance Policies and Procedures	20
15. Unlawful Harassment	20
a. Sexual Harassment Defined	20
b. Other Types of Harassment	21
c. Complaint Procedures	21
d. Additional Enforcement Information	22
16. Benefits	22
a. Health Insurance	22
b. SCUSOMA Clinic Discount	22
c. SCUSOMA Education Discount	22
17. Worker's Compensation	22
18. Resignation	23
19. Exit Clearance	23

1. Organization

Southern California University-School of Oriental Medicine and Acupuncture.

Organizational Chart



ADMINISTRATIVE STRUCTURE

Board of Directors

- a. Chairperson: Wonil Lee, M.D.
- b. Director: Georgann Carman, Esq.
- c. Director: Joanne Jung, C.P.A.
- d. Director: Christina Avina
- e. Director: Maria Chovan

Administration

1. President Emeritus/Founder: Young Hwan Cho, O.M.D. (Korea), Ph.D., L.Ac.
2. President: Judy Kim Oh, Esq. (president@scusoma.edu)
3. Executive Director / Compliance Officer: Lisa Jee, Ph.D. (lisa@scusoma.edu)
4. Academic Dean: Kyung Hwan Kim, M.S.O.M, L.Ac., D.V.M. (Korea) (kimkyunghwan@scusoma.edu)
5. Director of Financial Aids: Samuel L. Young (samuel@scusoma.edu)
6. Program Manager: Paul S.M. Kim, MPH (registrar@scusoma.edu)

Clinic Staff

1. Clinic Director: Kyung Hwan Kim, M.S.O.M, L.Ac., D.V.M. (Korea)
(kimkyunghwan@scusoma.edu)
2. Clinic Manager: Joy Kim, B.A., (manager@scusoma.edu)
3. Clinic Supervisor: Katherine Cho, Ph.D., L.Ac. (drcho@scusoma.edu)
4. Clinic Supervisor: Doris Johnson (acudancer1@gmail.com)

2. Code of Ethics

a. Conflict of Interest

A conflict of interest is defined as a staff member's involvement in outside interests that conflict with the staff member's duty to the University or adversely affects the staff member's judgment in performing her/his responsibilities, however a staff member may become employed elsewhere than the university in question if there is no conflict of interest found (The Employee will devote full time, attention, and energies to the business of the Company, and, during this employment, will not engage in any other business activity with any other AOM institution or said employment which may be considered a conflict of interest, regardless of whether such activity is pursued for profit, gain, or other pecuniary advantage) and if the request is disclosed and approved by either the President/Board of its relevant party.

It is SCUSOMA policy that staff members do not engage in personal conduct that will conflict with the interests of the institution. It is important to avoid even the appearance of a conflict of interest since that can be as damaging as an actual conflict.

b. Acceptance of Gifts

SCUSOMA staffs, including faculty and their immediate family members shall not solicit, accept, or retain personal benefit from any student, patient, or vendors with whom the institution is doing business with or from any individual seeking to do business with the institution. In this context a personal benefit is regarded as any type of gift, gratuity, favor, service, fee or compensation, or anything of monetary value.

Specific exceptions to the personal benefit prohibitions are made if there is no reasonable likelihood of improper influence in the staff member's performance of duties on behalf of SCUSOMA.

Any personal benefit received is to be reported to the President who will review the situation and instruct the employee as to the appropriate course of action.

c. Confidentiality

Safeguarding confidential information for SCUSOMA and its students and patients is essential. It is the policy of SCUSOMA that such confidential information acquired by a staff member through her/his employment must be held in the strictest confidence. Personal information concerning students and patients should only be released with the written consent from the student or patient involved, and should never be discussed with anyone outside the institution, and only with those within the institution who have a legitimate need to know.

3. About Your Employment

a. Authorization to Work

Required Documents: To be considered eligible for employment at SCUSOMA, all employees must present the following documents:

- i. Evidence of valid authorization to work in the United States (e.g. passport, alien registration card, or employment authorization). All employees are required to complete an Internal Naturalization Service Form I-9.
- ii. All forms contained in the Employee Data Packet, as required by the worker's compensation insurance carrier, must be signed and dated from the first date of employment.
- iii. In accordance with the Federal Title IV Regulations, employees are required to sign the Drug Abuse Policy Statement.

Refusal to submit any of these required documents may be considered grounds for dismissal.

b. Employment at Will

All employees should understand that the employer can dismiss any employee at any time for any, or no, reason, without incurring any liability. Nothing in this Handbook or in any document or statement shall limit the institutional right to discharge employment at will. Only the President, with the Board's approval, has the authority to make any such agreement and then only in writing.

c. Employment Classifications

Provisions in federal law (the Fair Labor Standards Act) divide all employees into two categories: exempt and non-exempt with respect for overtime compensation. Exempt employees are not eligible for overtime pay. The definition for exempt employee is an employee considered as either managerial, administrative, professional or outside contract service providers. A non-exempt employee is one who devotes most of her/his hours in activities that are not managerial, administrative or professional.

- i. Regular Full-Time: an employee hired for an indefinite period in a position for which the normal work schedule is a minimum of 40 hours per week.
- ii. Regular Part-Time: an employee hired for an indefinite period in a position for which the normal work schedule is between 20 and 40 hours per week.
- iii. Temporary: an employee hired for a position for which the scheduled work week has an indefinite range, but the position is required for only a specific duration, usually lasting less than six months.

New Employees

Unless otherwise exempted, all newly hired employees are placed on a 90-day probationary period so that SCUSOMA can evaluate the employee's job performance. This 90-day probationary period allows enough time to assess the fulfillment of the job's responsibilities and objectives. At any time during this 90-day period, an employee may resign without any detriment to her/his record. SCUSOMA may terminate her/his employment at any time during this 90-day period with or without cause.

4. Employee Conduct

Following are examples of behaviors that may have a negative effect on continuity and efficiency of work and safety and harmony within the company. These types of behaviors may lead to corrective counseling.

They are as follows:

- i. Excessive absenteeism
- ii. Excessive tardiness
- iii. Unsatisfactory job performance
- iv. Interfering with a co-worker's job performance
- v. Failure to observe working hours
- vi. Defacing company property
- vii. Performing unauthorized personal work on company time
- viii. Failure to notify SCUSOMA of intended absences
- ix. Unauthorized use of SCUSOMA equipment for personal business

- x. Unauthorized possession of SCUSOMA property
- xi. Negligence of institutional policies
- xii. Abuse of leave policy

The following are more serious violations of employee conduct. These include any deliberate or willful violation of SCUSOMA rules and may prevent continued employment. They are as follows:

- i. Fighting on the premises
- ii. Repeated occurrence of related or unrelated minor violations depending upon the severity and frequency of the violation and the circumstances
- iii. Any act that might endanger the safety or lives of others
- iv. Departing company premises for personal reasons without prior authorization
- v. Bringing firearms or weapons onto the campus
- vi. Deliberately stealing, destroying, abusing, or damaging SCUSOMA property or equipment
- vii. Unauthorized disclosure of confidential SCUSOMA information including, but not limited to, student/patient information, trade secrets, or any other classified information
- viii. Willfully disregarding SCUSOMA policies and procedures
- ix. Selling, buying, possessing or using illegal drugs, narcotics or controlled substances on or off the job
- x. Slanderous and/or libelous acts towards SCUSOMA or its other employees
- xi. Deliberately stealing, destroying, abusing or damaging SCUSOMA property or the property of another employee
- xii. Sexual, or other unlawful, harassment

5. Termination

Employment terminations are to be treated in a confidential and professional manner by all concerned. However, SCUSOMA reserves the right to explain to employees and others the circumstances of an employee termination if, in its judgment, an explanation is required to protect the institution's reputation or regulatory confidence.

Employment with SCUSOMA is normally terminated through one of the following actions:

- i. Resignation: voluntary termination by the employee
- ii. Dismissal: Involuntary termination for sub-standard performance or misconduct
- iii. Layoff: Termination due to reduction of the work-force or elimination of a position

An employee desiring to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time.

6. Promotions and Raises

SCUSOMA conducts periodic evaluation and assessment of its mission and educational objectives, which includes employee evaluations, to ensure compliance with relevant laws and regulations (e.g. California Acupuncture Board, Dept. of Consumer Affairs, United States Department of Education and the Accreditation Commission for Acupuncture and Oriental Medicine) and to improve the effectiveness of its program.

Employees are promoted and/or given a pay raise based on the recommendation of the Human Resources Committee and on the general findings of its internal audit.

Employees who have received poor evaluations may be demoted and/or terminated upon the recommendation of the Human Resources Committee. An employee who is being demoted or terminated may request a copy of the recommendation report of the Human Resources Committee, and, upon written request, the employee may be granted a hearing with the Committee to address factual errors only.

7. Purchase, Travel and Reimbursement Requests

a. Purchase Requests

All purchase requests must be completed in the Purchase Request Form, which is available in the main office. Employees requesting purchase should prepare the form and submit it to the President for budget approval, then submit it to the appropriate Dean for authorization. All purchase requests must be specific and provide item numbers if purchasing from a catalog. It must indicate an actual purchase price, or at least an estimated price. After obtaining all necessary approvals, the Purchase Request should be given to the Office Manager for actual purchase. If it is an item for the SCUSOMA clinic, then the Purchase Request should be submitted to the Clinic Manager.

b. Disbursement Requests

For all requests for payment, a Disbursement Request Form must be completed. Disbursement Requests should have an approved Purchase Request Form with invoices or receipts attached. Disbursement Requests should be submitted to the President.

In conducting official business for SCUSOMA, and where the employee's personal vehicle must be used, thirty-one cents (\$0.31) per mile may be reimbursed for mileage expense. Arrangements should be made in the Administrative Office.

SCUSOMA UNIVERSITY TRAVEL EXPENSE REIMBURSEMENT POLICY

Policy Statement

This policy is intended to:

- provide a clear and consistent understanding of SCUSOMA University's travel expense reimbursement policy;
- ensure compliance with applicable federal regulation and SCUSOMA sponsor terms;
- explain requirements that promote the reasonableness of costs incurred by SCUSOMA University for travel expense.

SCUSOMA appreciates the efforts of those who travel on University business to keep costs within reasonable limits and to follow consistent policy and procedures with respect to the reimbursement of these expenses. The provisions of this policy must be applied consistently to all institutional travel expenses incurred by individuals. Additional restrictions may apply to travel expenses funded by sponsored projects.

SCUSOMA travel expense reimbursement program meets the Internal Revenue Service (IRS) definition of an accountable plan. As a result, expenses and reimbursements that conform to this policy are not reported as taxable income to the individual.

Non-reimbursable Expenses

The following expenses are not reimbursable under this policy:

- Personal grooming services, such as barbers, hairdressers and shoe shines
- Car rental insurance purchased for domestic travel
- Child care
- Dues in private clubs
- Frequent flier and other similar awards for hotel and car rentals
- Gym and recreational fees, including massages and saunas
- In-room movies
- Insurance costs such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- Laundry or valet service for travel
- Lost baggage
- Loss or theft of cash advance money, airline tickets, personal funds or property
- "No-show" charges for hotel and car service
- Parking tickets or traffic tickets
- Personal automobile repairs
- Personal telephone charges in excess of reasonable calls home, generally one per day
- Pet care
- Upgrades (air, hotel, car, etc.)

Exceptions

The CEO/President has sole authority to approve exceptions to provisions of this policy. Approved exceptions must be explicitly justified as beneficial to both the University and the individual and generally require the recommendation of the director.

Responsibilities

Traveler

Travelers should spend company funds prudently. Business travel expenses will be paid by SCUSOMA University only if they are reasonable, necessary and in accordance with this policy. Individuals who incur business travel expenses should neither gain nor lose personal funds as a result of their travel.

The traveler is responsible for submitting all forms related to his/her travel within 30 days of returning to campus. The traveler may delegate responsibility to prepare for the SCUSOMA forms but will always retain accountability for travel expenses. Individuals preparing expense reports have the responsibility for applying the correct account to each receipt to ensure compliance with sponsor, donor and company requirements.

For business travel, receipts for lodging expenses, unless using non-U.S. per-diem rates, are always required. All other business travel expenses require dated, original receipts or invoices only when each expense is \$20 or greater.

Authorized Approver

All forms related to travel must be approved by the executive director or designee with appropriate decision-making authority. The authorized approver is responsible for verifying the following:

- Business purpose of the travel is valid and directly related to official company business.
- Total cost of the trip is within the approved budget.
- Inform SCUSOMA contained on the travel request, expense report and in the accompanying document must be complete, accurate and in accordance with this policy.
- Expenses must conform to any requirements imposed by the IRS, granting agencies or other sponsors as applicable.
- Expenses must be charged to the proper object codes.
- Authorized reviewers may not authorize reimbursement of their own travel expenses.

Expense Advances

There may be times when a cash advance for travel is required. Advances will be issued no earlier than one week prior to the traveler's departure date. Advances will be deducted from the traveler's next submitted expense report.

Lodging and Other Expenses

Some sponsored project contracts set forth per-diem rates for lodging and other business travel expenses. Company employees should follow sponsor's travel policies where appropriate. The Executive Director should review the terms of the project contract or consult with the CEO/President before charging such travel expenses to the University.

Expenses for alcoholic beverages and entertainment (e.g., theater productions, sporting or other social events with sponsor personnel) cannot be charged to University and must be coded as an unallowable expense. Such expenses are only allowable when the event has been specifically approved in advance by the CEO/President.

Foreign Currency Exchange

The U.S. dollar equivalent should be included on receipts for purchases in foreign currencies. The on-line expense report will calculate the conversion with an exchange rate provided by the report preparer. The preparer should use the Web currency converter located at www.oanda.com/converter/classic and choose the "typical credit card rate parameter" to determine the correct exchange rate to enter in the on-line expense report. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the credit card statement.

Modes of Transport

Domestic Travel

Domestic travel is any travel within and between any of the 50 states of the United States and its possessions and territories. Travel to Mexico and Canada is also considered domestic.

Air Travel

Travelers must purchase the lowest-priced tickets available using a commercial discount airfare or customary standard (coach or equivalent) airfare.

Exceptions may be allowed if the lowest-priced fare would:

- require circuitous routing;
- require travel during unreasonable hours;
- excessively prolong travel;
- greatly increase the duration of the flight;
- result in increased costs that would offset transportation savings;
- be inadequate for the medical needs of the traveler.

Justification for any of the aforementioned exceptions must be approved in advance by the executive director or the CEO/President and should be documented on the expense report. In the unusual event that SCUSOMA University approves business-class or first-class travel based on factors other than those listed above, the difference between the actual airfare and the lowest-priced fare must be coded as an unallowable expense.

Travelers should make reservations as soon as travel plans are finalized to obtain advance purchase discounts. When convenient, travelers should consider staying over on a Saturday night, which could result in airfare savings of more than 40%. SCUSOMA University will reimburse travelers for additional lodging associated with a longer stay if such costs are less than the airfare savings resulting from an earlier arrival or later departure.

Upgrades

An upgrade at the expense of SCUSOMA University will not be reimbursed. A free upgrade must be noted on the expense report filed for the respective trip to demonstrate that the University did not pay for the upgrade.

Frequent Flier Programs

SCUSOMA does not reimburse travelers for tickets purchased with frequent flier miles.

Airport Airline Club Memberships

SCUSOMA University will not pay dues for membership in airline clubs.

Advance Purchase of Miles

Advance purchase of travel miles (VIP Miles) is not permitted and will not be reimbursed.

Reimbursement of Early Airfare Purchase

Transportation tickets that are purchased with personal funds far in advance of the trip may be reimbursed by submitting an expense report prior to the start of their trip.

Rental Cars

Long distance travel by rental car is discouraged since it increases travel time.

ATI College will reimburse the traveler for the cost of renting a compact or standard-size car and for the automobile-related expenses if use of the rental vehicle is the most economical mode of transportation. Upgrades to full-size cars can be approved by the executive director if a detailed explanation (for example, number of persons, luggage accommodations, length of commute between airport and destination) accompanies the receipt. Before renting a car, the traveler should consider shuttle services and taxis, particularly for transportation between airport and lodging. Mileage is not reimbursable for rental cars. In these cases, the direct cost of gasoline may be reimbursed.

Other Ground Transportation

Travelers should select the most cost effective means of grounds transportation, whether shuttle, taxi, limousine or local bus, as needed to travel between business locations.

Private Automobiles

ATI College will pay a standard rate per mile for official college travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance, defined by the IRS is in lieu of all actual automobile expenses such as fuel and lubrication, towing charges, physical damage to the vehicle, repairs, replacements, tires, depreciation, insurance, etc.

Effective January 1, 2012, the ATI College's cost of its employees operating a privately owned automobile for approved business affair is \$0.55 ½ per mile.

Upon approval of the recommended travel, ATI College will reimburse the documented rates for its employees. The new rate will become effective January 1, 2012 and apply to official business related travel performed on or after that date. For mileage reimbursement, please submit Expense Report Form along with a proof of gasoline purchase.

In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, and tunnels. Traffic ticket and parking ticket expenses will not be reimbursed.

Other Forms of Transportation

For travelers using railroads, non-local buses or other commercial vessels SCUSOMA will pay the cost of the lowest first-class accommodations available for the trip. Reimbursement will not exceed the commercial airfare that would be reimbursable for the same trip.

Lodging

SCUSOMA will reimburse a traveler for allowable lodging expenses incurred during college-related travel. The college provides two distinct methods for lodging reimbursement: lodging per diem and actual cost.

A traveler can use only one of these methods for the duration of a trip. Unless a per-diem allowance is claimed for the trip, lodging receipts are required.

Lodging per Diem

Executive Director may choose to specify lodging per-diem rates that are lower than those in this policy for budgetary control purposes. If director choose to do so, this should be communicated in advance to the traveler. Lodging per-diem rates presented in this policy represent the maximum per diem reimbursable by the college.

Receipts and detailed documentation are not required when using lodging per diem. The following apply when using the lodging per-diem method of reimbursement:

SCUSOMA will reimburse lodging expenses based on the per-diem rate for the geographic region where the expense is incurred. The college's reimbursement rate for domestic travel is based on the General Services Administration by geographic area. Lodging per diem may be claimed for each night away from your home on college business except where overnight transportation (airplane, railroad, bus, ship or other commercial vessel) is used.

Lodging per-diem reimbursement will not be allowed for the period of travel aboard a ship where the cost of subsistence is included in the fare for passage and stateroom.

Trips Over 30 Days

When estimated travel is for more than 30 consecutive days in one location, or when the circumstances of the travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of establishments catering to the long-term visitor or from the use of non-commercial facilities, the traveler may choose to be reimbursed either for the actual and reasonable cost of lodging or with a basic per-diem allowance of 60% of the standard rate for the appropriate geographic area. The rate begins with the first day of travel.

Lodging Actual Cost

Lodging Receipts

Unless a per-diem allowance is claimed for the trip, lodging receipts are required. A lodging receipt must include all of the following information:

1. The name and location of the lodging establishment.
2. The dates of stay.
3. Separate amounts for charges such as lodging, meals and telephone calls.

Room Charges

SCUSOMA reimburses travelers for the single occupancy cost of a standard room. Travelers should always select a hotel that is the most economical for their business trips.

When traveling to a conference, it is appropriate to stay at the hotel hosting the conference, assuming that the daily rate is not unreasonably expensive relative to other alternatives.

Deposits and Cancellations

Hotels normally hold a room without prior financial commitment until approximately 6:00 p.m. on the check-in date (local destination time). In order to hold a confirmed reservation beyond that hour, the hotel will generally require an advance deposit (normally prepayment for one night) or a guarantee by the traveler's credit card. After a deposit is submitted or a guarantee is made, the traveler is responsible for notifying the hotel of cancellation. The traveler will not be reimbursed for the deposit or guarantee penalty if he/she fails to make a cancellation notification unless there is extreme extenuating circumstances beyond the control of the traveler (for example, a canceled flight). Such circumstances must be documented on the expense report.

Some hotels hosting large conferences may require a prepayment irrespective of the guest's arrival time. Such prepayments should generally be charged to the traveler's credit card. If the

traveler cannot use the card, or the prepayment is required in excess of ten days before the conference, the prepayment can be made directly by the college to the hotel.

Hotel Frequent Guest Programs

Business travelers will not be reimbursed for free accommodations awarded in connection with hotel frequent guest programs.

Laundry

Travelers will not be reimbursed for actual expenses for laundry services.

Telephone

Travelers will be reimbursed for telephone, fax and computer connection costs that are reasonable and necessary for conducting college business. A reasonable number of personal telephone calls, generally one per day that allow travelers to stay in contact with their families are also reimbursable.

Meals and Incidentals

SCUSOMA will reimburse a traveler for allowable meal and incidental expenses incurred during college-related travel. The college provides two distinct methods for reimbursement: meal and incidentals per diem and actual cost.

A traveler can use only one of these methods for the duration of a trip.

Executive Director may choose to specify meal and incidental per-diem rates that are lower than those in this policy for budgetary control purposes. If director choose to do so, this should be communicated in advance to the traveler. Per-diem rates presented in this policy represent the maximum per diem reimbursable by the college. When the method of per diem for meals is chosen, there will be no reimbursement of meals charged to the lodging receipt.

Per-diem Reimbursement

Receipts and detailed documentation are not required when requesting reimbursement of meals and incidentals using the per-diem option. The following apply using the meal and incidentals per-diem method of reimbursement:

Domestic Per-diem Rates

The college will reimburse meal and incidental expenses based on the per-diem rate for the geographic region where the expenses are incurred. The college's reimbursement rate for domestic travel is based on the General Services Administration by geographic area.

Foreign Per-diem Rates

The college's per-diem rate for foreign travel is based on the U.S. Department of State by country and locality. Because rates for specific localities may change as often as every two months, the traveler must be careful to ensure that the applied rate is appropriate to the actual dates of travel.

Per-diem Meal Reductions

On the days of travel to or from the destination, per diems should be adjusted for the individual's departure and return times, to exclude any meals not incurred during the time of travel using the reduction schedule below.

The college's meal and incidental per diem will be reduced to account for meals furnished at no cost or nominal cost to the traveler. If meal costs are provided in the cost of a conference, those meals should be deducted from the per-diem rate following the reduction schedule below.

The percentage rate for reductions is:

Meal	Amount
Breakfast	20%
Lunch	20%
Dinner	55%
Incidentals	05%

Trips Over 30 Days

When estimated travel is for more than 30 consecutive days in one location, or when the circumstances of the travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of establishments catering to the long-term visitor or from the use of non-commercial facilities, the traveler may choose to be reimbursed either for the actual and reasonable cost of meals or a basic per-diem allowance of 60% of the standard rate for the appropriate geographic area. The rate begins with the first day of travel.

Actual Cost Reimbursement

Executive director sets lower meal limits than the college guideline and the college suggests the following meal reimbursement guidelines:

1. Total meal expense for the day should generally be in line with per-diem levels. Restaurant receipts are required when the total meal expenses for the day exceed the average per-diem rate of \$20.
2. Individual meals over \$20 should include justification.

The college will not reimburse for gratuities that are greater than the accepted standards. (Currently, the domestic standard is 15-20% of the total bill; international standards may vary.)

Expenses for Meals for Others

Travelers sometimes pay for meals for others. These expenses are reimbursable when the name(s) of the meal attendees are listed and the business purpose of the meal is justified.

Meal Receipts

Restaurant receipts, when required, must include all of the following information:

1. The name and location of the restaurant.
2. The number of people served.
3. The date and amount of expense.

Gratuities should be shown on the credit card receipt or restaurant receipt.

Receipts

Required Receipts

Receipts for lodging are *a/ways* required unless using lodging per diem. All other expenses require dated, original receipts only when each expense is \$20 or greater. These receipts must be submitted with expense reports.

Other Expenses

Expenses under \$20 (such as taxi fares or tips) do not require receipts. However to verify accurate claim receipts under \$20 should be submitted with the report.

Lost Receipts

If a lodging or other receipt equal to or greater than \$20 is not issued or is lost, a detailed log will serve as sufficient documentation of the actual cost. The college expects that a good faith effort will be made by travelers to collect and retain all required receipts. A traveler should avoid using a

detailed log unless absolutely necessary. Receipts are always the preferred form of documentation.

One-day Travel

In general, trips of less than 50 miles one way do not qualify for reimbursement for an overnight stay. The college, following IRS regulations, does not allow travel meal expense for one-day travel. Per-diem rates may not be used for one-day travel. However, a bona fide business meal may be reimbursed.

Non-business Days

Weekends, holidays and other necessary layover days may be counted as business days only if they fall between business travel days. If they are at the end of a traveler's business activity and the traveler remains at the business destination for non-business reasons, reimbursement is not allowed for the additional days.

Miscellaneous Expenses

Certain miscellaneous expenses essential to the purpose of authorized travel will be reimbursed. Miscellaneous expenses include:

- Meeting Expenses: Registration (if not prepaid), costs of presentations, published proceedings, rental of meeting rooms, and other actual expenses in connection with professional meetings, conferences and seminars will be reimbursed.
 - Excess Baggage: Charges for excess baggage are reimbursable only when the traveler is transporting college materials or when the extended period of travel necessitates excess personal baggage.
 - Foreign Travel Costs: Actual costs of acquiring passports, visas, tourist cards, necessary photographs, birth certificates, required inoculations, immunizations, health cards and fees for the conversion of funds to foreign currencies are reimbursable.
-

Combining College and Personal Travel

SCUSOMA does not pay travel expenses that are not required for official college business.

Indirect Routes

If the traveler takes an indirect route or interrupts a direct route for other than college business, reimbursement for air fare will be at either the actual charge or the charge that would have been incurred by traveling the direct route by the most economical means, whichever is less.

Indirect Routes

If the traveler takes an indirect route or interrupts a direct route for other than University business, reimbursement for air fare will be at either the actual charge or the charge that would have been incurred by traveling the direct route by the most economical means, whichever is less.

Rental Cars

Any personal portion of the cost of a rental car must be subtracted from the total rental bill before requesting reimbursement. The personal portion is calculated by prorating the cost of the rental over the number of days for personal use and number of days for business use.

Insurance

If the traveler accepts extra insurance cost for a domestic car rental in order to be covered during the personal portion of the trip, the entire cost of the insurance coverage for the entire rental period will be a personal expense and not reimbursable. However, if the rental occurs in a foreign country, the cost may be prorated.

Travel Expenses of Spouse and Others

In general, the expenses of a spouse, family or others accompanying the business traveler are not reimbursable.

Spouse's Role

The University will not reimburse spouse's travel expenses when a spouse or other person attends a meeting or conference and has no significant role or performs only incidental duties of a clerical, secretarial or medical nature. Such attendance does not constitute a valid University business purpose.

Hotel Rates

When a double hotel room is occupied by the business traveler and others whose attendance does not constitute a business purpose, University will reimburse at the single room rate. In all cases, only reasonable and necessary accommodations will be reimbursed.

c. Travel Requests

All travel requests should be completed prior to making any arrangements. Employees are encouraged to stay at the hotel where seminars and workshops are being held. Once a travel request has been approved, the President will make travel and accommodations arrangements.

Employees must present receipts for reimbursement of out-of-pocket expenses such as meals and incidentals according to the Purchase Request procedures above.

d. Events and Activities

Employees planning an event, or activities on behalf of SCUSOMA, such as an Open House, should fill out a Purchase Request Form. A budget projection should be submitted to the President for approval.

8. Vacations and Holidays

SCUSOMA observes the following Holidays:

President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Christmas
New Year's Day

Paid vacation time is earned according to the following schedules:

A) Executive Positions – President, Dean and Department Heads.

<u>Duration of Employment</u>	<u>Vacation Days Earned Per Year</u>
Over 1 year, but less than 4 years	1 week (5 working days)
Over 4 years, but less than 8 years	2 weeks (10 working days)
8 th year and thereafter	+1 day per year (not to exceed 15 days)

B) General Staff

<u>Duration of Employment</u>	<u>Vacation Days Earned Per Year</u>
Over 1 year but less than 5 years	1 week (5 working days)
Over 5 years, but less than 10 years	2 weeks (10 working days)
10 th year and thereafter	+1 day per year (not to exceed 15 days)

Employees who have earned vacation time must first submit her/his Request for Vacation/Leave Form to the President and the supervising Dean. Vacation should be scheduled well in advance to ensure as little disruption of job responsibilities as possible. The form must be turned in at least two weeks prior to the vacation date.

SCUSOMA recommends that employees use their vacation time. However, in cases where SCUSOMA or an employee's circumstances do not allow for vacation time, employees are entitled to payment for unused accrued vacation time upon the end of the calendar year. The payment will be pro-rated by the number of months the employee works in the year.

In addition, if the employee needs more vacation time, and SCUSOMA can accommodate it, the employee may accrue overtime hours for vacation hours instead of being paid for the overtime work.

9. Absences

It is strongly encouraged that employees who cannot come into work for illness or personal reasons contact the President as early as possible so that an appropriate arrangement can be made.

All full-time, permanent employees are entitled to five (5) paid personal (including sick) days per year. For any absences that exceed 5 days, they will be deducted from accrued vacation time, if any, and the remainder will be deducted from salary according to the following calculation:

$$\text{monthly salary}/20 = \underline{\text{daily wage deducted}}$$

10. Leaves

This policy is applicable only to permanent full-time employees and does not apply to part-time, temporary or probationary employees. This provision is not considered deferred compensation, but is designed to ease the financial burden to employees during a short-term illness, pregnancy or disability. The plan also provides for a limited use of accrued sick days per year. Except for approved maternity leave, paternity leave, or unless an arrangement has been made with SCUSOMA, a deduction in pay may result for accrued days that exceed 5 days per year. For monthly salaried employees, daily pay rate is calculated as follows:

$$\text{monthly salary}/20 = \underline{\text{daily wage deducted}}$$

To request an anticipated leave of absence, please submit a Request for Vacation/Leave Form to the President as early as possible.

Unused accrued sick leave will not be paid to employees upon termination of employment.

a. Maternity Leave

A permanent full-time employee is entitled to one (1) month paid leave and, if necessary, may request an additional three (3) months of unpaid maternity leave.

b. Paternity Leave

A permanent full-time male employee may request the use of accrued sick leave time and up to three (3) months of unpaid paternity leave for the purpose of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons.

c. Military Leave

Up to 15 calendar days of paid military leave may be granted to full-time permanent employees for the National Guard or Reserve Summer Training.

d. Jury Duty

SCUSOMA does not pay for jury duty at this time.

e. Medical Leave

All full-time regular employees are entitled to 1 month of unpaid leave due to serious health conditions that make the employee unable to perform their job functions. To request such a leave, the employee must submit a letter or written statement from a qualified physician. Unless the medical condition could not have been foreseen, the employee must submit a request for medical leave at least two weeks before the leave is to begin. However if the employee is absent for more than 1 month, the employer may terminate employment.

11. Pay Day

Unless another arrangement has been made with SCUSOMA, payroll will be calculated to the last day of the month and will be paid on the 10th day of the following month. Employees may request to be paid on a bi-monthly basis. For those employees who are paid on a bi-monthly basis, payroll will be made on the 25th day of the month and the 10th day of the following month. The following compulsory deductions will be withheld from your wages.

a. Federal Income Tax

Your Federal Income Tax withholding is determined by the amount of your gross pay and the number of exemptions you claim at the beginning of your employment. You must complete a W-4 Employee's Withholding Allowances Certificate Form to report the number of exemptions you claim at the end of the year.

b. State Income Tax

Like the Federal Income Tax, the amount of your gross pay and the number of dependents you claim determine your income tax withholding.

c. Social Security Tax

FICA deductions will be withheld at the rate determined by the Internal Revenue Service and are subject to change from time to time.

d. State Disability Income Tax

SDI deductions will be withheld at the rate determined by the Employment Development Department and are subject to change from time to time.

12. Parking

Parking is available in the parking area behind the building. Parking cards may be obtained from the main office at the beginning of each quarter. SCUSOMA pays for the parking of all regular full-time and regular part-time employees.

13. Campus Security

STUDENT RIGHT -TO-KNOW AND CAMPUS SECURITY ACT

Since September of 1991, SCUSOMA has been collecting data for reports required to be in conformity with the Student Right - To- Know and Campus Security Act.

As the reports are published, copies will be distributed annually to current students and employees, and to prospective students and employees upon request.

SAFETY AND SECURITY ON CAMPUS

SCUSOMA maintains a safe environment, monitored by the Building Safety Committee. This group develops appropriate safety and security policies, addresses the annual reporting requirements of the Student Right - To-Know and Campus Security Act of 1991, and identifies and promotes programs encouraging crime prevention and personal safety

Policies and procedures regarding campus safety, the reporting of crimes and emergencies, etc., are listed below. Anyone wishing to make suggestions, recommendations, or comments regarding safety or security issues may contact any member of the Building Safety Committee.

CRIME/EMERGENCY REPORTING PROCEDURES

All constituents on campus must familiarize themselves with the following procedures through such avenues as the School Catalog, Faculty Handbook, Employee Handbook, Student Handbook, Clinic Handbook, bulletin board notices, and other methods as are effective

All of the following incidents occurring on campus, or under the jurisdiction of SCUSOMA, must be reported according to the procedures listed below: violence against persons (murder, assault, rape); theft (robbery, burglary, vehicular), and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the main front desk, which will function as the primary referral source for all types of incidents. Campus Incident Report Forms will be distributed, as needed, from the front desk and, upon completion, will be returned to the appropriate administrator for action.

2. Emergency situations that require immediate action will be referred to the liaison. This person will make a determination whether off-campus assistance will be necessary (i.e. local law enforcement, fire department, ambulance). Incidents first requiring outside agency responses must also be reported through the campus report procedure outlined here by completing an Incident Report Form. Emergencies of a health-threatening nature should be referred to the Health Center immediately.

3. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Registrar, who will do the following two things: 1) determine what, if any, further action is warranted, and 2) record the incident as part of the required annual data collection procedures. Action taken on such incidents will normally include: 1) investigation of incident, 2) report of findings of that investigation, which is filed with the President, and 3) internal disciplinary action taken and/or referral made to the outside agency for action.

14. Grievance Policies and Procedures

Employees have the right to file a grievance defined as a request for personal relief for matters of dissatisfaction that relates to her/his employment. The initial presentation, in either written or oral form, should be made to her/his immediate supervisor. However, for matters involving said supervisor, the employee may file a grievance to the President directly.

15. Unlawful Harassment

SCUSOMA, as your employer, must take all reasonable steps to prevent discrimination and harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, SCUSOMA maintains a strict policy prohibiting sexual harassment and harassment based on race, ethnicity, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age or any other criteria protected by federal, state or local law. All such harassment is prohibited. SCUSOMA anti-harassment policies apply to ALL PERSONS involved in any aspect of the operation of the institution and prohibits harassment by any employee of SCUSOMA, including managers, supervisors, and co-worker.

SCUSOMA anti-harassment policies protect employees from harassment by students, doctors, vendors or any other person doing business with the institution. If harassment occurs on the job by someone not employed by SCUSOMA, the procedures in this policy should be followed as if the harasser were an employee of SCUSOMA.

a. Sexual Harassment Defined

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

1. submission to such conduct is made a term or condition of employment.

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

State and local law's definitions of sexual harassment include various forms of offensive behavior. Following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making gestures, and displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, or impeding movement.
- Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment by a supervisor or manager, or by persons doing business with or for SCUSOMA.

b. Other Types of Harassment

Prohibited harassment on the basis of race, ethnicity, national origin, ancestry, religion, physical or mental disability, marital status, sexual orientation or age includes behaviors 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 impeding normal movement.
- Retaliation for reporting harassment or threatening to report harassment.

c. Complaint Procedures

The SCUSOMA complaint procedure provides 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 to any victim of harassment. A person may have a claim of harassment even if he or she has not lost her/his job or some economic benefit.

Employees who believe that they have been harassed on the job, or who are aware of the harassment of others, should provide a written or verbal complaint to the Administration as soon as possible. The complaint should include details of the incident(s), names of the individuals involved, and the names of any witnesses.

All incidents of prohibited harassment that are reported will be investigated. SCUSOMA will immediately undertake or direct an effective, thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the employee(s) who complained of the accused harasser(s).

SCUSOMA strictly prohibits retaliation against any person by another employee or SCUSOMA by using this complaint procedure or by filing, testifying, assisting or participating in any manner in any investigation, proceeding, or hearing conducted by a government enforcement agency. Prohibited retaliations include, but are not limited to, termination, demotion, suspension, failure to

hire or consider to hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefits.

If a complaint or prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. A person who engages in unlawful harassment may be held personally liable for monetary damages. Whatever action is taken against the harasser will be communicated to the employee who complained.

SCUSOMA does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequences of the discharge of one's duties. Accordingly, to the extent permitted by law, SCUSOMA reserves the right not to provide defense or pay damages assessed against a person for conduct in violation of this policy.

d. Additional Enforcement Information

In addition to the SCUSOMA internal complaint procedure, employees should also be aware that the Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of unlawful harassment in employment. Employees who believe that they have been unlawfully harassed may file a complaint with any of these agencies that serve as neutral fact-finders and attempt to help the parties voluntarily resolve disputes.

For more information, contact the Dean, the nearest office of EEOC or DFEH.

The nearest office of DFEH is:
Los Angeles Dept. of Fair Employment and Housing
322 West First St. #2126
Los Angeles, CA 90012-3112
(213) 897-1997

16. Benefits

a. Health Insurance

SCUSOMA may give regular full-time employees health insurance benefits after an probation period. This only includes general health insurance and not dental or optical plan.

b. SCUSOMA Clinic Discount

SCUSOMA gives all employees a 50% discount for herbal medicine and free treatments in our teaching clinic. Employees' family members also receive a 50% discount for herbal medicine and only pay \$10 for acupuncture treatments.

c. SCUSOMA Education Discount

SCUSOMA gives all regular full-time employees and their immediate family members a 50% discount on tuition if they attend SCUSOMA.

17. Worker's Compensation

All employees shall be covered for work related injuries through worker's compensation insurance. An injured employee cannot sue the employer for work-related injuries, even if the employer was negligent. To protect the employees, states have established worker's compensation laws so that employees can collect amounts from the employers for work-related injuries. Although the amount that can be collected is limited, an employee can collect regardless of whether the business was negligent.

Worker's compensation rules generally provide that the employee can recover only the cost of medical treatment and lost wages. In some serious cases, the injured employee can collect an amount to compensate for his or her impaired future earning capacity.

As stated previously, our worker's compensation insurance carrier specifically requires that all employees complete and sign the Agreement contained in the Employee Data Packet.

18. Resignation

If an employee decides to resign from her/his position, SCUSOMA will expect as much advance notice as possible. Two (2) weeks is generally considered a minimum expected notice, although more time, if possible, is desirable. The resignation should be submitted in writing to her/his supervisor and should include the effective date, a forwarding address and, if possible, reasons for resigning.

19. Exit Clearance

If an employee is leaving SCUSOMA, s/he needs to check with the President as to where the paycheck should be sent and where to turn in the keys and other properties. The employee needs to make an arrangement with her/his supervisor to return any files or other school data that is in her/his possession, so that a timely and proper transfer can be assured.