



**Pacific Lutheran University**  
**12180 Park Avenue S.**  
**Tacoma, WA 98447**  
**253-531-6900**

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# Personnel Manual

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## Introduction

Pacific Lutheran University ("PLU") strives to maintain a stable, competent workforce that is well-informed in all employment matters and to provide employees with reasonable opportunities for growth, expression of ideas, work satisfaction, and recognition for their contributions. The Personnel Policies and Procedures Manual will assist you in understanding the institution and your employment rights and responsibilities.

By accepting employment at PLU, you have become a member of a community that is dedicated to providing students with a unique blend of academically rigorous liberal arts and professional programs that prepare them for a lifetime of success – both in their careers and in service to others. The contributions of all employees help the university realize its primary mission to educate students for lives of thoughtful inquiry, service, leadership, and care.

The policies and procedures contained in this manual are in no way intended to be nor should they be interpreted as a contract between Pacific Lutheran University and any of its employees. It is a living document, and will change as PLU changes. From time to time, PLU must modify its policies.

Information is current as of the time of publication and may be subject to change or repeal at any time, with or without notice, at the discretion of PLU. Employment of staff (including administrative appointments) at PLU is "at-will," meaning that both the employee and the university have the right to terminate the employment relationship at any time for any reason with or without notice. No representative of PLU has any authority to enter into any agreement for employment for any specified period of time or to make other commitments or promises or assure any benefit or terms and conditions of employment unless such promises are made in writing and signed by an authorized representative of PLU.

The Personnel Manual applies to all faculty and staff. Faculty must also adhere to faculty policies and procedures as described in the Faculty Handbook.

For further explanation of the policies in this manual, an employee's supervisor or Human Resources can provide assistance.

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# Benefits

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# Eligibility

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Faculty and staff employees who regularly work the equivalent of .5 FTE (half-time), or more, are generally eligible to participate in the university's benefit plans. Certain benefits for part-time, with benefits employees are prorated. Individuals hired in positions that are less than .5 FTE, or that are temporary, are not eligible to participate in the university's benefit plans, unless otherwise provided by law. In certain cases, individuals hired to work long-term temporary assignments (typically six months or more, and 1,040 hours or more) may be eligible to participate in the university's benefit plans. Eligibility for benefits is determined by Human Resources.

Refer to the Benefits Summary, the Benefits Guidebook, and plan documents for further details about benefit plan eligibility, waiting periods, and coverage.

# Death Benefit

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In the event of the death of a benefits eligible employee, (including faculty or staff), salary will be paid through the last day worked. An additional amount equal to one month's salary (173.33 hours) will also be paid if death occurs before the commencement of the university's long-term disability coverage. Final payment will also include any accrued vacation amount due per PLU's vacation policy. This benefit is provided in addition to the life insurance program maintained by the university.

# Domestic Partner Policy & Guidelines

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Effective June 1, 2001; Updated September 2006; Updated December 3, 2009 to comply with Washington State's Domestic Partner Law

## Introduction

Pacific Lutheran University will extend benefits to eligible same sex and opposite sex domestic partners of with benefits faculty and staff on the same basis that benefits are extended to legal spouses. The following information documents the required qualifications and other important information.

## Eligibility

Both Domestic Partners are:

- Eighteen (18) years of age or older, and
- Not related by blood closer than would bar marriage in the State of Washington, and
- Living together, and
- Not married to anyone or a State Registered DP of another, and
- Legally competent to register, and
- Compliant, whether registered or not, with the State of Washington's domestic partner law.

## Enrollment

Enrollment will be consistent with the enrollment periods for all employees and families; either –

- During the annual open enrollment period (usually held during the month of April each year for an effective date of June 1st), or
- Within 30 days of a change in family status – marriage, death, a change in employment status, etc. – as defined by the Internal Revenue Service and PLU's participating benefits providers.

## Imputed Income Information

The Internal Revenue Service has ruled that if an employee receives health benefits for a domestic partner or such partner's legally dependent child (ren), the employee must pay FICA and Federal Income Taxes on the value of the benefit (i.e. the premium costs contributed by the employer).

*Since the premium costs for all employees' families are currently paid by employees there are no imputed income expenses to consider for PLU's domestic partner premium costs currently.*

## Section 125 Plan for Pre-tax Premium Contributions and Section 129 Plan for Health Care Reimbursement

Out-of-pocket medical and dental premiums for domestic partners and their children will be deducted on an after-tax basis unless you attest that they qualify as your dependent according to the Internal Revenue Service.

In addition, in order to claim expenses for your domestic partner and/or his or her children under the Health Care Reimbursement Plan they must meet those same IRS guidelines.



Briefly, this means that the domestic partner and/or their children must either be a qualifying child or a qualifying relative:

- **Qualifying children** are eligible if they are not claimed as a dependent by anyone else and are:
  - The employee's son, daughter, stepchild, eligible foster child, sibling or stepsibling, or a descendant of any such individual. Or a legally adopted child or a child lawfully placed with the taxpayer for adoption.
  - Residing in the taxpayer's home for more than ½ of the taxable year.
  - Under the age of 19 at the end of the tax year (under the age of 24 if full time student). There's no limiting age for a child who is totally and permanently disabled.
  - The child must not have provided more than one-half of his or her own support for the taxable year *OR*
- **Qualifying relatives** are eligible if:
  - The employee's child, stepchild, eligible foster child, sibling, or stepsibling, parent, grandparent (or other direct ancestor), first cousin, aunt or uncle, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law or sister-in-law.
  - The qualifying relative must not have gross income levels which are defined by the IRS and indexed annually.
  - The individual receives more than one-half of his or her support from the taxpayer.

To determine whether you provide more than half your dependent's total support you must compare the amount of support you provide with the amount of support your dependent supplies for himself or herself. Support includes food, shelter, clothing, medical and dental care, education and the like. If you believe you might provide more than half of your dependent's support, you should use the support worksheet in IRS publication #501, Exemptions, Standard Deduction and Filing Information before you complete your enrollment forms.

Because the determination of whether a person is a dependent for tax purposes depends on facts solely within your knowledge, PLU cannot make this determination for you.

## **Documentation**

All employees requesting coverage for domestic partners and their children must complete a PLU Affidavit of Domestic Partnership Document that attests to their eligibility. This document allows PLU's benefits providers to verify with written proof that the family members for whom coverage is being requested satisfy these eligibility criteria. At least some of PLU's benefits providers may require a copy of the Affidavit be sent to them with the enrollment form for coverage.

Further documentation supporting the Affidavit will generally not be requested. However, PLU reserves the right to require proof of the domestic partnership in the same way that proof of Marriage Certificates for married employees may be requested. Documents that could substantiate domestic partner eligibility might include -

- A Certificate of Domestic Partnership from the State of Washington
- A lease, deed or mortgage showing both partners as parties to the transaction
- Drivers licenses or passports for both partners showing the same address
- Joint checking account or credit cards with the same account number
- Joint wills or powers of attorney

PLU and/or its applicable benefit providers shall have the sole and exclusive authority to make a final and binding determination as to whether any applicant qualifies as a domestic partner under

this policy.

### **COBRA Continuation Rights**

Although federal COBRA regulations do not recognize domestic partners as covered beneficiaries, PLU and its applicable benefits providers (the medical and dental insurers) have currently chosen to offer COBRA elections to domestic partners and their children under the same conditions as all covered families. PLU and its applicable benefits providers reserve the right to change this decision at any time in the future.

# Flexible Time Off

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***Revised June 2024***

## **Purpose**

In support of the university's wellness commitments, eligible employees are provided additional time off from work to encourage work-life balance and enhance mental wellbeing. In order to accomplish the objective of providing excellent service while maintaining the benefit of additional time off, employees will receive flexible time off options to be coordinated within their respective areas.

## **Eligibility**

Full-time employees (1.0 annual FTE, 40 hrs/wk) in a benefits eligible status, who accrue leave, are eligible to receive 56 hours (or 7 days) of paid time off during the fiscal year (June 1- May 31). Part-time employees between .50 and .99 FTE, who accrue leave, are also eligible. For part-time employees, this benefit will be prorated based on FTE.

Employees hired in a benefits eligible status will receive this benefit prorated based on the first day of employment.

## **Usage**

All scheduled time off should be reported on your time sheet. If you are nonexempt hourly, you will report your hours online choosing "Flexible Time Off - Hourly." Exempt salaried employees will report their hours online choosing "Flexible Time Off - Salary." When vacation time is combined with flexible time off in order to take a day away from work, the number of hours of each should be reported. For example, a full-time employee who takes a day off might report 4 hours of vacation time and 4 hours flexible time off.

Time is not required to be earned before it is taken. For a full-time employee, 56 hours will be available for use on June 1 of each fiscal year. **All time not taken by May 31 each year is lost and may not be carried forward, nor compensated.**

## **Termination**

In the event of voluntary termination, flexible time off hours will be prorated based on hours worked within the fiscal year. If the prorated amount of flexible time off hours have been exceeded, PLU will deduct the value of the difference from the final pay. The university does not compensate employees for unused flexible time off at separation of employment.

# Holidays

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## ***Revised January 2018***

The holiday schedule is announced annually by Human Resources. It is based upon the following policy. The total number of holidays will vary from one fiscal year to the next.

<b>Holiday</b>	<b>Occurs</b>	<b>No. of Days</b>
Martin Luther King's Birthday	Third Monday in January	1
President's Day	Third Monday in February	1
Good Friday	Friday before Easter Sunday	1
Memorial Day	Last Monday in May	1
Juneteenth*	June 19	1
Independence Day*	July 4	1
Labor Day	First Monday in September	1
Thanksgiving Day	Fourth Thursday and Friday in November	2
Christmas/New Year's Break*	December 25 through January 1 and usually one day after if New Year's Day falls on a Thursday	5 - 7

\*When New Year's Day, Christmas Day, Juneteenth or Independence Day falls on a Saturday, the university observes Friday as the holiday. When they fall on a Sunday, Monday will be the holiday.

Employees in a benefits eligible status who are leaving employment with the university are required to work at least one day after a 1-2 day holiday to receive holiday pay. To receive holiday pay for the Christmas/New Year's Break, an employee is required to work a minimum of 40 hours after the holiday break. In addition, an employee must be in a PLU paid status (work hours, vacation, sick) for the pay period; being in a paid status means that an employee has at least 4 hours of pay in a pay period.

# Leaves

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## **Bereavement Leave**

### ***Updated January 2024***

For absences due to the death of a significant relationship, bereavement leave may be used. Employees with benefits status may receive paid leave of up to five days. If more time is required, employees should discuss their needs with their supervisor; vacation, sick leave, or leave without pay may be taken. Approved bereavement leave is not deducted from vacation or sick leave, and may be used as needed. Dates of absence should be reported on the individual's time sheet, signed by the supervisor, and forwarded to payroll by the due dates. To ensure accurate and timely payroll processing, it is critical that this information be sent on time.

## **Emergency Shared Leave Program**

### ***Effective April 1, 2000***

The university has benefit programs in place to provide financial assistance in the event that qualified staff experience either short-term or long-term illness or disability. Even with these benefits in place, there may be extreme medical situations in which an employee does not have enough sick leave accumulated to bridge the gap between paid leave and the initiation of long-term disability benefits. The purpose of Emergency Shared Leave is to provide limited financial assistance in prolonged, life-threatening and catastrophic medical situations, by allowing eligible employees to voluntarily share a portion of their accrued leave time to help fund the medical leave of an authorized recipient.

### **Eligibility to Receive Shared Leave**

Staff members may be eligible to receive donated leave if they meet all of the following requirements:

1. The employee has completed at least one full year of employment with the university, is in a benefits eligible position, and is regularly scheduled to work .5 FTE or more.
2. The employee requesting shared leave suffers from an extended and severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to go on medical leave without pay status or to terminate his/her employment.
3. The absence and the use of shared leave are justified.
4. The employee has depleted, or will soon deplete, his/her own accumulated vacation and sick leave balances.
5. The employee has abided by university policies regarding sick leave use.
6. The leave request is approved by President's Council.

### **Eligibility to Donate Shared Leave**

Staff members may donate sick or vacation leave as follows:

1. The employee must have completed at least one full year of employment with the university, is in a benefits eligible position, and is regularly scheduled to work .5 FTE or more.
2. Employees with accrued vacation leave balances of more than 80 hours may request that from 4 hours up to 40 hours of vacation leave be transferred to another employee authorized to receive shared leave.

3. Employees with accrued sick leave balances of more than 200 hours may request that from 4 hours up to 40 hours of sick leave be transferred to another employee authorized to receive shared leave.
4. Employees may donate up to a maximum of 80 hours of combined vacation and sick leave in any one year.
5. The donation of leave is completely voluntary. No one shall be coerced or financially induced into donating leave time.
6. The number of leave hours transferred shall not exceed the amount authorized in writing by the donating employee.

### **Review Process**

The steps outlined below will be followed expediently in making application for, and in review and approval of, Emergency Shared Leave.

1. An employee who believes that they may be eligible for Emergency Shared Leave may request it. If that is not possible due to the employee's physical or mental condition, then their manager or a family member may make a request on their behalf.
2. Requests for Emergency Shared Leave should be submitted in writing to Human Resources. A request for Emergency Shared Leave may accompany the leave of absence request form, or may be submitted after an employee has already initiated a medical leave. The university reserves the right to require a physician's statement documenting the employee's health condition and prognosis for recovery and return to work.
3. After receiving a request, Human Resources will verify the employee's eligibility and status, including current accumulated vacation and sick leave balances. Human Resources will confer with the employee's budget head and Vice President. If all three of them are in agreement, then the application will be forwarded to President's Council for review.
4. President's Council has the final authority to determine eligibility and whether or not to authorize Emergency Shared Leave. Considerations will include budgetary impact and the needs of the university. President's Council has the sole discretion regarding whether or not to extend this benefit. The receipt of benefits under this program is not guaranteed.

### **Shared Leave Administration**

If an employee is approved by President's Council to receive Emergency Shared Leave, Human Resources will administer the benefit as follows:

1. An announcement will be distributed to notify employees of the opportunity to donate leave time.
2. Eligible employees who want to donate leave time must notify Human Resources in writing of the number of hours and type of leave they would like to share.
3. Donated leave time will be accepted on a first-come basis. Any time offered that exceeds the amount approved for and used by the leave recipient will not be deducted from the accumulated leave of the person offering the time.
4. Employees donate sick or vacation leave at their individual pay rates and the recipient is credited with sick leave at their individual pay rate. Therefore, the leave recipient will be paid at their current pay rate, not at the pay rate of the person donating the leave time. For this program, what matters is the number of leave hours donated to an authorized recipient - not the pay rates of those who donate leave time.
5. Generally, back-payments are not made to a shared leave recipient who may have already taken some leave without pay. Donated time will be available for use by the recipient in accordance with regular payroll procedures and cut-off dates.
6. Leave balances and personnel records will be maintained and monitored as leave time is donated and used.

7. The employee's long-term prognosis, anticipated return-to-work date, length of service with the university, and other relevant factors will be taken into consideration in determining the amount of shared leave an employee may receive under this program. Normally a total maximum of 480 hours may be donated to a recipient, prorated for those working less than 1.0 FTE. This is approximately the amount of time needed to cover the 90-calendar-day waiting period required prior to long-term disability benefits.
8. Emergency Shared Leave will not be granted for a period extending beyond the earliest day on which benefits under either the university's long-term disability insurance program or the Social Security Act are expected to become payable to the employee, or if the employee is not covered thereunder, would become payable if coverage existed.

This program will be administered in coordination with the university's other policies and programs including Sick Leave, Family and Medical Leave, and long-term disability.

#### **Family and Medical Leaves of Absence (FMLA): Staff**

#### ***Revised January 2026***

Staff employees may request a Family and /Medical Leave of Absence, for up to 12 weeks over any 12-month period. FMLA leave is unpaid, unless the employee elects to use accrued sick or vacation during the leave. The 12-month period begins with the first day of leave and ends 12 months from that date. FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, such as PFML, to the extent allowed by state law.

To be eligible for a Family and Medical Leave, the requesting employee must have completed at least 12 months of service prior to the time of the request, which need not be consecutive, and worked at least 1,250 hours over the prior 12-month period immediately preceding the commencement of leave. Additionally, the employee must work at a location where PLU has at least 50 employees within 75 miles. Leave shall be granted for the following qualifying circumstances:

1. The employee's own serious medical condition that makes them unable to perform the essential functions of their job.
2. The birth of a child or placement of a child with the employee for adoption or foster care.
3. To bond with a child (leave must be taken within one year of birth or placement).
4. Care for a child, parent or spouse with a serious medical condition. The terms "child" and "parent" shall include natural, adoptive, foster, and step relationships. The term "child" also includes a legal ward, or a child of a person standing *in loco parentis* (in place of a parent).
5. If an illness or injury results from active-duty service in the military, a "spouse, son, daughter, parent or next of kin" is entitled to up to 26 weeks of leave if the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list. This form of leave also applies to eligible family members of veterans for up to five years after the veteran leaves service for a serious illness or injury incurred during active duty. This 26-week maximum is only available during a single 12-month period and must be combined with, rather than in addition to, other FMLA leave taken during the same period.
6. A serious injury or illness affecting the employee's spouse, child, parent, or next of kin, who is a covered servicemember or qualified veteran and for which the employee is needed to provide care.

For purposes of this policy, a "serious medical condition" shall include an illness, injury, impairment or physical or mental condition that involves:

1. Inpatient care; or
2. Inability to work or perform other regular daily activities due to the health condition, treatment therefore or recovery therefrom; or
3. Continuing treatment by a health care provider, which includes:
  1. A period of incapacity of more than three consecutive days which involves ongoing treatment by a health care provider; or
  2. A period of incapacity due to pregnancy or for prenatal care; or
  3. A period of incapacity or treatment for a chronic health condition as defined by the Family Medical Leave Act.

Requests for Family and Medical Leave must be submitted using the Leave of Absence Request form and accompanied by appropriate certification specifying the serious medical condition if appropriate, the amount of leave needed, and the anticipated return to work date. Requests for Family and Medical Leave should be submitted to Human Resources. The request will be reviewed by Human Resources for evaluation of eligibility and a determination of the period of paid and/or unpaid leave to be provided. The university reserves the right to request a second and third medical opinion at the university's expense.

Whenever possible, Family and Medical Leave should be requested at least 30 days prior to commencement of the leave period. The university recognizes that there are emergency circumstances that will make advance notice impossible. In those situations, the employee must provide notice as soon as practicable under the circumstances. Generally, this should be within one or two workdays of when the employee learns of the need for leave, except in extraordinary circumstances.

Once PLU becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the company must notify the employee if they are eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the company must provide a reason for ineligibility.

PLU must notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

An employee receiving an approved Family and Medical Leave may use accrued vacation and/or sick leave benefits for the period of leave. An employee may also be eligible to apply for paid leave benefits through the Washington State Employment Security Department (ESD) Paid Family and Medical Leave (Washington PFML) insurance program. Refer to the "Paid Family and Medical Leave (Washington PFML): Staff" policy for more information regarding this benefit.

The extent to which an approved Family and Medical Leave is fully paid, partially paid, or unpaid by the university will be determined by the amount of vacation and sick leave accumulated by the employee prior to initiating the leave and whether or not the employee applies and is approved for Washington PFML. If an employee does not apply for Washington PFML benefits, the employee will receive only accrued sick and vacation leave. If an employee applies and is approved for Washington PFML, the employee may choose whether or not to supplement their state benefit with available sick and/or vacation leave but may not exceed 100% of regular earnings. The supplemental benefit payments from the university will be paid to the employee during PLU's regularly scheduled pay periods.

Employees taking approved leaves may use any and all accumulated sick and vacation leave but may not exceed the total amount of sick and vacation time they have accumulated. If an employee exhausts accumulated sick and vacation time, the duration of an approved Family and Medical Leave



will be without pay. If leave is unpaid, PLU will reduce an employee's salary based on the actual time worked. Accrual for benefit calculations, such as vacation and sick leave, will continue during any PLU paid portions of the leave and will resume upon return to active employment.

During an approved Family and Medical Leave the university will, in accordance with university policies and the official plan documents, pay its regular share of applicable premiums for insurance benefits including medical, dental, life, and long-term disability. Employees must continue to pay their regular contribution towards all such benefits. The university, at its discretion, may opt to pay the employee's contribution towards all such benefits during the period of Family and Medical Leave, and recover such payments after the employee's return to work. Business travel accident insurance will not be provided during an approved leave. Retirement contributions will continue for any leave that is paid by PLU.

Employees who sustain a work-related injury may be eligible for a Family and Medical Leave for the period of disability in accordance with all applicable laws regarding disability and/or workers' compensation.

Prior to returning to active duty, an employee returning to work from a Family and Medical Leave that was due to their own serious medical condition must provide appropriate medical certification verifying a medical release and fitness for duty. The university reserves the right to request a second and third medical opinion at the university's expense.

Upon return from Family and Medical Leave, the employee will be restored to their original position or to an equivalent position with equivalent pay and benefits. The use of Family and Medical Leave will not result in the loss of benefits which have accrued prior to the leave of absence.

If a 'key employee' requests Family and Medical Leave, PLU can deny job reinstatement to prevent "substantial and grievous economic injury" to its operations. A key employee is a salaried employee who is among the highest paid 10% of all employees within 75 miles of the employee's work site. Prior to denying restoration to an employee in this position, PLU will provide notice to the employee that they are designated as such an employee, that restoration will be denied, and provide the employee a reasonable opportunity to return to work.

If the key employee is already on leave when notified, reinstatement will be denied only if the employee fails to return to work after a reasonable period of time after receiving notice. Although PLU can deny employment reinstatement to key employees whose absence would substantially disrupt PLU's business, we will not deny leave or continuation of health benefits.

Upon the conclusion of Family and Medical Leave, requests to return to work on an interim part-time basis will be considered by the university, whether for medical or for personal reasons. When an employee requests a reduced work schedule due to medical reasons, the university may request medical documentation in support of the request. Decisions regarding part-time work will be based on several factors, including the nature and duration of the request and the availability of work for which the employee is qualified. In some cases, an employee may be returned to work on an interim part-time basis in another position in accordance with the terms of applicable law.

Employees who are medically unable to return to work following approved leave due to their own serious medical condition may be eligible to apply for long-term disability benefits. Information regarding such benefits is available from Human Resources.

Employees desiring additional leave upon the exhaustion of any approved Family and Medical Leave may be provided additional leave at PLU's sole discretion or may be placed on inactive status in

accordance with the terms of applicable law.

If an employee fails to contact the university and report to work promptly at the end of the approved leave period, PLU will assume that the employee has voluntarily resigned. Any employee who fails to return to work from approved leave may be required to repay any health insurance premiums paid on their behalf during the period of the leave in accordance with the terms of applicable law, except in cases where the employee's failure to return is due to the employee's or family member's continued serious health condition or other circumstances beyond the employee's control.

PLU will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

In the event this policy conflicts with or provides a lesser benefit than required by any federal, state, or local laws, the university will follow the applicable statute, law or regulation. Leave requirements are often complex and employees in need of leave under this policy are encouraged to consult with Human Resources.

#### **Paid Family and Medical Leave (Washington PFML): Staff**

#### ***Revised January 2026***

Washington State Paid Family and Medical Leave (WA PFML) is a mandatory statewide insurance program that provides Washington employees with paid time off for the following reasons:

- For bonding with a new child through birth, adoption or foster placement.
- For an employee's serious illness or injury.
- To care for a family member with a serious illness or injury.
- To prepare for a family member's pre- and post-deployment activities, as well as childcare issues related to a family member's military deployment.
- For the death of a child the employee would have been qualified to take medical leave for their birth or family leave for bonding after birth or placement. The employee may be eligible to take seven days of bereavement leave following the date of the child's death.
- If you have both a medical and a family event in the same claim year, you may be eligible for up to 16 weeks. If you also experience pregnancy-related complications, you may be eligible for up to 18 weeks.

The program is funded by premiums paid by both employees and employers through payroll taxes. It is administered by the Washington State Employment Security Department (ESD). If an employee requires leave for family or medical reasons, they are eligible to apply for paid leave benefits to the Washington State Paid Family and Medical Leave insurance program ([paidleave.wa.gov](https://paidleave.wa.gov)).

Employees who have worked at least 820 hours in WA in the qualifying period (defined as the first four of the last five calendar quarters) for any employer(s) in Washington State may be eligible for Washington PFML. Generally, this program will allow qualified employees to take up to 12 weeks of leave over any 12-month period.

For the purposes of this policy, a family member includes an employee's child (including biological, adopted, step, de facto, and foster, as well as one for whom the employee stands in loco parentis), spouse, domestic partner, parent (including in-law, adoptive, de facto, foster, and step, and one who is a legal guardian of or who stood in loco parentis for the employee), sibling, grandparent (including in-law), and grandchild. Additionally, the term family member extends to an employee's spouse's

parent or grandparent and any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care, is also considered a family member under this policy.

Generally, a serious health condition could include an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; or
- Continuing treatment by a healthcare provider for:
  - An illness or injury that incapacitated you for three or more consecutive days.
  - A chronic serious health condition (ex. Diabetes or epilepsy).
  - Incapacity during pregnancy or for prenatal care.
  - Treatment for substance abuse.
  - Any period of absence from work to receive treatments and recover (ex. Radiation, chemotherapy or dialysis).

Requests for Washington PFML must be submitted to the Employment Security Department (ESD). For all leaves except parental bonding leave, there is a waiting period before an employee will be eligible for Washington PFML benefits. In most cases, as part of the application process, employees will need a healthcare provider to complete and sign the Serious Health Condition Certification form certifying that the illness or injury meets the definition of "serious health condition". Employees will also be required to notify Human Resources of the leave request.

Whenever possible, an employee should provide Human Resources with at least 30 days' notice of the employee's need for Washington PFML. In the case of unforeseeable events, the employee must provide notice to Human Resources as soon as practicable under the circumstances. Generally, this should be within one or two workdays of when the employee learns of the need for leave, except in extraordinary circumstances. Notice should include at least the anticipated timing and duration of the leave. Leave may be taken in increments as small as four consecutive hours, and can be taken consecutively or intermittently.

An employee taking Washington PFML may receive supplemental benefits and healthcare continuation and other benefit continuation pursuant to applicable law for the period of leave. The amount of paid leave benefits paid to an employee while taking Washington PFML will be determined by the ESD. The benefit is a percentage of an employee's average weekly wage (maximum of 90 percent), with an annually adjusted weekly minimum and maximum. Employees will be paid the state benefit directly by the ESD rather than by PLU.

Employees may choose whether or not to supplement their state benefit with available PLU sick and/or vacation leave. Supplemental benefits will be paid to reach 100% of regular earnings until such time an employee's supplemental benefits are exhausted. The supplemental benefit payments from PLU will be paid to the employee during PLU's regularly scheduled pay periods. These supplemental benefit payments are not part of an employee's regular wages and are not reported on either the employee's weekly claim or the employer's quarterly report. Accrual for benefit calculations, such as vacation and sick leave, will continue during any PLU paid portions of the leave and will resume upon return to active employment.

Employees who return from leave under this law will be restored to a same or equivalent job if they have worked for PLU for at least 180 calendar days. Employees who meet eligibility requirements and take Washington PFML will also be eligible to have their healthcare benefits continued during the paid leave period unless excluded for one of the following reasons: the employee was not

employed when they filed for PFML, they are not entitled to job protection, or they did not exercise their job protection rights in a timely manner. During periods of healthcare continuation, the employee must continue to pay their regular contribution towards all such benefits. The university, at its discretion, may opt to pay the employee's contribution towards all such benefits during the period of Washington PFML, and recover such payments after the employee's return to work. Business travel accident insurance will not be provided during an approved leave. Retirement contributions will continue for any leave that is paid by PLU.

If a 'key employee' requests PFML, PLU can deny job reinstatement to prevent "substantial and grievous economic injury" to its operations. A key employee is a salaried employee who is among the highest paid 10% of all employees within 75 miles of the employee's work site. Prior to denying restoration to an employee in this position, PLU will provide notice to the employee that they are designated as such an employee, that restoration will be denied, and provide the employee a reasonable opportunity to return to work.

If the key employee is already on leave when notified, reinstatement will be denied only if the employee fails to return to work after a reasonable period of time after receiving notice. Although PLU can deny employment reinstatement to key employees whose absence would substantially disrupt PLU's business, we will not deny leave or continuation of health benefits.

Employees who are medically unable to return to work following approved leave due to their own serious medical condition may be eligible to apply for long-term disability benefits. Information regarding such benefits is available from Human Resources.

Employees desiring additional leave upon the exhaustion of Washington PFML may be eligible for additional personal leave or placed on inactive status in accordance with the terms of applicable law.

If an employee fails to contact the university and report to work promptly at the end of the approved leave period, PLU will assume that the employee has voluntarily resigned and the employee may be required to repay any health insurance premiums paid on their behalf in accordance with the terms of applicable law. It is strongly encouraged that employees share any and all notices that are received from ESD with Human Resources so that PLU may accurately calculate leave balances and return to work dates.

PLU may run your job protection rights under PFML, concurrently with Federal Family Medical Leave (FMLA), even if you do not apply for PFML. Before returning to work, an employee may be required to provide a fit-for-duty certification from their medical provider.

Retaliation for requesting or taking PFML is prohibited.

In the event this policy conflicts with and provides a lesser benefit than any federal, state, or local law, the university will follow the applicable statute, law or regulation. Leave requirements are often complex and employees in need of leave under this policy are encouraged to consult with Human Resources.

#### **Family and Medical Leaves of Absence (FMLA): Faculty**

#### ***Revised January 2026***

Any regular faculty member in a benefits eligible employment status who has completed at least 12 months of employment with PLU, which need not be consecutive, and who has worked at least 1,250

hours in the 12 consecutive months preceding the commencement of leave, and works at a location where PLU has at least 50 employees within 75 miles, may request a Family/Medical Leave of Absence. FMLA leave is unpaid, unless the employee uses PLU's paid leave benefit during the leave and/or applies for Washington Paid Family and Medical Leave concurrently, as described below. The duration of the leave is up to 12 weeks or one academic semester, whichever is greater, over any 12-month period. Eligible faculty members who are caring for a service member with a serious injury or illness are entitled to 26 weeks of paid or unpaid family or medical leave over any 12 month-period. The 12-month period begins with the first day of leave and ends 12 months from that date.

Faculty who accrue vacation and sick leave are considered to have administrative status and should refer to the FMLA policy for staff.

Leave shall be granted for the following qualifying circumstances:

1. The faculty member's own serious medical condition that makes the faculty member unable to perform the essential functions of the faculty member's job.
2. The birth of a child or placement of a child with the employee for adoption or foster care.
3. To bond with a child (leave must be taken within one year of birth or placement).
4. Care for a child, parent or spouse with a serious medical condition. The terms "child" and "parent" shall include natural, adoptive and step relationships. The term "child" also includes a legal ward, or a child of a person standing *in loco parentis* (in place of a parent).
5. If an illness or injury results from active-duty service in the military, a "spouse, son, daughter, parent or next of kin" is entitled to up to 26 weeks of leave if the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list. This form of leave also applies to eligible family members of veterans for up to five years after the veteran leaves service for a serious illness or injury incurred during active duty. This 26-week maximum is only available during a single 12-month period and must be combined with, rather than in addition to, other FMLA leave taken during the same period
6. A serious injury or illness affecting the faculty member's spouse, child, parent, or next of kin, who is a covered servicemember or qualified veteran and for which the faculty member is needed to provide care.

For purposes of this policy, a "serious medical condition" shall include an illness, injury, impairment or physical or mental condition that involves:

1. Inpatient care; or
2. Inability to work or perform other regular daily activities due to the health condition, treatment therefore or recovery therefrom; or
3. Continuing treatment by a health care provider, which includes:
  1. A period of incapacity of more than three consecutive days which involves ongoing treatment by a health care provider; or
  2. A period of incapacity due to pregnancy or for prenatal care; or
  3. A period of incapacity or treatment for a chronic health condition as defined by the Family Medical Leave Act.

Requests for Family and Medical Leave must be submitted using the Leave of Absence Request form and accompanied by appropriate certification specifying the serious medical condition if appropriate, the amount of leave needed, and the anticipated return to work date. Requests for Family and Medical Leave should be submitted to Human Resources. The request will be reviewed by Human Resources for evaluation of eligibility and a determination of the period of paid and/or

unpaid leave to be provided. The university reserves the right to request a second and third medical opinion at the university's expense.

Whenever possible, Family and Medical Leave should be requested at least 30 days prior to commencement of the leave period. The university recognizes that there are emergency circumstances that will make advance notice impossible. In those situations, the faculty member must provide notice as soon as practicable under the circumstances. Generally, this should be within one or two workdays of when the faculty member learns of the need for leave, except in extraordinary circumstances. To ensure that students' academic success is not interrupted by a faculty member's absence, faculty are requested to provide at least 16 weeks (one semester) notice, if possible, so ample time is given to cover classes during their absence.

Once PLU becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the company must notify the employee if they are eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the company must provide a reason for ineligibility.

PLU must notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

An eligible faculty member approved for Family and Medical Leave may elect for their leave to be paid or unpaid by PLU. Eligible faculty members receiving Family and Medical Leave, whether paid or unpaid, may also apply for Washington Paid Family and Medical Leave (Washington PFML) benefits through the Washington State Department of Employment Security (ESD). (Refer to the "Paid Family and Medical Leave (Washington PFML): Faculty" policy for more details regarding this benefit.) An eligible faculty member approved for paid Family and Medical Leave may be eligible to receive a combination of paid leave from PLU and ESD (through the Washington PFML insurance program) as described below.

Faculty members who apply for and are approved for Washington PFML will receive a percentage of their average weekly compensation (maximum of 90 percent). Employees will be paid the state benefit directly by the ESD rather than by PLU.

The PLU paid leave benefit will be determined based on the faculty member's length of employment, regular salary and the amount the faculty member is or would be eligible for from ESD under the Washington PFML insurance program. This is the case regardless of whether the faculty member applies for Washington PFML benefits or not.

As such, if a faculty member applies and is approved for Washington PFML, pay during the Leave period would be a combination of (1) Washington PFML benefits from ESD, and (2) leave benefit payments from PLU. If a faculty member does not apply for Washington PFML benefits or such benefits are denied, the faculty member will receive only the leave benefit payments from PLU they would have received had they applied for or been accepted for Washington PFML benefits. Benefit payments from PLU will be paid to the faculty member during PLU's regularly scheduled pay periods.

In general, after one year of employment in a benefits eligible position, a faculty member is eligible for a combined leave benefit equivalent to a total of  $\frac{1}{4}$  of annual salary (generally, a 4-credit release) with no pay reduction (through a combination of PLU and Washington PFML pay); after three years of consecutive academic year employment, a faculty member is eligible for a combined leave benefit equivalent to a total of  $\frac{1}{3}$  of annual salary (generally, an 8-credit release) with no pay reduction (through a combination of PLU and Washington PFML pay). Additional time may be approved but

will result in a pay reduction.

Course releases will be prorated for partial semester leaves and for those less than full-time (1.0 FTE). Paid Family and Medical Leave benefit payments from PLU will not exceed the equivalent of  $\frac{2}{3}$  of annual salary in a five-year period and will not exceed the equivalent of  $\frac{1}{3}$  of annual salary in a 12-month period. Human Resources, in conjunction with the Office of the Provost and Dean, will determine the period of PLU paid and/or unpaid leave to be provided to the requesting faculty member.

During an approved Family and Medical Leave the university will, in accordance with applicable laws, policies and official plan documents, pay its regular share of premiums for applicable insurance benefits including medical, dental, life and long-term disability. The individual on leave must continue to pay their regular contribution towards all such benefits. The university, at its discretion, may opt to pay the employee's contribution towards all such benefits during the period of Family and Medical Leave, and recover such payments after the employee's return to work. Business travel accident insurance will not be provided during an approved leave. Retirement contributions will continue for any leave that is paid by PLU.

Faculty members who sustain a work-related injury may be eligible for a Family and Medical Leave for the period of disability in accordance with all applicable laws regarding disability and/or workers' compensation.

Prior to returning to active duty, a faculty member returning to work from a Family and Medical Leave that was due to their own serious medical condition must provide appropriate medical certification verifying a medical release and fitness for duty. The university reserves the right to request a second and third medical opinion at the university's expense.

At the conclusion of an approved Family and Medical Leave, the faculty member shall be returned to the position they held before the leave, with no loss of seniority or other benefits. With mutual agreement between non-tenured faculty members and the university, tenure decisions may be delayed or the probationary period extended, depending on the length of the leave and other factors, including the policies and guidelines of the American Association of University Professors, and in accordance with the terms of applicable law. Any delay of a tenure decision or extension of a probationary period for any untenured faculty member shall be addressed by written agreement between the parties at the time that the leave is taken.

If a 'key employee' requests Family and Medical Leave, PLU can deny job reinstatement to prevent "substantial and grievous economic injury" to its operations. A key employee is a salaried employee who is among the highest paid 10% of all employees within 75 miles of the employee's work site. Prior to denying restoration to an employee in this position, PLU will provide notice to the employee that they are designated as such an employee, that restoration will be denied, and provide the employee a reasonable opportunity to return to work.

If the key employee is already on leave when notified, reinstatement will be denied only if the employee fails to return to work after a reasonable period of time after receiving notice. Although PLU can deny employment reinstatement to key employees whose absence would substantially disrupt PLU's business, we will not deny leave or continuation of health benefits.

Requests to return to work following Family and Medical Leave on an interim part-time basis will be considered by the university, whether for medical or for personal reasons. When a faculty member requests a reduced work schedule due to medical reasons, the university may request medical documentation in support of the request.

Faculty members who are medically unable to return to work following approved leave due to their own serious medical condition may be eligible to apply for long-term disability benefits. Information regarding such benefits is available from Human Resources.

PLU will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Faculty members desiring additional leave upon the exhaustion of any approved Family and Medical Leave may request an unpaid leave in accordance with the Faculty Handbook.

In the event this policy conflicts with or provides a lesser benefit than any federal, state or local laws, the university will follow the applicable statute, law or regulation. Leave requirements are often complex and employees in need of leave under this policy are encouraged to consult with Human Resources.

#### **Paid Family and Medical Leave (Washington PFML): Faculty**

#### ***Revised January 2026***

Paid Family and Medical Leave (Washington PFML) is a mandatory statewide insurance program that provides Washington employees with paid time off for the following reasons:

- For bonding with a new child through birth, adoption or foster placement.
- For an employee's serious illness or injury.
- To care for a family member with a serious illness or injury.
- To prepare for a family member's pre- and post-deployment activities, as well as childcare issues related to a family member's military deployment.
- For the death of a child the employee would have been qualified to take medical leave for their birth or family leave for bonding after birth or placement. The employee may be eligible to take seven days of bereavement leave following the date of the child's death.
- If you have both a medical and a family event in the same claim year, you may be eligible for up to 16 weeks. If you also experience pregnancy-related complications, you may be eligible for up to 18 weeks.

The program is funded by premiums paid by both employees and employers through payroll taxes. It will be administered by the Washington State Employment Security Department (ESD). If a faculty member requires leave for family or medical reasons they may apply to the Washington State Paid Family and Medical Leave insurance program ([paidleave.wa.gov](https://paidleave.wa.gov)). Faculty who accrue vacation and sick leave are considered to have administrative status and should refer to the Washington PFML policy for staff.

Faculty who have worked at least 820 hours in Washington in the qualifying period (defined as the first four of the last five calendar quarters) for any employer(s) in Washington State will be able to apply with the State to take paid medical or family leave. Generally, this program will allow qualified faculty to take up to 12 weeks of leave over any 12-month period.

For the purposes of this policy, a family member includes an employee's child (including biological, adopted, step, de facto, and foster, as well as one for whom the employee stands in loco parentis), spouse, domestic partner, parent (including in-law, adoptive, de facto, foster, and step, and one who is a legal guardian of or who stood in loco parentis for the employee), sibling, grandparent (including in-law), and grandchild. Additionally, the term family member extends to an employee's spouse's



parent or grandparent and any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care, is also considered a family member under this policy.

Generally, a serious health condition could include an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; or
- Continuing treatment by a healthcare provider for:
  - An illness or injury that incapacitated you for three or more consecutive days.
  - A chronic serious health condition (ex. diabetes or epilepsy).
  - Incapacity during pregnancy or for prenatal care.
  - Treatment for substance abuse.
  - Any period of absence from work to receive treatments and recover (ex. radiation, chemotherapy or dialysis).

Requests for Washington PFML must be submitted to the Employment Security Department (ESD). For all leaves except parental bonding leave, there is a waiting period before an employee will be eligible for Washington PFML benefits. In most cases, as part of the application process, faculty will need a healthcare provider to complete and sign the Serious Health Condition Certification form certifying that the illness or injury meets the definition of "serious health condition". Faculty will also be required to notify Human Resources of the leave request.

Whenever possible, Washington PFML should be requested at least 30 days prior to commencement of the leave period. In the case of unforeseeable events, the employee must provide notice as soon as practicable under the circumstances. Generally, this should be within one or two workdays of when the faculty member learns of the need for leave, except in extraordinary circumstances. In an effort to ensure that a student's academic success is not interrupted by a faculty member's absence, faculty are requested to provide at least 16 weeks (one semester) notice so ample time is given to cover their classes during their absence.

The Washington PFML benefit is a percentage of an employee's average weekly compensation (maximum of 90 percent), with an annually adjusted weekly minimum and maximum. Faculty members will be paid the state benefit directly by the Employment Security Department rather than by PLU. An eligible faculty member approved for Family and Medical Leave may be eligible to receive a combination of paid leave through PLU and the Washington PFML insurance program. Refer to the "Family and Medical Leaves of Absence (FMLA): Faculty" for more details about how Washington PFML and PLU paid Family and Medical Leave benefits interact. Notice should include at least the anticipated timing and duration of the leave. Leave may be taken in increments as small as four consecutive hours, and can be taken consecutively or intermittently.

Faculty members who return from leave under this law will be restored to a same or equivalent job if they have worked for PLU for at least 180 calendar days. Faculty members meeting these eligibility criteria will also be eligible to have their healthcare benefits continued during Washington PFML unless excluded for one of the following reasons: the employee was not employed when they filed for PFML, they are not entitled to job protection, or they did not exercise their job protection rights in a timely manner. The university, at its discretion, may opt to pay the faculty member's contribution towards all such benefits during the period of Washington PFML, and recover such payments after the faculty member's return to work. Business travel accident insurance will not be provided during an approved leave. Retirement contributions will continue for any leave that is paid by PLU.

If a 'key employee' requests PFML, PLU can deny job reinstatement to prevent "substantial and grievous economic injury" to its operations. A key employee is a salaried employee who is among the highest paid 10% of all employees within 75 miles of the employee's work site. Prior to denying restoration to an employee in this position, PLU will provide notice to the employee that they are designated as such an employee, that restoration will be denied, and provide the employee a reasonable opportunity to return to work.

If the key employee is already on leave when notified, reinstatement will be denied only if the employee fails to return to work after a reasonable period of time after receiving notice. Although PLU can deny employment reinstatement to key employees whose absence would substantially disrupt PLU's business, we will not deny leave or continuation of health benefits.

With mutual agreement between non-tenured faculty members and the university, tenure decisions may be delayed or the probationary period extended, depending on the length of the leave and other factors, including the policies and guidelines of the American Association of University Professors. Any delay of a tenure decision or extension of a probationary period for any untenured faculty member shall be addressed by written agreement between the parties at the time that the leave is taken.

Faculty members who are medically unable to return to work following Washington PFML due to their own serious medical condition may be eligible to apply for long-term disability benefits. Information regarding such benefits is available from Human Resources.

Faculty members desiring additional leave upon the exhaustion of Washington PFML may be eligible for additional personal leave benefits or may be placed on inactive employment status in accordance with the terms of the Faculty Handbook and applicable law.

It is strongly encouraged that employees share any and all notices that are received from ESD with Human Resources so that PLU may accurately calculate leave balances and return to work dates.

PLU may run your job protection rights under PFML, concurrently with Federal Family Medical Leave (FMLA), even if you do not apply for PFML. Before returning to work, an employee may be required to provide a fit-for-duty certification from their medical provider.

Retaliation for requesting or taking PFML is prohibited.

In the event this policy conflicts with and provides a lesser benefit than any federal, state, or local law, the university will follow the applicable statute, law or regulation. Leave requirements are often complex and employees in need of leave under this policy are encouraged to consult with Human Resources.

#### **Personal Leaves of Absence** ***Updated October 2024***

Staff employed at PLU may request a leave of absence without pay for personal reasons. Leaves should be requested at least 30 days in advance through normal administrative channels. All personal leaves are considered on a case-by-case basis and require approval of the appropriate university officer; in addition, personal leaves over three days also require approval by Human Resources. In personal leave of absence situations, there is no guarantee that an individual's position will be held. When a request for such a leave is received, the appropriate university officer

and Human Resources will review the request considering factors such as: length of time off requested, level of performance, length of service, reason for absence, the nature of the person's job, feasibility of making arrangements for a temporary replacement, and other appropriate factors. In general, approved personal leaves are provided on a without pay and without benefits basis. All available leave (vacation and sick, if appropriate) must be used before leave without pay will be granted, with the exception of some military leaves. Vacation and sick leave do not accrue during unpaid leave.

## **Professional Development**

### **Extended Professional Development Leave for Exempt Staff**

Extended professional development leaves are an integral part of the university's commitment to lifelong learning. A significant block of time away from usual professional responsibilities encourages and nurtures employee improvement through professional development, education, research, service, or related pursuits. The effective utilization of such a leave is the professional accountability of every exempt staff member who is approved for one. The opportunity for extended leave is a granted privilege and not a right or accrued benefit.

## **General Provisions**

1. Extended professional development leaves are intended to be used for extraordinary learning and developmental opportunities, not for routine and customary activities such as annual conferences or workshops.
2. Approval for an extended professional development leave includes the understanding that a comparable position will be held for the individual upon return from the leave.
3. The exempt staff member must be a regular employee of PLU, working at least .75 FTE or more, and will have been employed by the university for at least seven consecutive years at the time of leave. Exempt employees who are in a temporary status, who work .74 FTE or less, or who have not met the length of service requirement are not eligible to apply for extended leave.
4. At the time the leave is requested and initiated, termination of employment is not contemplated either by the employee or by the university administration.
5. The applicant must have fully satisfactory performance and must receive the support of his/her department and division heads.
6. Professional development leaves will typically range from one to three months in length (not including approved vacation time). The specific duration of an approved leave will be based on the proposal and its funding as well as on the potential staffing impact on the applicant's department.
7. Exempt staff may apply to use vacation time for which they are eligible to supplement their professional development leave.
8. Generally, no more than four employees will receive leaves per fiscal year. Exempt staff approved for leaves in any given year will typically be from different departments and divisions to minimize staffing impact.
9. The person granted a leave under this plan is expected to return to active service at PLU for at least one year following completion of the leave.

## **Application and Implementation Process**

1. Applicants should submit proposals to their department/budget heads and, assuming they receive endorsement, forward them to the appropriate vice president. Applications must be received in the vice president's office no later than December 31st of the calendar year preceding the fiscal year (June 1st through May 31st) during which the proposed leave would

occur.

2. The vice president will evaluate the request in conjunction with the applicant's budget/department head and then forward the application with a recommendation (for approval, disapproval, or deferment) to the President who will make the final decision in consultation with President's Council and Human Resources.
3. Leave application proposals will include:
  - a. Planned professional development activities;
  - b. A detailed written outline of leave duration, with beginning and ending dates;
  - c. A proposed staffing plan regarding how one's duties and responsibilities will be covered during the absence;
  - d. Advantages related to the applicant's performance as an exempt staff member; and
  - e. Advantages to the university, the PLU community, and/or the community at large.
4. Decision-making factors used in the review and approval process should include but will not be limited to the following:
  - a. The merits of the applicant's professional development leave proposal.
  - b. The extent to which the applicant's planned learning experience will enhance his/her contribution to the university.
  - c. The degree to which an absence in a given year can be covered or may create a hardship on the applicant's department.
  - d. The applicant's length of service and level of performance.
  - e. The availability of funding and any potential impact on the university's budget.
5. Notification of acceptance, rejection, or possible deferment of a request will be given within a reasonable length of time. When an extended professional development leave is approved, the applicant will be sent a memorandum stating the terms of the leave.
6. The exempt staff member is honor-bound not to accept any other employment, which might interfere with the proposed study plan during an extended professional development leave. Employment compatible with the leave purpose may be accepted if total compensation (PLU and extended source) does not exceed 110% of the employee's annual university compensation.
7. Each employee granted a professional development leave shall sign an agreement to return to active work at PLU for at least one full year of service upon completion of the leave. If an employee fails to fulfill this obligation, the employee shall repay in full the salary and benefits received during the extended professional development leave. This amount will be due no later than three months following the date designated in the leave agreement for the employee to return to work.
8. Upon returning to work, the leave recipient will submit a written report to his/her vice president and the president describing activities, education received, and accomplishments during the leave period.
9. Employees who are not approved for an extended professional development leave may reapply yearly. Employees who have had a leave under this plan may reapply after completion of an additional six full consecutive years of employment with PLU.

## **Pay and Benefits**

1. Exempt staff granted extended professional development leaves will receive 90% of their regular base annual salary during the period of the leave. Vacation time approved to be taken in conjunction with an approved leave will be paid at the regular 100% of base salary pay rate.
2. During the leave, the exempt staff member will continue to participate in all standard benefits programs for which he/she is eligible.

Exempt staff on professional development leaves will continue to accumulate vacation and sick time

and to receive regular holiday pay.

## **Sick Leave**

### **SICK LEAVE For Benefits Eligible Employees (.50 FTE and above)**

#### ***Revised July 2025***

The university provides paid sick leave to benefits eligible employees (.50 FTE and above) in accordance with the terms of this policy and applicable law. Paid sick leave may be used by employees for the following reasons:

1. Leave for an employee's illness, injury or medical condition or for medical treatment or care.
2. To provide care to a designated family member with an illness, injury or medical condition or who needs preventative medical care or treatment.
3. For leave related to domestic violence, sexual assault or stalking affecting the employee or the employee's family or household member.
4. When an employee's place of business or child's school or place of care has been closed for a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.
5. To prepare for, or participate in, immigration-related legal proceedings involving the employee or the employee's family members.

For the purposes of this policy, a designated family member includes an employee's child, including a biological or adopted child, step-child, foster child, de facto child, or ward of the employee; the employee's legal spouse or registered domestic partner; the employee's parent, including a step-parent, legal guardian of the employee or de facto parent of the employee, or a parent of the employee's spouse or registered domestic partner; the employee's grandparent or a grandparent of the employee's spouse or registered domestic partner; or grandchild; or the employee's sibling; or any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.

PLU does not provide an employer paid short term disability insurance benefit. Accrued sick leave is therefore available for use when an employee has a short-term disability or other medical issue which requires leave from work.

#### **Accrual and Carry-Over of Paid Sick Leave**

Full-time employees earn sick leave at the rate of 8 hours per month. Paid sick leave is prorated for benefits eligible employees working between .5 FTE and .99 FTE. Sick leave accrues on all PLU paid hours, including when an employee is on paid sick leave, vacation leave or any other PLU paid leave benefit. Sick leave does not accrue during periods of unpaid time off work.

Employees begin to accrue sick leave on the first day of employment and may begin using accrued sick leave on the 90th calendar day after employment commences. Up to a maximum of 300 hours of paid sick leave may be carried over each fiscal year. The university's fiscal year runs from June 1 - May 31.

Employees are required to record the amount of sick leave taken on their time sheets. Sick leave may be used and recorded in minimum increments of 15 minutes.

Paid sick leave will be compensated at an employee's regular rate of pay. Employee sick leave

balances will be updated at least monthly on their employee dashboard.

### Notice and Documentation Requirements

For foreseeable leave, employees must provide at least 10 days' notice to their supervisor of the need for planned leave. If the need for leave is unforeseeable, employees must provide notice as soon as possible to their supervisor before the start of their scheduled shift, unless it is not practicable to do so.

When an employee uses paid sick leave for more than three (3) consecutive days, the university may request written verification that the use of paid leave is for an authorized purpose. For an employee's use of paid sick leave for medical conditions, medical appointments or treatment, for either the employee or a designated family member, the university may request a doctor's note substantiating the need for leave. For leave related to domestic violence, sexual assault or stalking, the employee may provide various forms of documentation substantiating the need for leave, including but not limited to, a police report or court records, or documentation from the employee's attorney, domestic violence advocate, counselor or member of the clergy. For leave related to school or business closures, verification may include a copy of the public official's notice.

Employees are required to submit the requested verification within 10 calendar days of the employee's first day of the use of paid leave. An employee's failure to provide verification of the use of paid leave may result in the absence being considered unexcused and/or subject to disciplinary or other corrective action.

If an employee believes that the verification request will result in an unreasonable burden or expense, the employee must provide an oral or written explanation of the burden and expense to Human Resources, and the university will consider alternatives to the verification requirement in accordance with applicable law.

The use of paid sick leave under the terms of this policy constitutes an excused absence and will not be the basis for any adverse employment action.

### Reinstatement of Accrued Sick Leave upon Rehire

The university does not compensate employees for unused sick leave at separation of employment. If an employee leaves university employment and is rehired within 12 months, the university will reinstate the employee's accrued sick leave balance:

- If the employee is rehired in the same fiscal year, the university will reinstate any unused sick leave balance;
- If the employee is rehired in a new fiscal year, the university will reinstate any unused sick leave balance, up to the current carry-over maximum.

The employee's previous employment will be counted towards determining their eligibility to use paid leave.

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. PLU will not discriminate or retaliate against an employee for the lawful exercise of their sick leave rights.

### **SICK LEAVE For Non-Benefits Eligible Employees (Less than .50 FTE)**

***Revised July 2025***

The university provides paid sick leave to all nonexempt, non-benefits eligible employees (less than .50 FTE) in accordance with the terms of this policy and applicable law. Paid sick leave may be used by employees for the following reasons:

- Leave for an employee's illness, injury or medical condition or for medical treatment or care.
- To provide care to a designated family member with an illness, injury or medical condition or who needs preventative medical care or treatment.
- For leave related to domestic violence, sexual assault or stalking affecting the employee or the employee's family or household member.
- When an employee's place of business or child's school or place of care has been closed for a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.
- To prepare for, or participate in, immigration-related legal proceedings involving the employee or the employee's family members.

For the purposes of this policy, a designated family member includes an employee's child, including a biological or adopted child, step-child, foster child, de facto child, or ward of the employee; the employee's legal spouse or registered domestic partner; the employee's parent, including a step-parent, legal guardian of the employee or de facto parent of the employee, or a parent of the employee's spouse or registered domestic partner; a grandparent or a grandparent of the employee's spouse or registered domestic partner; or grandchild; or the employee's a sibling; or any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.

#### Accrual and Carry-Over of Sick Leave

Non-benefits eligible employees accrue sick leave at a rate of one hour for each 40 hours worked. Paid sick leave does not accrue on hours paid while employees are not working, such as during sick leave, and any other time off work.

Employees begin to accrue sick leave on the first day of employment and may begin using accrued sick leave on the 90th calendar day after employment commences. Up to a maximum of 40 hours of accrued sick leave may be carried over each fiscal year. The university's fiscal year runs from June 1 - May 31.

Employees are required to record the amount of sick leave taken on their time sheets. Sick leave may be used and recorded in minimum increments of 15 minutes.

Paid sick leave will be compensated at an employee's regular rate of pay. Employee sick leave balances will be updated at least monthly on their employee dashboard.

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For foreseeable leave, employees must provide at least 10 days' notice to their supervisor of the need for planned leave. If the need for leave is unforeseeable, employees must provide notice as soon as possible to their supervisor before the start of their scheduled shift, unless it is not practicable to do so.

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- If the employee is rehired in a new fiscal year, the university will reinstate any unused sick leave balance, up to the current carry-over maximum.

The employee's previous employment will be counted towards determining their eligibility to use paid leave.

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. PLU will not discriminate or retaliate against an employee for the lawful exercise of their sick leave rights.



# Military Call to Duty

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***Revised January 2011***

The Uniformed Services Employment and Reemployment Rights Act (USERRA) offers certain job protections for armed services personnel who are called-up or volunteer to serve. The university complies with USERRA in determining its policy on military service and call to duty. The following guidelines provide general information only. This policy is not intended to address all possible issues that may arise. If you are called to duty or have specific questions, please immediately contact Human Resources.

## **Covered Employees**

Employees who volunteer for or are involuntarily inducted into military service or called to active duty have employment rights protected by federal law (USERRA) and accompanying regulations.

## **Duration of Service**

The cumulative length of service that causes a person absences from a position may not exceed five years. Most types of service will be cumulatively counted in the computation of the five-year period.

## **Employee Requirements**

The law requires all employees to provide their employers with advance notice of military service. This notice may be written or oral. No notice is required if military necessity prevents the giving of notice; or the giving of notice is otherwise impossible or unreasonable. An employee's failure to give advance notice deprives the employee of the benefits of the law and this policy, unless the employee can demonstrate that providing notice was impossible, unreasonable or precluded by military considerations.

## **Benefits**

Military call to duty will be treated as leave of absence without pay.

As with other leaves without pay, vacation and sick time do not accrue while the employee is on military leave. Vacation time that had accrued before initiating military service may be used during this leave.

Medical/dental benefits - For absences of less than 30 days, benefits continue as if the employee had not been absent. For absences of 31 days or more, PLU group coverage stops unless the employee elects to pay the applicable insurance premium (102% of the then current rate) for up to 24 months under USERRA. When the employee returns to work at the university, health insurance will be reinstated with no waiting period, except for coverage of any illness or injury determined to have been incurred in or aggravated during military service. If the university cannot put the employee back to work immediately upon application, the health insurance will be restored immediately, unless return to work is not required for the reasons set forth under the law. While in military service, employees are also eligible for medical/dental benefits provided by the military, according to the terms of those benefit packages.

Retirement plan benefits - Contributions to the retirement plan will occur as required by federal

law. In general, federal law provides that military service is not a break in service. When an employee returns from military service, the employer is required to make up the employer plan contributions that would have been made on behalf of the employee had the employee not been absent. The specific provisions and requirements may be addressed with Human Resources prior to or during any military leave.

Employees in a non benefits eligible status upon taking military leave do not become eligible for those benefits they did not receive either during or following leave, unless they return to work in a benefits eligible status.

### **Return to work**

Regulations are as follows:

- If the employee is on duty 30 days or less, the employee must return to work the next regular workday.
- If the employee is on duty 31 to 180 days, the employee must reapply within 14 days.
- If the employee was on duty more than 180 days, the employee must reapply within 90 days.

Re-instatement upon return from military leave of absence:

- Except with respect to persons who have a disability that occurred in or was aggravated by military service (see below), the position into which an employee is reinstated is determined by priority based on the length of military service.
- Service of 1 to 90 days-the job the person would have held had they remained continuously employed.
- Service of 91 or more days-the same as for service of 1 to 90 days, or a position of like seniority, status and pay, so long as they are qualified to fill such a position.

PLU is not required to re-employ a person returning from a military leave if:

- The employee was discharged from the military and the discharge was not honorable;
- Circumstances at the university have changed so much that reemployment is impossible or unreasonable;
- If the employee is no longer qualified for their prior position despite reasonable efforts to re-qualify that person and if reemployment would pose an undue hardship to the university; or
- The original employment was only temporary or of short duration with no reasonable expectation that it would continue indefinitely.

# Moving Allowance

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In certain cases when a new faculty or staff member is hired, and will be moving from another geographic area, a moving allowance may be provided upon approval of the appropriate budget head and Human Resources. The university recognizes that an impending move is an important undertaking and that household goods are valued possessions. Every effort should be made to be good stewards of university resources. The Moving Policy will accompany applicable offer letters or contracts.

# Recognition of Employees

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## **Anniversary Recognition**

***Updated October 2024***

In appreciation for their long-term service, faculty and staff of the university who are regularly employed in a benefits eligible status (.5 FTE or more) will receive special recognition during major anniversary years: 5, 10, 15, 20, 25, 30, 35 and more.

Anniversary awards are typically presented at the university's annual Christmas Celebration. At that time, recognition is given to acknowledge and celebrate those with major anniversaries falling in the current fiscal year (i.e. June 1 through May 31 of that particular year).

## **Certificate of Appreciation**

At the annual Christmas Celebration each honoree will receive a certificate of appreciation signed by the President for their dedication and length of service.

## **Gift Card**

Honorees will receive a \$50 gift card, regardless of the anniversary being celebrated. The gift card may be used to purchase a gift item(s) through the university's bookstore.

## **Distinguished Staff Awards Program**

***Updated October 2024***

### **Purpose**

The Distinguished Staff Awards Program is designed to recognize outstanding contributions made by employees through their accomplishments, leadership, and service to the university and its community members. The awards are generally presented to up to five Pacific Lutheran University staff employees each year. Award recipients receive a \$750 honorarium and special recognition at the university's annual Christmas Celebration.

### **Eligibility**

All part-time and full-time staff with a minimum of one year of continuous and satisfactory service at Pacific Lutheran University in a regular, benefits eligible position below the level of Executive Council are eligible for nomination.

### **Award Criteria**

Award recipients will be selected for the following kinds of contributions:

- Contributing to outstanding and sustained improvements in customer service to faculty, staff, students, alumni and other constituents.

- Significantly improving or enhancing the quality of work and/or campus life (including wellness) in ways that make a substantial difference for colleagues and constituents.
- Promoting interdepartmental teamwork, enhancing communication, fostering inclusivity, and inspiring commitment and productivity.
- Developing creative solutions to problems that result in significantly more effective, efficient university operations and which may also result in cost savings to the university.

## **Nomination Process**

Each fall, Human Resources will distribute the announcement on campus. Nomination forms are available in Human Resources and on their website. Nominations may be made by faculty, staff, students, co-workers, former colleagues, or others who have benefited from the employee's service. Supporting documentation or letters may be attached to the nomination form, which should cite specific examples of the kinds of contributions the nominee has made. Completed nomination forms must be returned to Human Resources by the due date established each year. Employees may be nominated more than once, but may only be selected to receive an award once in a three-year period.

## **Selection Process**

All nominations will be kept confidential during the selection process. Human Resources will screen nominations to ensure that the basic requirements have been met regarding length of service and satisfactory performance. Following that initial review, Human Resources will work with a committee to thoughtfully evaluate the nominations in light of the program purposes. The committee typically includes representatives of Staff Council, previous award winners and Human Resources staff. The committee will then forward the names of up to five (generally) proposed award recipients to President's Council for final consideration and endorsement. President's Council makes the final selection.

## **Rose Window Society**

The Rose Window Society is comprised of those faculty and staff still actively working who have served PLU for 20 years or more. The university honors current university retirees and welcomes new Rose Window inductees at the annual Christmas Celebration.

# Retirement from University Employment

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Employees are able to schedule their retirement from university employment based on their unique needs and lifestyles. Accordingly, the university encourages quality advance planning on each employee's part in preparation for retirement from university employment.

An employee who plans to retire from university employment should advise their supervisor as far in advance as possible. The minimum notice period of retirement/resignation is two-weeks for staff.

The following information is provided to assist those who are contemplating retirement from the university. Please note that this is a summary for general information only. Additional information is available in Human Resources. In the event of any question, official plan documents, university policy/procedure, and legal requirements/considerations will prevail.

These documents do not describe the university's 403(b) Retirement Plan. Conditions and rules applicable to participation (eligibility), vesting, participant and university contributions, Plan investments and payout of benefits are described in and controlled by the Plan, Plan investment documents and letters of appointment and by applicable law. Please refer to those documents for details. Note that retirees are not eligible to make additional contributions to the 403(b) Plan or to receive any contribution from the university to their Plan account.

## **Regular Retirees**

Most employees who retire from PLU are considered "regular retirees". Generally the following length of service and age requirements must be met in order to qualify for regular retirement from PLU:

- Must be in a benefits eligible status (.5 FTE or more) at time of retirement, and
- Must be at least age 55 at time of retirement, and
- Must have at least 10 years of service based on the hire date, or be a tenured faculty member at the time of retirement.

At their own expense, retirees and their eligible dependent(s) may continue medical and dental coverage on the university's group plans through COBRA according to federal regulations. Information regarding COBRA will be provided at the time of retirement. Basic life insurance benefits may be converted, at the retiree's expense, to an individual policy.

All financial contributions made by PLU to insurance benefits discontinue at the end of the month in which the person terminates active employment and begins regular retirement. At that same time, participation in virtually all benefits discontinues: 403(b) Retirement Plan, Long Term Disability, Accidental Death & Dismemberment, Vacation Pay, Sick Leave, etc.

Regular retirees retain the right to reduced tuition under the PLU tuition remission policy. In addition they receive parking permits, and an identification card that allows continued use of the library, athletic facilities and participation in campus events on a discounted or free basis. Tenured faculty may retain access to their PLU email.

Regular retirees are not eligible for the ELCA tuition exchange program or the Tuition Exchange, Inc. program.

## **Phased Retirees**

Phased retirement is a special benefit made available by PLU to certain qualified faculty and exempt staff hired before December 31, 1996. Nonexempt staff are not eligible for phased retirement.

Phased retirees receive supplemental retirement compensation from the university for a certain period of time. As part of the phased retirement application and approval process, specific payment arrangements will be made. These supplemental wages are considered earned income by the IRS and therefore will likely impact the phased retiree's Social Security benefits.

While they receive this compensation, phased retirees are eligible to participate in certain PLU benefits. These benefits are made available at whatever costs are applicable during any given year and include medical, dental and some life insurance. The retiree may enroll him/herself and eligible dependent(s) in any or all of these plans.

All financial contributions made by PLU to other insurance benefits discontinue at the end of the month in which the person terminates active employment and begins phased retirement. At that same time, participation in virtually all benefits discontinues: 403(b) Retirement Plan, Long Term Disability, Accidental Death & Dismemberment, Vacation Pay, Sick Leave, etc.

Phased retirees retain the right to reduced tuition under the PLU tuition remission policy, but are not eligible for the ELCA tuition exchange program or the Tuition Exchange, Inc. program. Phased retirees may retain their parking permits, receive an identification card that allows continued use of the library, athletic facilities and participation in campus events on a discounted or free basis. Upon an exempt staff member's completion of phased retirement, access to PLU email will end.

Specific eligibility requirements and provisions of the phased retirement plan are addressed in the (Revised) Policies and Procedures for Reductions in Load and Phased Retirement, Revised June 2004. Please refer to that document for full details.

# Transit Benefit

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***Revised June 2010***

Pacific Lutheran University supports sustainability initiatives – and efforts to get its employees onto mass transit by subsidizing the cost of an annual transit pass via a PLU ORCA card for all PLU benefits eligible employees. *Phased retirees are not eligible for this benefit.* Employees pay a small portion of the cost of the annual pass each year with the majority of the cost paid for by the university.

The PLU ORCA card is valid on any regularly scheduled transportation on Pierce Transit, Metro Transit, Sound Transit, Community Transit, Everett Transit, Kitsap Transit, Seattle Streetcar, King County Water Taxi, and Kitsap Transit Foot Ferry.

There is no trip limit; however, the card is for the employee's transportation use only. Travel on the card can be work or non-work related.

ORCA cards can be purchased at the Office of Financial Services – Hauge Admin Building, Rm 102. The cards are valid June through May and can be renewed each year. A valid PLU ID card is required at the time of purchase or renewal.



# Travel Medication Reimbursement Policy

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## Travel Medication Reimbursement

In support of the university's commitments to global education and healthy lifestyles, Human Resources will reimburse eligible employees for work-related travel medications.

To be eligible for reimbursement you must:

- Be a benefits eligible PLU employee
- Complete a Travel Medication Reimbursement Form and obtain verification from your supervisor (signature)
- Provide adequate documentation so the services and reimbursement amount may be easily determined

Medication may be prescribed by a travel nurse, your personal physician, or another qualified medical provider. This policy also covers costs associated with follow-up travel medications.

Work-related travel medications may include those needed in a variety of situations including: attending an international professional conference, leading a J-term, summer-session or semester-abroad class, representing PLU on official business, or the pursuit of scholarly work. PLU will not cover non-work related travel medications or medical consultation fees. If there is any doubt about whether or not planned travel is work-related, the employee should consult with their supervisor in advance.

# Tuition Benefit

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***Revised November 2020***

The university has a strong commitment to life-long learning which it supports through the following tuition assistance programs and by offering a number of additional on- and off-campus professional development programs. Each tuition benefit has its own eligibility requirements, so it is important to familiarize yourself with the criteria. If you have questions, please call Human Resources at ext. 7185. Forms and other information related to this policy are available on the Human Resources home page at [www.plu.edu/human-resources/](http://www.plu.edu/human-resources/).

## **Tuition Exchange Benefits and Eligibility**

PLU participates in two programs which offer tuition exchange benefits for qualified dependents of eligible university employees. Both programs have specific application deadlines, eligibility requirements, and are competitive and not guaranteed.

1. The Tuition Exchange, Inc., an association of over 700 institutions across the United States providing varying levels of tuition discounts. This benefit is available to full-time employees who have completed three years of service, and is based upon additional university criterion. Only a limited number of dependents typically receive the benefit each year. *Website:* [www.tuitionexchange.org](http://www.tuitionexchange.org)
2. The Evangelical Lutheran Church in America (ELCA) Tuition Plan Program includes a group of 26 colleges and universities. Some of these institutions provide tuition remission to qualified PLU dependents. This benefit is available to both full-time and part-time employees who have completed three years of service.

## **Tuition Remission Benefits and Eligibility**

The waiting period for tuition remission benefits for PLU courses is the beginning of the school term following completion of one year of service. Tenured and tenure-track faculty are eligible for maximum tuition remission benefits for both themselves and eligible dependents as of their appointment date in a tenured or tenure-track position. PLU terms are Fall, J-term, Spring and Summer. Although there are multiple sessions during summer, it is considered one term. Dependent eligibility is defined as:

1. Legal spouse, qualified domestic partner, and/or
2. Child who is under age of 25, unmarried, and claimed as a dependent child on the employee's or employee's partner's previous year's income tax return and who is the employee's natural or adoptive child or the natural or adoptive child of the employee's partner living permanently in the employee's home. A divorced employee's dependent children, for the purposes of this benefit are treated as dependents of both parents. Court-appointed legal wards and foster children are not eligible for tuition benefits.

The tuition remission benefit available at PLU is:

<b>Employee Length of Service</b>	<b>Employee Discount</b>	<b>Dependent Discount</b>
Less than 1 year	-0-	-0-

Employee Length of Service	Employee Discount	Dependent Discount
At least 1 full year, and up to 2 full years	50%	-0-
Over 2 full years, and up to 3 full years	75%	50%
Over 3 full years of service <b>or</b> tenured <b>or</b> tenure-track faculty	90%	75%

Tuition discount benefit amounts listed above are for full-time (1.0 FTE) employees working regular appointments. Benefit levels are prorated for part-time employees on regular appointments of at least half-time (.5 FTE) but less than full-time (1.0 FTE).

The employee and their spouse or qualified domestic partner are eligible for undergraduate and master's level studies. Employees, spouses and qualified domestic partners are limited to one master's degree using tuition benefits. If employees or spouses/domestic partners are enrolled in a PLU master's program, **it will be taxable income to the employee and will most likely increase your taxes withheld and decrease your net pay.** The value of the remission will be added to the employee's taxable income, July and August for Summer classes; October, November and December for Fall classes; February for J-term classes and March, April and May for Spring classes. Each calendar year, IRC section 127 allows employees the first \$5,250 of their master's level remission tax-free. Dependent children are eligible for undergraduate studies. **Tuition benefits for undergraduate course work is limited to 144 attempted credits for all participants.** Dependent children are limited to one bachelor's degree using any tuition benefits and once they have received a bachelor's degree are no longer eligible.

The following are not eligible for tuition remission benefits: Accelerated Bachelor of Science in Nursing (ABSN); doctoral studies; certificates outside of a degree program; and J-term courses (J-term is charged as a fee, not tuition).

## Policy Guidelines

1. No additional remission (e.g. alumni discount) is available in addition to tuition remission benefits.
2. Tuition benefits apply to study away tuition for PLU gateway semester programs only, but not to housing/meal charges. Tuition benefits do not apply to any other study away programs offered through third party providers, consortia, etc.
3. If an employee or dependent fails a class or withdraws after 10<sup>th</sup> day while using tuition benefits, the benefit cannot be used to repeat the class.
4. No remission is applied when one receives credit by exam.
5. If an employee audits a class, a remission form is required and the benefit is administered as if the employee was taking the class for credit.
6. Employees are expected to make up time they spend in classes, which take them away from their normal work schedules.
7. Withdrawal from a class may result in fee assessments and will be governed by the university's policy on refunds.
8. If an individual exceeds the maximum tuition benefit allowed per policy, the individual will be required to repay the university.
9. If employment ends, tuition benefits will cease at the end of the school term in which the last day of employment falls, unless the last day of employment is within the first 14 calendar days of the term, in which case tuition benefits may not be received for the term.

## Tuition Benefit for Graduate Student International Experiences

## ***Revised August 2024***

Graduate programs may include required participation in short-term international experiences (requiring students to leave the country). These programs also offer alternative global education experiences that do not require travel outside the country.

The tuition benefit does not apply to international experiences. PLU employees, spouses or domestic partners enrolled in these graduate programs who qualify for either the 50%, 75% or 90% tuition benefit will need to 1) elect to participate in the alternative global education experience, thereby not incurring international travel costs; or 2) pay the standard rate out of pocket to participate in the international experience.

Furthermore, if a PLU employee in a graduate program with such a requirement elects the international experience and pays the out of pocket expense, the employee must also coordinate the vacation time with their direct supervisor for the duration of their leave.

# Unemployment Compensation

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Pacific Lutheran University pays the total cost of this program for terminated employees of the university. Weekly benefits are paid by the Washington State Employment Security Department, which in turn bills the university for the full amount of the benefits. Details regarding eligibility are available from Employment Security Offices. Student workers and those whose work is dependent on, or incidental to, their student status are not eligible to receive unemployment compensation (Revised Code of Washington 50.44.040).

# Vacation

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## Vacation Policy

***Revised November 2023***

### ***Purpose***

The university encourages time off from work for change of pace and relaxation. For this purpose only, the university provides eligible employees with vacation leave benefits. Accumulated vacation time is not a form of wages or other cash compensation. This benefit will not be paid as extra hours if you work a normal workweek.

### ***Eligibility***

All staff in regular benefits eligible positions (.5 FTE or more) begin accumulating vacation time on their first day of work and may take accrued vacation following satisfactory completion of their introductory period. Temporary employees are typically not eligible for benefits, and therefore do not generally accumulate vacation time.

### ***Vacation Accrual***

#### **Employees in Nonexempt Positions-**

Full-time staff accumulate vacation at the following rates:

<b>Completed Full Years of Employment</b>	<b>Standard Vacation Days per 12-Month Period</b>	<b>Standard Monthly Accrual Rate*</b>	<b>Maximum Vacation Accrual**</b>
New hire to 3rd anniversary	10	6.68 hours	90 hours
3rd anniversary to 5th anniversary	17	11.34 hours	150 hours
5th anniversary and beyond	22	14.68 hours	200 hours

Part-time staff who are in benefits eligible positions accrue vacation on a prorated basis using the above schedule.

\*The actual vacation accrual will vary from month to month for part-time staff working irregular schedules (i.e. fewer or zero hours in the summer months; variable hours from one month to the next). See "Accrual Calculation" section.

\*\*The maximum vacation accrual will be prorated for staff who are less than full-time (1.0 FTE) based on the staff member's annual FTE.

#### **Employees in Exempt Positions -**

Full-time exempt employees accrue vacation at the rate of 14.68 hours per month, equivalent to 22 days per year. The maximum vacation accrual is 200 hours. Part-time exempt employees who are benefits eligible accrue vacation on a prorated basis.

### ***Accrual Calculation -***

Vacation time is accrued on most paid hours such as regular work hours, paid sick time, and paid vacation and holiday time. The standard annual and monthly vacation amounts noted above are guidelines; the actual accrual amounts will be determined by each person's eligibility status and their actual eligible paid hours as calculated each pay period by the university's payroll system.

Vacation time is not accrued on unpaid hours. Vacation time is also not accrued on any hours worked over forty (40) within a workweek. New employees starting after the first of the month will receive a prorated accrual the first month.

### ***Vacation Usage - Updated January 2018***

Vacations are a time for renewal and rest, and employees are strongly encouraged to take their earned vacation time each year. Employees may accumulate up to the maximum vacation accrual amount appropriate for their position and length of service. However, once that maximum vacation accrual is reached, the employee will forfeit additional vacation leave accrual until such time as the employee's vacation balance is under the maximum accrual cap.

Vacation time will not be advanced, but must be accrued prior to the pay period in which it is used. Vacation leave accrues on the last day of the pay period and is available for use the first day of the next pay period subject to the eligibility requirements listed in this policy.

Only that vacation time which has been earned and accrued by the end of the preceding pay period, will be considered eligible vacation pay in any given pay period. Other time off will be considered personal leave without pay, requiring the standard supervisory approvals.

The supervisor must approve all vacation usage in advance. Employees are encouraged to give as much advance notice as possible when planning vacation time, preferably two weeks' notice or more. Employees are also encouraged to take vacation during periods that are less busy in their offices. The vacation date requests preferred by the employee will be considered whenever practical. However, the university reserves the right to deny vacation that may hinder the normal or continuous operation of the department. Supervisors will be reasonable in allowing the use of vacation and may not unreasonably deny vacation requests where the result would be forfeiture of accrued vacation.

If scheduling conflicts arise due to multiple requests for the same vacation time off, requests will typically be granted based on length of service with the university (i.e., the longest service employee being granted first preference for the vacation time), within the constraints of efficient departmental operation.

Staff are responsible for reporting all vacation taken in an accurate and timely manner using the staff time sheet or leave report. Supervisors and budget heads are responsible for ensuring the accuracy of all vacation and time reported.

The Payroll Office maintains records of vacation accrued and used. Vacation balances are reported to eligible employees on their employee dashboard.

Holidays recognized by the university that occur during a scheduled vacation are considered holiday pay and are not counted as vacation time.

Illness or injury occurring during a scheduled vacation will not be charged to sick leave unless the employee requests the use of sick leave for a qualifying reason (see Sick Leave policy). PLU may request verification for sick leave absences exceeding three days.

The transfer of vacation time for use by another employee is not permitted.

### ***Vacation - Transfer***

An employee transferring from one department to another takes along unused, accrued vacation. If the transfer involves a change of employment status (i.e. nonexempt to exempt) the new accrual rate will become effective the day the new position begins.

### ***Vacation - Termination***

Employees are not entitled to receive additional pay in lieu of accumulated vacation leave upon separation of employment. Depending on the specific facts of an individual situation and subject to such documentation as the University may require, PLU generally follows these guidelines:

- An amount equal to the amount of accumulated but unused vacation leave, up to a maximum of 80 hours of accumulated vacation, will be paid upon an employee's separation of employment.
- An employee with fewer than 80 hours of accumulated but unused vacation will receive a payment equal to the amount of accrued vacation.
- The final pay period's vacation accrual (if any) will be calculated on a prorated basis (see Vacation Accrual above).
- All accumulated vacation in excess of 80 hours will be forfeited and lost upon separation of employment. This applies even in the case of an employee who is rehired within 12 months of leaving employment with PLU.
- Terminating employees who have not completed their introductory period will receive no payment for unused vacation time.



# Workers' Compensation

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Each employee is insured through the State Industrial Insurance program that is paid for by the university with a partial contribution made by each employee through payroll deduction. This insurance covers work-related injuries, deaths, and occupational illnesses. It does not cover employees while away from work or while driving to or from work.

# Compensation & Classification

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# Categories of Employment

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## **Full-time and Part-time Status**

### ***Revised January 2011***

Full-time employees are those who are scheduled to work 2,080 hours per year (52 x 40 hours per week for most employees) with an allowance for vacation and holidays.

Part-time employees are those whose work schedule calls for anything less than 2,080 hours.

Employees must be regularly scheduled to work at least half-time (1,040 hours) to be eligible for benefits such as medical, dental, disability and life insurance, and tuition remission, unless otherwise provided by law. Employees must work a minimum of 1,000 hours to be eligible for PLU retirement contributions, as required by law. Some benefits are prorated for those working less than full-time.

## **INTRODUCTORY STATUS**

All new employees enter into an introductory period of employment. Introductory periods are generally set for an initial period of 90 days. With Human Resources approval, the supervisor may direct that the introductory period be terminated, curtailed, or extended depending upon the progress being made by the new employee.

The introductory period provides employees an opportunity to determine their interest in, and suitability for, the position. It also gives the supervisor an opportunity to assess the employee's progress.

During the introductory period, new employees typically receive the necessary advice and training from their supervisors to help them learn their assignments and perform satisfactorily.

A performance appraisal is normally conducted at the end of the introductory period. Successful completion of the introductory period does not alter the employment at will status or confer any greater right to employment than previously existed.

## **NONEXEMPT AND EXEMPT STATUS**

Positions that do not meet the exemption provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act are defined as nonexempt positions. Employees in nonexempt positions are eligible for overtime pay for all hours worked beyond 40 in a workweek (refer to the Overtime Policy for specific details) and may be entitled to certain meal and rest periods.

Exempt positions are those which meet the exemption provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act. Employees in exempt positions are not eligible for overtime pay and are paid on a salaried basis.

## **REGULAR AND TEMPORARY STATUS**

Revised October 2009

A regular employee is one in a benefits eligible position who has completed the introductory period.

A temporary employee is one who is employed short-term to complete a special project, to assist during a department's peak load period, etc. Temporary employees may be paid on an hourly or salaried basis, depending on whether the position is classified as exempt or nonexempt. Generally temporary employees are not eligible for benefits, unless otherwise provided by law.

Long-term, temporary employees may be eligible for benefits, provided their temporary assignments are expected to last six months or more, and during which time 1,040 or more work hours will be completed. Normal benefit waiting periods will apply. A temporary appointment is not to exceed one year in length without prior approval of the appropriate officer and Human Resources.

The hire date will be determined from the date the employee was hired in a regular benefits eligible position. If there has been a break in service of less than one year, the employee will be given credit for prior service in benefits eligible positions. If the break in service is greater than one year, the date of hire will be determined from the date hired in the current regular benefits eligible position.

For temporary employees appointed to regular status, benefits eligibility will be based on the date that the employee moves to the regular benefits eligible position.

# Compensation Philosophy

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Pacific Lutheran University is committed to providing a comprehensive program of higher education. The university recognizes that the people who comprise its faculty and staff are central to achieving this objective. In order to assure that employees are recognized and rewarded within the constraints of its financial resources, the university supports a pay system that:

1. Is compatible with and supportive of the university's goal to provide a comprehensive program of higher education.
2. Is designed to attract, retain and reward people who are knowledgeable about and committed to the university's mission and goals and who are capable of achieving performance objectives within the university environment.
3. Allocates compensation in a fair and equitable manner, reflecting excellence in both individual and group performance.
4. Provides compensation levels consistent with the employee's contribution to the university's mission and goals.

# Demotions

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A demotion is a movement to a position with lesser responsibilities and/or a lower pay grade. Demotions may occur as a result of organizational realignments or performance difficulties among other possible reasons. If an employee is demoted, the circumstances of each case will be reviewed to ascertain the appropriate pay rate for the new job.

# Pay

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Most university positions are assigned to a salary grade. Each salary grade has a minimum wage and a maximum wage. The midpoint of each range is driven by the market rate for positions in that salary grade. The pay range of the salary grades are reviewed annually. New employees in nonexempt positions normally start in the first quartile of the assigned range, while new employees in exempt positions normally start in a unique range identified for the specific position.

# Position Classification

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The university uses numerous techniques to classify staff positions, including:

- participation in and review of salary surveys
- review by Human Resources and President's Council
- consideration of the Fair Labor Standards Act (FLSA) exempt/nonexempt guidelines
- input from the relevant department head
- periodic Human Resources' review of positions within the salary grade structure and consideration of requests relative to the level of existing positions and those positions in which job duties have changed significantly
- evaluation of new positions as needed

Supervisors may request a position be re-evaluated to determine whether the position is appropriately classified by submitting an updated job description and providing rationale for re-evaluation (significant change in job duties due to department reorganization, etc).

If a position is reclassified to a new salary grade, and/or status, the adjustments will generally be implemented in coordination with the university's regular budget cycle.



# Promotions

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A promotion is a movement to a job at a higher pay grade or a job with significantly higher duties. Vacant positions may be filled by promoting current employees. Salaries of employees who are promoted will be established using the range of the new pay level, the wage rate of similarly situated employees, and the promoted employee's qualifications.

# Supplemental Pay Policy

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Supplemental work outside of one's current job duties and any resulting, associated pay requires the prior recommendation of one's supervisor and the prior approval of the vice president and must be made in accordance with university personnel policies.

For one-time payments to faculty and exempt staff, recommendations may be made using the Extra Pay Form, which can be downloaded from the Payroll office website.

For payments spanning more than one pay period, follow the procedures for producing Part-time Service and Teaching Agreements.

Any extra pay for faculty and staff must be approved in advance by the appropriate vice president before the work is performed. The deans may not authorize such payments.

# Transfers

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A transfer is movement to a different job in the same department or a job in a different department that does not involve a promotion or demotion. Transfers within the same pay grade may be made without an adjustment in pay.

# Nonexempt Travel Policy

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***June 2023***

The purpose of this policy is to state the pay rules that apply to nonexempt employees for compensable time when traveling on PLU business.

Employees in positions classified as nonexempt under federal and state law are eligible for compensation for the time they spend traveling. PLU follows all applicable federal, state, and local laws pertaining to the payment of travel time. PLU compensates employees for all hours worked at their regular rate of pay. All hours worked, including compensable travel time as detailed below, will be used in calculating an employee's overtime hours and paid sick leave accrual.

The following policy describes some of the most frequent situations in which employees may be compensated for travel. However, some situations have unique characteristics that change whether time is compensable while traveling; in those cases, PLU follows applicable law.

## **Notification and Approval of Work-Related Travel and Methods of Transportation**

PLU must authorize in advance all employee travel plans and modes of transportation when traveling for business purposes. Employees are responsible for accurately tracking, calculating, and reporting travel time on their timesheets in accordance with this policy. If an employee takes unapproved travel or takes an unapproved mode of transportation for business-related travel, they may be subject to corrective action.

## **Regular Commute Time**

Generally, regular commute time to and from PLU is not considered work time and is therefore unpaid except under rare circumstances, like being asked to run a work-related errand on the way to work. The time an employee spends before their workday driving from their home to PLU is not compensable. Likewise, the time an employee spends traveling home after their workday is not compensable.

## **Travel During the Workday**

Travel during the workday as either a driver or passenger is considered "hours worked" and is therefore compensable if the travel is to complete job duties or is otherwise for PLU's benefit. An employee's time driving from one work location to another location for work-related activities is compensable. In contrast, travel for an employee's own benefit is not compensable, such as traveling to and from lunch or to run a personal errand.

## **Out of Town Travel**

When an employee is required to travel out of town for a work assignment, travel time is compensable from when the employee first leaves home until they arrive at their overnight lodging. This includes time driving to the airport, waiting time to board an airplane, train, bus, or other means of transportation, the actual travel time (including meal periods taken while traveling), and the time spent getting to their destination.

If an employee travels directly from the secondary airport to their hotel or other lodgings, their time is no longer compensable once they reach their lodgings provided that they are free from work duties.

When an employee is ready to return home from their out of town stay, they will be compensated for their time starting from when they leave their out of town hotel or other lodgings to their arrival at home or work.

When an employee is required to travel for a short-term period, like an all-day conference in a different city, the time spent traveling from home to the conference, attending the conference, and driving back home from the conference is compensable.

### **Recordkeeping Requirements**

Employees must record their hours for compensation purposes and submit them to their supervisor on the time sheet. When asked to travel for a work-related purpose, employees should keep track of the following details and may be asked to provide them to their supervisor:

- Dates and purpose of travel
- Whether the travel was out of town, overnight, or local
- Time and location of departure and arrival
- Time and location of trip home
- Total compensable travel hours

When traveling to or from a different time zone, please note that the “total compensable travel hours” and “total compensable hours performing job duties” categories of this report are for the total number of hours spent either traveling or performing job duties and not the time passed between time zones. For example, if an employee travels from 7AM PST to 7PM EST, they would report 9 total compensable travel hours.

Employees must accurately report their travel time on their time sheet. If an employee fails to report their travel time on their time sheet in the applicable pay period, they may be subject to corrective action.

# Complaint Resolution

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# Arbitration

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## **POLICY FOR ARBITRATION OF STAFF (FOR STAFF HIRED JUNE 1, 2014 OR LATER) EMPLOYMENT DISPUTES**

Revised January 2025

1. **Arbitrable Disputes.** In the event a dispute arises between the employee signing this Agreement (“Employee”) and Pacific Lutheran University (“PLU”) or any of PLU’s officers, regents, employees or agents in their capacity as such, regarding any matter arising out of Employee’s employment with PLU, or the separation thereof, including, but not limited to, any dispute or claim arising under any federal or state statute, regulation, law or common law, relating to the employment relationship (collectively “arbitrable matters”), the dispute shall be resolved solely and exclusively by final and binding arbitration conducted in accordance with the terms set forth herein. Arbitrable matters shall not include: 1) a claim for workers’ compensation benefits; 2) a claim for unemployment compensation benefits; or 3) a claim of sexual assault or sexual harassment. This Agreement does not limit Employee’s right to file a charge with the National Labor Relations Board, the Equal Employment Opportunity Commission, the Washington State Human Rights Commission or similar government agency.

2. **Waiver of Judicial Forum.** The Employee and PLU waive any right to a judicial forum other than for the purposes of enforcing this agreement, obtaining a judgment on the arbitration award or collecting on such a judgment. Any dispute concerning the interpretation or enforceability of this Arbitration Agreement, including, any dispute about the enforceability of this arbitration agreement, the scope of arbitrable issues, the severability of any clause, and any defense to arbitration shall be decided by the arbitrator.

### **3. Arbitration Procedures.**

a. **Commencement of Arbitration.** Arbitration of an arbitrable matter shall be commenced by serving a written demand for arbitration on the other party, either personally or by both regular first class mail and certified mail, return receipt requested. A demand for arbitration initiated by an Employee shall be addressed to PLU’s Human Resources department. The demand for arbitration shall be served within the applicable statute of limitations periods (deadlines for filing) for the claims upon which the party’s demand for arbitration is based. If arbitration is demanded on a claim after the expiration of the applicable statute of limitation period, the claim shall be void and deemed waived. The demand for arbitration shall identify and describe all of the claims asserted, the facts upon which such claims are based and the relief or remedy sought. After a party serves a demand for arbitration on the other party, the parties shall file a request for arbitration with the Washington Arbitration and Mediation Service (“WAMS”).

b. **Arbitration Rules of Procedure.** The arbitration proceeding shall be governed by and conducted in accordance with the WAMS Arbitration Rules (“Rules”) in effect at the time arbitration is demanded. The Rules are available online at <https://usamwa.com/our-services/arbitration/arbitration-rules/>. Any disputes or disagreements regarding the arbitration proceeding shall be presented to the arbitrator for resolution. The arbitration hearing shall be scheduled and held in accordance with the Rules. The arbitrator shall render an award and written opinion no later than thirty (30) days following the arbitration hearing. The opinion shall include the factual and legal basis for the award. A judgment on the arbitration award issued pursuant to this Agreement may be entered by a court of competent jurisdiction over

the parties.

c. **Fees and Expenses.** The parties agree that the expense of the arbitration and the arbitrator's fees and expenses shall be borne by PLU, except in the case of an arbitration demanded by the Employee, the Employee shall be required to pay only the portion of the expense of the arbitration and the arbitrator's fees and expenses equal to the amount the Employee would be required to pay to file suit in Washington State Superior Court. Each party shall pay for its own costs and attorney's fees, if any, except as provided in Paragraph 4 below.

4. **Law and Remedies.** In making the decision and rendering the award, the arbitrator shall apply applicable substantive law. The arbitrator may award injunctive relief or any other remedy that would have been available to the parties had the matter been heard in court. All statutes of limitation that would apply in court shall apply in the arbitration. The arbitrator may award attorney's fees, arbitration fees and costs to the prevailing party, to the extent authorized by the applicable statutes and which would have been available to the parties had the matter been heard in court.

5. **Coordination with PLU Dispute Resolution Procedure.** PLU is committed to the internal resolution of disputes arising within the University Community, wherever such resolution is possible. Parties to such disputes are strongly encouraged to utilize the PLU Dispute Resolution Policy and Procedure to resolve all disputes subject to that policy. PLU does not intend this policy to replace the desire to resolve disputes within the University Community. This policy is, however, designed for those disputes where an internal resolution cannot be achieved.

6. **Severability.** In the event that any provision of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, the remaining provisions of such policy are severable and the unenforceable or invalidity of any single provision of this policy shall not affect the remaining provisions of this policy.



# Grievance Policy and Procedures

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## Grievance

***Adopted September 1997***

***Updated December 2024***

## I. INTRODUCTION

Pacific Lutheran University is committed to the internal resolution of disputes arising within the university community. To that end, the President has appointed a University Dispute Resolution Committee that includes representatives from the faculty, student life, human resources and academic administration. The Committee appointments shall each be for a minimum two-year term.

The University Dispute Resolution Committee (UDRC) is charged with reducing conflicts and helping members of the community resolve disputes appropriately, expediently and fairly. The committee does so by educating the community about campus policies and dispute resolution options; coordinating dispute resolution services; investigating grievances when appropriate and advocating for review of university policies and procedures when necessary.

It is the intent that the University Dispute Resolution Committee be a resource for all members of the PLU community. The UDRC may assist any faculty, administrator, staff or student who needs consultation or referral to resolve an on-campus conflict, or who desires conflict resolution services. The UDRC also processes all formal grievances as allowed by the University's Grievance Policy, except those that (1) relate to faculty tenure, dismissal or discipline, (2) which otherwise arise under the grievance procedure set forth in Article VI of the Faculty Constitution and Bylaws or (3) which arise under the Student Conduct System. The University Dispute Resolution Committee (UDRC) processes complaints of sex discrimination, (including, but not limited to, sexual harassment, sexual assault, sexual misconduct and sexual violence) by employees when such conduct is alleged against any member of PLU's staff, faculty or third parties. The UDRC follows the Grievance Policy and Procedures. Students who are also employees may be subject to the Student Conduct process, depending on circumstances and at the University's discretion. Similar complaints against students are handled under the Code of Student Conduct and the Student Conduct Procedures.

The UDRC shall have authority to establish separate policies and procedures for certain types of grievances. Subject to faculty approval, the UDRC shall also have authority to enact special policies and procedures for resolution of grade disputes and issues of academic dishonesty. The University Dispute Resolution Committee has the authority to appoint additional committee members on an as needed basis, for example, when one or more UDRC members would be unable to participate in a specific matter or when an additional member would assist in serving the mission of the University Dispute Resolution Committee.

The university encourages community members to resolve their disputes at the earliest and most informal level (i.e. by talking directly with the individual(s) involved; through facilitated conversation and/or through conflict mediation). When informal resolution is not possible, every member of the university community, whether faculty, student, administrator or staff, has the right to file a grievance and access the grievance procedures established by the UDRC. Grievances may be initiated by contacting any member of the Committee. Grievances involving allegations of sexual

harassment, sexual assault, and sexual violence may also be initiated by contacting the Title IX Coordinator, Jennifer Childress-White, at 253.535.7361 or [childrjl@plu.edu](mailto:childrjl@plu.edu) / [titleIX@plu.edu](mailto:titleIX@plu.edu) or any member of the UDRC, see [www.plu.edu/UDRC](http://www.plu.edu/UDRC) for members. Grievances first reported elsewhere in the community should be referred to the Committee for resolution, except for grievances that arise under the faculty constitution and by-laws or under the Student Conduct System.

If, at any time during a conflict resolution or grievance proceedings, a participant believes that a member of University Dispute Resolution Committee has a conflict or the appearance of a conflict, or that the dispute/grievance involves or potentially involves a member of the Committee, that member will be excused from any further involvement in the grievance proceedings. In such circumstances an additional UDRC member may be appointed by the remaining University Dispute Resolution Committee members.

The grievance policy and procedures will be published bi-annually and distributed to all members of the university community.

## **II. GENERAL ADMINISTRATIVE PROCEDURES**

The following administrative procedures shall apply to all grievances, with the exception of (1) grade disputes; (2) allegations of academic dishonesty; (3) student conduct issues covered by the Student Code of Conduct; (4) faculty grievances relating to tenure, dismissal, or discipline and/or (5) grievances which otherwise arise under the grievance procedure set forth in Article VI of the Faculty Constitution and Bylaws.

The voluntary and/or involuntary termination of faculty, staff and administrative personnel may not be grieved under this Grievance Policy and Procedures. Such termination is not subject to these administrative procedures. While such termination decisions may not be grieved, the UDRC may investigate allegations that the termination of a faculty, staff or administrative employee was contrary to the University's anti-discrimination policy, anti-harassment policy or was otherwise in violation of any PLU policy or any applicable state, federal or local law. In conducting such investigations, the UDRC may elect, at its sole discretion, to use any of the informal or formal dispute resolution procedures set forth in this policy. The determination of how to process a grievance alleging that a termination was contrary to PLU policy and/or applicable law shall rest solely with the UDRC.

A faculty member who seeks to grieve a dismissal or disciplinary decision may have such matter reviewed under the grievance procedure set forth in Article VI, Section 1 of the Faculty Constitution and Bylaws.

All other matters, including, but not limited to, disputes or complaints relating to discrimination and sexual harassment sexual assault, and sexual violence shall be handled in accordance with the following procedures.

The University is committed to resolving all grievances arising under these procedures, including complaints of sexual harassment and/or misconduct, at the earliest and most informal level.

### **A. Informal Grievance Resolution**

A grievant may pursue any of the following options for informal resolution:

1. Direct Resolution. The grievant may discuss directly with the respondent the allegations of the

grievance and work with the respondent to resolve any concerns.

2. Supervisor Resolution. If the action suggested in paragraph 1 is unsuccessful, ill-advised or otherwise inappropriate, the grievant is encouraged to first discuss his or her concerns with the supervisor or department chair who is responsible for taking appropriate action. If the grievance directly involves the supervisor, the grievant may go to the next level of supervision or may bring the matter directly to the University Dispute Resolution Committee as set forth. If a grievance directly involves an individual at the level of Vice President, Dean, Provost or President, the grievant should bring the matter directly to the Dispute Resolution Committee. The matter may be concluded by mutual consent at this point. Supervisors and chairs must inform the Dispute Resolution Committee when handling grievances, which involve potential violations of the University's policy on discrimination, sexual harassment or sexual misconduct.
3. University Dispute Resolution Committee. If there is no mutually satisfactory resolution at an earlier stage, or if the grievant does not wish to bring the matter to the chair or supervisor, the grievant may contact any member of the University Dispute Resolution Committee to seek resolution. The Dispute Resolution Committee may discuss options for informal handling of the grievance, make referrals to appropriate resources and support services, and, with the permission of all parties, may also attempt to resolve the problem through mediation.

At any point in the process, the grievant may send written notification to the Dispute Resolution Committee that the situation is resolved or that no further University action is desired. The Dispute Resolution Committee will retain records of informal grievances for a minimum of three (3) years.

At any time during the informal resolution process, either party, or the Dispute Resolution Committee, may request that informal resolution efforts be terminated and that the formal grievance procedures be initiated. Such request shall automatically suspend informal procedures. At such time, the Dispute Resolution Committee, or any subcommittee thereof, shall, within five days, hold a meeting with both parties to discuss options for informal resolution, including mediation. If no agreement can be reached as to informal means of resolution or if informal procedures fail, then either party, or the Committee, may request that the grievance proceed in accordance with the formal grievance procedures set forth in Section B, below.

## **B. Formal Grievance Procedures**

1. Filing the Written Grievance. Grievants for whom the matter has not been satisfactorily resolved through the informal process may file a written grievance with the University Dispute Resolution Committee within five (5) working days after termination of the informal. If no informal resolution was sought, written grievances must be filed within 30 working days of the alleged incident. The grievance shall include the grievant's written statement describing the alleged inappropriate action or misconduct. Upon receipt, the grievance shall be marked with the date received.
2. Determination of Whether Grievance is Subject to Procedures. Within five (5) working days of the grievance filing date, the Dispute Resolution Committee shall determine whether the facts alleged in the grievance fall within the purview of these procedures. If not, the grievant shall be so notified in writing. No appeal may be taken internally of such determination.
3. Notification to Respondent. If it is determined the grievance falls within the purview of these procedures, the Dispute Resolution Committee shall, within three (3) working days of such determination, provide a copy of the grievance to the respondent, together with a copy of these procedures.
4. Written Response May Be Filed. Within five (5) working days after receiving a copy of the grievance, the respondent may submit to the Dispute Resolution Committee a written response to the allegations raised in the grievance. The respondent is encouraged to provide a written

response, however, failure to answer a charge or to participate in the investigation will not prevent the process from proceeding. Failure to respond may result in the investigation proceeding solely on the basis of the grievant's testimony and evidence.

5. Investigation of the Grievance. Within fifteen (15) working days of receipt of the respondent's written response, or, if there is no written response, within twenty (20) working days of notification to respondent, the Dispute Resolution Committee or its designees shall complete an adequate, reliable and impartial investigation which may include interviews with both parties and with those identified by the parties as having personal knowledge of the facts relating to the grievance; review of written responses as appropriate; and/or review of any documents or other evidence submitted by the parties or by persons with knowledge.
6. Preliminary Report and Recommendations. Within five (5) working days after completion of the investigation, the Dispute Resolution Committee will prepare a preliminary written report which details the investigative process, summarizes information received, and presents the Committee's factual findings and recommendations. Copies of the preliminary report shall be given to the grievant and respondent.
7. Rebuttal Statements. Should either the grievant or the respondent dispute the findings of the preliminary report or the recommendations, rebuttal statements may be filed with the Committee within five (5) working days of receipt of the preliminary report. The Committee may review the rebuttal statements and shall have the authority to reopen its investigation and amend its preliminary investigative report, if it deems such action appropriate. Either party may also submit names of additional witnesses and additional information, additional evidence or documents, etc.
8. Final Report and Recommendations. Within seven (7) working days of receipt of any rebuttal statements or additional information, the Committee shall complete a final investigative report and In the event no rebuttal statements are submitted, the Committee's preliminary report shall be deemed final. Copies of the final investigative report and recommendations shall be given to the grievant, to the respondent and to the appropriate vice president, dean and/or department head. If the grievance involves a faculty member, a copy of the final report shall also be provided to the Provost.
9. Review by Appropriate Supervisor. Within ten (10) working days from completion of the Committee's final report, the appropriate Vice President, Dean or Provost shall assess the report, review any written statements, determine whether to accept the recommendations, and take any responsive action. In the event the grievance and/or recommendations of the Dispute Resolution Committee directly involve a Vice President, Dean or Provost, the Committee will designate an alternate authority to assess the report and determine any responsive action. Such action, if any, shall be in accord with applicable University The grievant shall be informed of any corrective action taken involving the respondent. Where sexual harassment sexual assault, and sexual violence is found, the university will take steps to prevent recurrence of any harassment and correct discriminatory effects on the Grievant and others, if applicable.
10. Time Limits. Time limits set forth in these procedures may be extended by the Dispute Resolution Committee upon request and showing of good cause. Either party may seek an extension of time. Reasonable extensions of time may also be granted upon initiation of the Committee at its discretion. The Dispute Resolution Committee will not usually extend the time for filing a written grievance except for those situations in which the grievant alleges violation of the University's Policies on Equal Opportunity, Affirmative Action, and Sexual Misconduct. When appropriate, time limits may also be extended from one school year to the next.
11. Grievance Initiated by Administration. The President, Provost, or any Vice President may request that the Dispute Resolution Committee conduct an investigation without a formal grievance from any In such cases, the Provost or applicable Vice President will act as the grievant. In those cases, the Dispute Resolution Committee will use the same notification and

process guidelines as outlined in the formal grievance procedures.

12. Grievance Initiated by University Dispute Resolution Committee. The Dispute Resolution Committee may initiate a formal grievance at any time where an individual declines to pursue the formal grievance process and/or where the Committee believes the University's Policies on Equal Opportunity, Affirmative Action, and Sexual Misconduct may have been violated. In such cases, the grievance will follow the same notification and procedures set forth above. The Dispute Resolution Committee has the right, where appropriate, to protect the identity of a grievant and to proceed with an anonymous That right should be used only in rare circumstances, taking into consideration the inherent difficulty to the respondent, and only after consultation with the University's attorney.
13. Record Retention. The Dispute Resolution Committee is the custodian of all records developed during the investigation of a grievance. All records of the Dispute Resolution Committee are considered confidential and will be retained by the Committee for three (3) years, except records relating to grievances involving violations of the University's policies on Equal Opportunity, Affirmative Action, and Sexual Misconduct, which may be kept indefinitely at the discretion of the Committee.
14. Sanctions. The Dispute Resolution Committee has no authority to impose any sanction, however, it may, as part of its investigative report, recommend a particular sanction or course of corrective action. The actual authority to impose sanctions and other corrective action shall remain with the Provost, as to faculty; the Vice President of Student Life, as to students; and the appropriate administrative Vice President as to staff and administrative personnel. The authority imposing sanctions shall report its action to the Dispute Resolution Committee in writing.
15. Falsified Grievance. Deliberately filing a grievance with false statements is considered to be serious misconduct and such offenses will be subject to the full range of disciplinary sanctions, including termination and/or expulsion.
16. Right of Appeal. Either party may appeal to the President of the University the findings of the Dispute Resolution Committee's final investigative report. The Dispute Resolution Committee may also request that the President review a particular grievance. Such appeal must be filed in writing to the President's Office within ten (10) working days after completion of review by the Vice President or Provost in accordance with paragraph 9 above. The President may choose to accept, reject, accept in part, or reject in part the investigative findings and The President shall have final authority.
17. Attorneys. These procedures are intended to be a means of internal resolution only. As such, attorneys will not be allowed to participate directly in any phase of these grievance procedures, however, any party affected by a grievance is free to consult with an attorney of his or her choice at his or her own expense.
18. Retaliation Prohibited. The University expressly prohibits retaliation against any person who has filed a grievance, or in any way participated in the grievance process. Any person who violates this policy may be subject to disciplinary action, including termination and/or expulsion.

### **III. ALTERNATIVE GRIEVANCE PROCEDURES**

These grievance procedures do not supersede existing procedures for resolution of grade disputes, academic dishonesty or matters arising under the Student Code of Conduct or any grievance procedures set forth in the Faculty Constitution and Bylaws. Where a grievance may be brought in under an alternative procedure, the grievant must elect at the outset which forum to use. As used herein, the term "outset" shall mean (a) with respect to a grievance filed under these policies, the

date such grievance is accepted by the UDRC or (b) with respect to a grievance filed under an alternative dispute resolution procedure, the date such grievance is filed with the alternative adjudicating body. If a grievant chooses to proceed under these administrative procedures in lieu of alternate internal grievance procedures, then the grievant may not subsequently pursue the alternate grievance procedures for resolution of the same grievance. Similarly, if a grievant elects to pursue an alternate grievance procedure, the grievant may not subsequently seek to use these procedures to resolve the same grievance.

Should a faculty member file any grievance under the grievance procedure set forth in Article VI, Section 1 of the Faculty Constitution and Bylaws, that faculty member thereby waives right to have the subject matter of such grievance addressed under this Grievance Policy and Procedures. Similarly, a faculty member who elects to have any matter proceed under this Grievance Policy and Procedures thereby waives any right to have the subject matter of such grievance addressed under the Grievance Procedures set forth in Article VI, Section 1 of the Faculty Constitution and Bylaws.

#### **IV. SPECIAL CONSIDERATIONS IN SEXUAL MISCONDUCT CASES**

The Title IX Coordinator is advised of and monitors all allegations of conduct that may constitute sex discrimination, sexual harassment, sexual violence, or any other sexual misconduct as they are reported. The Title IX Coordinator will, in their sole discretion, decide whether further investigation is necessary to determine whether a violation of Title IX may have occurred. If a Formal Complaint is filed, the university is obligated to respond. For more information regarding this process, visit [Title IX Prohibited Conduct Process in Response to a Formal Complaint](#).

In response to allegations of sexual misconduct, the Dean of Students and the Director of Human Resources have been designated as Title IX Deputies and may actively participate in a sexual misconduct investigation. In addition, a Title IX Formal Process Team has been assembled, all appointed by the University President, to facilitate the federally required Title IX response procedures. All final determinations by any of the aforementioned groups are forwarded to the Title IX Coordinator for review.

If the reported conduct that does not meet the Department of Education's Title IX definition of sex discrimination or sexual harassment, the Title IX Coordinator may forward the complaint to the following campus partners for further review to determine if other policy violations may have occurred:

- Student to student conduct concerns may be referred to the Student Rights and Responsibility Office for possible Student Code of Conduct policy violations; and
- Employee involved allegations may be referred to either:
  - Human Resources for staff involved allegations; or
  - The Office of the Provost for faculty involved allegations.

All questions about PLU's efforts to stop sex discrimination, sexual harassment, and sexual violence should be directed to the Title IX Coordinator [titleix@plu.edu](mailto:titleix@plu.edu).

# Employment and Employee Relations

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# Attendance

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## ***December 2008***

Regular and reliable attendance is an essential function and a requirement of all positions at the university. Failure to maintain regular and reliable attendance as determined by the university may lead to disciplinary action up to and including termination of employment.



# Background Check Policy

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*July 2025*

The university conducts background checks for all faculty and staff positions. Offers to finalist candidates, whether they currently work for PLU or not, are contingent upon satisfactory completion of the background checks. Background checks are conducted post offer. Background checks will include one or more of the following:

- Criminal conviction records for all positions;
  - Current employees who are issued an offer letter will be required to successfully complete an updated background check, if they haven't completed one in the previous 12 months;
  - Current employees who work with minors (as defined by the Working with Minors Policy) will be required to successfully complete an annual background check, if they haven't completed one in the previous 12 months;
- Postsecondary sexual misconduct references for all positions;
- Employment history verification/references (completed by hiring department);
- Education verification for positions requiring a college degree;
- Driving records for positions requiring a valid driver's license;
- Credit check for positions with significant money handling and/or fiduciary responsibilities;
- Professional license/certification for positions where they are required (completed by hiring department).

Refusal to complete the process or the receipt of unsatisfactory information during the screening process may result in the position offer being rescinded.

# Back to Work Policy

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## Back to Work

Pacific Lutheran University values the safety, health and well being of all employees. PLU policy is to provide safe and healthful working conditions in all operations and to follow the laws and regulations about the safety and health of our employees. When working with supervisors and employees, PLU will draw on all applicable policies.

Should you become injured or ill, it is important that you return to employment as early as is medically safe for you to do so. At the same time, however, it is important that you not return to work unless it is medically safe. A doctor's release may be required prior to your return to work. Your supervisor and/or Human Resources will stay in contact with you to keep up-to-date on your recovery progress.

Light duty assignments may be developed where possible for employees who are unable to return to their normal duties while recovering from their injuries. Light duty assignments will be evaluated on a case-by-case basis. If you are eligible for a light duty assignment, your medical provider will need to furnish information on the nature of the work you are medically able to perform. If accommodations are necessary to perform your duties, the university will attempt to make reasonable accommodations.

Should you be assigned to light duty, you will be expected to follow the advice of your medical provider. If you have trouble performing these duties, let your supervisor know immediately. You then need to follow-up with your medical provider to provide updated written documentation regarding the work you are medically able to perform.

PLU reserves the right to ask for a second and/or third medical opinion at its expense where it is concerned about the medical ability of an employee to return to work or to perform light duties.

Please report all injuries or hazardous situations to your supervisor as soon as possible.

# Continuous Service

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Many of the benefits of employment are determined at least in part by an employee's length of service. Therefore, continuous service must be calculated in a consistent and equitable manner.

Continuous service begins with a person's date of employment in a benefits eligible position and is unaffected by leaves of absence, so long as an employee returns to work at the conclusion of such leaves. Continuous service is also unaffected by military service so long as the employee exercises his or her return rights and all conditions established by the U.S. Department of Labor regarding such return are met.

Under this policy, continuous service ceases in the event of:

1. Involuntary termination;
2. Voluntary termination if not re-employed within one year of termination date;
3. Remaining in a state of layoff for a period of one year.

Employees who are rehired by the university in a benefits eligible position within one year (365 days or less) following voluntary termination or layoff will receive credit for their prior benefits eligible service for service awards.

Some of the university's benefit plans have different definitions relative to a break in service, and such definitions will apply to those benefit plans.

# Flexible/Remote Work Policy: Staff

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***Updated October 2022***

The university's approach to in-person versus remote work reflects our priority for fully serving students, as well as our acknowledgement that our roles and responsibilities vary significantly across campus, and that supervisors are best positioned to determine the appropriate level of in-person engagement for particular positions. To create the community our students expect, employees should generally plan to work on campus. In those instances where work functions can be completed and community contributions maintained through some portion of remote work, arrangements may be made in accordance with the following policy. The university allows the use of remote and flexible work arrangements within the bounds of good public practice, business operations, and resource limitations. The following options may be explored:

**FTE reduction:** Reduction in the number of hours an employee works in a week with a corresponding reduction in pay and other benefits such as vacation/sick leave accrual, holiday pay, retirement and tuition remission (e.g. moving from a 40 hour work week to a 32 hour work week). This option requires further conversation with supervisors; no Remote Work Application is needed. To consider this option, Human Resources needs to be contacted to discuss feasibility and impact on the department as the employee's job responsibilities will need to be re-evaluated.

**Flexible work arrangement:** An alternative way to achieve an employee's total number of hours per week (e.g. a compressed work week, such as working four 10 hour days; a hybrid work schedule where the majority of work is performed on campus and some hours at a remote location (less than 20% of hours per week, on average)). This option must be approved by the employee's supervisor. Regular, ongoing flexible work arrangements must also be approved by the appropriate Vice President. Human Resources does not need to be notified of the change to the schedule if there is no reduction in the total number of hours per week; no Remote Work Application is needed.

**Remote work:** Ongoing, regular work from home or another designated location, either fully or hybrid remote schedule (e.g. regular remote work, 20% or more of hours per week; work from location outside WA). In order to work remotely, employees must have a signed Remote Work Application on file with Human Resources. A remote work assignment may also be necessitated as a reasonable accommodation or in response to closing the work location or providing alternative work arrangements for health and safety reasons. Employees should discuss accommodation-related remote work requests with their supervisor and Human Resources.

## **Remote Work Specifications**

Working remotely is a benefit, is not guaranteed, and can be revoked at any time. Sustained performance, team cohesion, cross-team collaboration, and positive relationships are the core of our ongoing success and essential functions of every job. Supervisors should work with the employee to evaluate their request to work remotely. When evaluating a request, departments should take into account specific position requirements, impact on a team, employee performance concerns, and whether the employee can effectively perform the job duties of the position while working remotely. Technology needs should be reviewed with I&TS and any additional purchases will be the responsibility of the sponsoring department. The use of personal devices to access network resources will be reviewed on an as needed basis. Consistency and equity of decisions across the university will also be taken into account. If there is uncertainty about the potential effectiveness of

a proposed arrangement, the supervisor may consider allowing the employee to work remotely on a trial basis. There may be circumstances in which a request for remote work cannot be approved, such as positions requiring in-person contact/customer service or that rely upon specific equipment or supplies to work.

Requirements for in-person attendance can override regular remote work schedules. Managers should discuss such instances with the employee (e.g. in-person training). Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to customers, and other performance criteria are the same for remote and on-campus employees. Departments should apply the same performance standards to employees regardless of work location. A remote employee's conditions of employment are the same as those of on-campus employees, including compliance with all policies and rules of the university and state while working remotely.

Remote work is not to be used to provide care for a child, other dependent, or elder.

Remote work is not an appropriate substitute for sick time off and should not be used to circumvent the university's leave provisions, workers' compensation process, and/or Americans with Disabilities Act (ADA). Employees should consult with Human Resources for temporary reasonable accommodation and leave options.

Work-related injuries at the remote worksite, during agreed-upon working hours, may be covered by Workers' Compensation. Employees are required to report any work-related illness or injury to their supervisor immediately, as well as complete an injury report form.

Out-of-state and international remote work (*aside from travel for university business, such as study away courses or conferences*) have additional considerations related to taxation, reporting, and applicability of local jurisdiction employment laws. Other than the situations mentioned above, international remote work or remote work in California are prohibited. Potential out-of-state remote work situations must be discussed with Human Resources in advance to determine if the university is able to allow remote work in these situations.

# Involuntary Separation / Corrective Action

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Staff employees are employed at will. That means that their employment exists and continues at the will of the organization and that the university need not provide notice, prior warning or reason for termination of employment. Similarly, staff employees may terminate their employment at any time for any reason, with or without prior notice.

Even though the employment relationship is at will and the university need not provide a reason for termination, PLU values employees and strives to make reasonable efforts, where possible, to avoid termination. Supervisors are encouraged to address performance issues as they arise before they become serious. Moreover, PLU believes discipline generally should be corrective rather than punitive and should be appropriate to the performance issue in question. Accordingly, PLU may inform employees whose performance falls below standard of their deficiencies and give those employees an opportunity to take corrective action in an effort to avoid termination. There are circumstances, however, in which termination is appropriate. The university expressly reserves the right to terminate any staff employee for any reason if it is in the university's best interest. This policy does not change the at-will employment relationship which exists between PLU and its employees.

Each disciplinary situation is different and the university reserves the right to take whatever corrective action it feels appropriate in any given situation. The following options for corrective action apply to staff:

- Attempt to bring about improved performance;
- Special performance appraisal;
- Counseling as appropriate;
- Oral warning;
- Written warning;
- Probation;
- Suspension;
- Termination.

Corrective action should be taken after consulting with Human Resources. Generally, employees who are currently on probation will not be considered for open positions or vacancies on campus. There is no guarantee that any particular corrective action will be taken prior to termination and no obligation on the part of the university to follow any set procedure with regard to disciplinary decisions. For instance, termination may follow an oral warning without first having a written warning. The university reserves the right to take any particular corrective action as it deems appropriate to the circumstances.

Moreover, the university may impose on an employee, as a condition of continued employment, an obligation to participate in the Employee Assistance Program or other counseling directed at behavior and/or substance abuse issues.

The university further reserves the right to suspend an employee, without pay, pending investigation of an act of misconduct, which may result in termination. If the employee is reinstated to their position, that employee will be reinstated without break in service and may receive back pay for the period of suspension, depending on the specific facts and circumstances involved.

# Orientation for New Employees

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Orientation is an important part of becoming familiar with one's job, work environment, and the university. The supervisor is primarily responsible for orienting new employees. Assistance will come from the Personnel Manual, fellow employees, and Human Resources.

# Nepotism Policy

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Relationship by family or marriage constitutes neither an advantage nor a deterrent to appointment by the university, provided that the individual meets the appropriate standards for the position to be filled and provided that the individual will not be in the chain of supervision of a spouse, family member, or person with whom the individual is in a relationship. Employment will be denied under the following circumstances:

1. Where one of the individuals would have the authority or practical power to supervise, appoint, remove, or discipline another;
2. Where one of the individuals would be responsible for auditing the work of another;
3. Where other circumstances exist which would place these individuals in a situation of actual or reasonably foreseeable conflict between the employer's interest and their own.

Applicants who are denied employment to a particular position for one of the foregoing reasons may apply to other vacant positions. Failure to advise the university of the existence of one of these circumstances may result in a withdrawal of an offer of employment or actual discharge from employment.

Existing PLU employees who become involved in one of the foregoing circumstances have an obligation to advise the university about the conflict. Every effort will be made to resolve the conflict without loss of employment to either employee, however, the university reserves the right to transfer one or both employees, to discharge one or both employees or to demote one or both employees to resolve the conflict. If the employees are married/domestic partners, the university will first ask the employees to choose which employee is subject to change in status. If the employees are undecided, the university will make the determination. Employees who fail to advise the university of the existence of a family, spousal or dating relationship under one of these circumstances will be subject to discipline, up to and including discharge.



# Personnel Files

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Personnel files for all current employees are maintained within Human Resources. For mutual protection, confidentiality is used when addressing all personnel-related matters.

It is important for legal and business purposes that Human Resources maintain current personal information in each employee's personnel file regarding legal name, home or forwarding address, telephone number, and emergency contact. It is the employee's responsibility to notify Human Resources of any changes to information necessary to keep benefits status and employment data current and accurate.

Employees may have access to their personnel files, which do not include pre-employment reference information. Any employee who wishes to review their personnel file should contact Human Resources to schedule a mutually convenient time when the file can be reviewed. The personnel file cannot be removed from Human Resources. If the employee identifies file information that they believe to be irrelevant or incorrect, the employee can request that the file information be removed or can prepare a rebuttal or corrective statement for the personnel file.

# Termination of Employment

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## **OUTPROCESSING**

Departing employees are asked to clear campus by completing an outprocessing form to ensure there are no outstanding obligations. In some cases Human Resources may coordinate this information gathering process. The outprocessing form also ensures that Human Resources and Payroll have a forwarding address (if appropriate). The completed form is normally turned in to Human Resources on the last day of work.

## **NOTICE OF RESIGNATION**

Exempt staff members are requested to give at least 20 working days' notice of resignation, and nonexempt staff members are requested to give at least ten working days' notice of resignation. Introductory, training and temporary staff members need not give prior notice when terminating. The notice should be in writing to the employee's supervisor with a signed copy to Human Resources, and include last day of work, and reason for resignation. It is from this data that the employee's final paycheck is calculated. The termination date will be the employee's last day actively worked. The employee cannot claim vacation leave on their last day of employment.

## **REDUCTION IN FORCE**

The university strives to maintain staffing levels and organizational structures that efficiently match the workload on campus. Changes may be necessary from time to time to ensure both effectiveness and efficiency.

### **Introduction and Decision-Making**

In the event of a change in program or services, whether or not there is financial exigency, an officer of the university may initiate a reduction and/or reallocation in force (RIF). The magnitude of such a RIF is determined by the extent of the change required. When this occurs, the university will make reasonable efforts to eliminate positions through attrition or other means to avoid laying off employees. Among the many factors to be considered are:

- The essentiality of the function to the university;
- Efficient organization of workflow and assignment of job duties;
- The professional competence and relevant progress of the incumbent; and
- The length of service at PLU of the incumbent.

Once a decision is made and accepted by the appropriate officer, a written termination notice will be communicated expeditiously to the affected employee(s). Individuals whose positions are being eliminated will receive at least two weeks notice of job elimination, or pay in lieu of notice.

### **Reduction in Force Benefits**

PLU recognizes the loss of one's job can create both financial and emotional pressures. When an employee's job is eliminated or when employment ends in a reorganization and not regained in the new organization, or elsewhere on campus, the university may provide certain benefits to ease the transition. These benefits, if any, will be communicated and coordinated by Human Resources.

## **VACATION - TERMINATION**

Employees are not entitled to receive additional pay in lieu of accumulated vacation leave upon separation of employment. Depending on the specific facts of an individual situation and subject to such documentation as the university may require, PLU generally follows these guidelines:

- An amount equal to the amount of accumulated but unused vacation leave, up to a maximum of 80 hours of accumulated vacation, will be paid upon an employee's separation of employment.
- An employee with fewer than 80 hours of accumulated but unused vacation will receive a payment equal to the amount of accrued vacation.
- The final pay period's vacation accrual (if any) will be calculated on a prorated basis (see Vacation Accrual above).
- All accumulated vacation in excess of 80 hours will be forfeited and lost upon separation of employment. This applies even in the case of an employee who is rehired within 12 months of leaving employment with PLU.

Terminating employees who have not completed their introductory period will receive no payment for unused vacation time.

# Equal Employment Opportunity

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[Equal Opportunity Policy](#)

[Accommodation of Persons with Disabilities Policy](#)

[Anti-Harassment Policy](#)

[University Sexual Misconduct Policy](#)

# Equal Opportunity Policy

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Pacific Lutheran University is committed to providing equal opportunity in employment and in education for all members of the University community without regard to an individual's race, color, creed, religion, sex, national origin, age, the presence of any mental, sensory or physical disability, marital status, sexual orientation, honorably discharged veteran or military status, citizenship or immigration status, gender identity, the use of a trained service animal by a person with a disability, and status as a victim of domestic violence, sexual assault, or stalking, familial status, ancestry, pregnancy outcomes, genetic information, or any other status or characteristic protected by law.

This equal opportunity policy shall apply to all aspects of employment, including hiring, compensation, benefits, transfers, promotions, training, education, reduction-in-force and termination. To the extent permitted by applicable law, PLU reserves the right to hire Lutherans or other Christians for faculty or staff positions whenever such choices are deemed necessary for carrying out the educational and religious goals consistent with Article II of its Articles of Incorporation and Article V, Section 2 of the University's By-Laws. PLU further reserves the right to make employment decisions based on an individual's job performance, merit and/or qualifications.

This equal opportunity policy shall similarly apply to all aspects of educational opportunity, including recruitment, enrollment, advancement and evaluation.

The University will not tolerate any unlawful discrimination toward or by any of its employees or students. Any written, oral, physical or visual communication that is demeaning, degrading, intimidating, or otherwise directed at a person or persons because of any status that is protected by federal, state or local law will be considered a violation of this policy. Any person, or persons, who are found to have violated this policy may be subject to disciplinary action, up to, and including, suspension, expulsion, and/or termination.

Individuals who believe that they have been subject to discriminatory action or believe that discriminatory action or conduct has taken place, should promptly contact Human Resources. The University strictly prohibits threats, intimidation or retaliation of any kind against a person who reports a violation of this non-discrimination policy or who cooperates with an investigation of alleged violation. Any such conduct will itself constitute a violation of this policy and may subject the offender(s) to disciplinary action.

# Accommodation of Persons with Disabilities Policy

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As stated in the equal opportunity policy, and in accordance with the Americans with Disabilities Act of 1990 ("ADA") and applicable state law, Pacific Lutheran University will not discriminate against any student applicant or employee because of the presence of a mental or physical disability. Where a student, applicant or employee with a disability is able to perform the essential functions of the job or academic/program requirements, the University will engage in an interactive process to develop reasonable accommodation to the needs of that individual, unless such accommodations would provide undue hardship to the University.

Reasonable accommodation may include job restructuring, part-time or modified work/class schedule, reassignment, transfer, purchase or modification of special equipment or devices, modification of examinations, training/course materials or policies. Reasonable accommodation will be determined on a case-by-case basis.

Students and employees with medically recognized and documented disabilities and who are in need of special accommodation, have an obligation to notify the University of their needs. Employees should contact Human Resources. Students in need of accommodation should contact the Office of Accessibility and Accommodation.

# Anti-Harassment Policy

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It is the policy of PLU to maintain a work environment free from all forms of harassment on the basis of any status or characteristic protected by law.

PLU prohibits harassment by and toward employees, managers, and non-employees such as customers, vendors, or contractors. Unacceptable conduct includes offensive verbal comments, use of ethnic slurs or derogatory terms, stalking, intimidation, physical assault, or battery relating to a person's race, color, national origin, religion, the presence of any physical, mental, or sensory disability, sex, honorably discharged veteran or military status, marital status, sexual orientation, age, citizenship or immigration status, creed, gender identity, the use of a trained service animal by a person with a disability, and status as a victim of domestic violence, sexual assault, or stalking, genetic information, familial status, ancestry, pregnancy outcomes, or any other status or characteristic protected by law. Such prohibited behavior may include:

- Verbal threats, epithets, derogatory comments or slurs
- Offensive jokes
- Inappropriate or harassing emails, phone conversations or other electronic communications
- Visual conduct such as displaying derogatory posters, photographs, cartoons, drawings, gestures or websites
- Physical conduct such as assault, unwanted touching, or blocking normal movement

This policy prohibits unacceptable harassment or conduct in the workplace and at university sponsored business and social events. Additionally, harassment via social media, email, and text messages are within the scope of prohibited conduct.

Complaining employee(s), witnesses to an investigation, and employees associated with a complaining employee or witness, such as a spouse, will be afforded protection from retaliation. Retaliation is prohibited even in the case where an underlying complaint has no merit. No employee may be subject to retaliation for bringing a complaint of harassment, for filing a Charge of Discrimination or lawsuit, or for participating as a witness in an investigation, Charge, or lawsuit.

Employees who believe they have been subject to retaliation should promptly notify Human Resources. Complaints of retaliation will be investigated and addressed according to this policy.

# Policy on Sexual Misconduct

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Revised April 2025

## HUMAN RESOURCES POLICY ON SEXUAL MISCONDUCT

### I. Introduction

This policy addresses the responsibilities of Pacific Lutheran University (“PLU”) under the Title IX 2020 Final Rule, the 2013 Clery Campus Safety Act (amended 2024), and the Violence Against Women Reauthorization Act of 2013 (“VAWA”), which was last amended in 2022. Title IX prohibits discrimination on the basis of sex in education programs and activities; and, programs that receive federal assistance. VAWA requires that universities have procedures in place to respond to matters of sexual assault, relationship violence and stalking. These laws are consistent with PLU’s [Non-Discrimination Policy](#), its prohibition against sex discrimination and sexual harassment (including sexual misconduct), and the retaliation against any person opposing sexual harassment or discrimination or participating in any such complaint process, or investigation, whether internal or external. It’s PLU’s philosophy and ethical obligation to provide an environment in which our PLU community can live, work and study free from all types of sex associated discrimination.

This policy covers student to student, employee to student, and employee to employee-related concerns of **Sexual Harassment**, **Sexual Assault** and **Sexual Misconduct**, **Dating Violence** or **Domestic Violence (“Relationship Violence”)** and **Stalking**. This conduct will be referred to collectively as **“Prohibited Conduct”**.

Every claim or report of sexual misconduct will undergo an initial review by the Title IX Coordinator and be analyzed under the Title IX framework. If the claim does not fall under the threshold of Title IX analysis, it will be analyzed and possibly investigated through other enumerated PLU policy as appropriate. This Title IX analysis should be used if the Impacted Party (who may also be referred to as the **Complainant**) is a student or employee who is currently participating or attempting to participate in a PLU program or activity, or is currently employed or contracted with the institution; and the individual against whom the allegations are made (referred to as the **Respondent**) is currently under the disciplinary authority of the university. In cases when one person, either the Complainant or Respondent is not a member of the PLU community or when the circumstances or parties are outside of the United States, PLU will determine, in its sole discretion, the best remedies for the Impacted Party and the community.

If the alleged behavior does not meet the 2020 Final Rule definition and criteria for Title IX as defined by the [U.S. Department of Education](#), but there is an allegation of Prohibited Conduct, the report will be referred to one of the following for further review and, in PLU’s sole discretion, further action utilizing the appropriate conduct or university policy: the Student Rights and Responsibilities Office for student to student concerns; the Human Resources Department for incidents involving staff; or the academic department dean for faculty involved incidents. This policy, the Title IX Prohibited Conduct Formal Process, the Student Code of Conduct, the Faculty Handbook, and the Personnel Manual set forth the procedures that PLU will follow regarding reports, formal complaints, implementation of available and reasonable supportive measures, investigation and the determination whether a Respondent has violated this policy. When a determination is made that a violation has occurred, PLU will issue sanctions, remedies for the aggrieved party, and take actions that are commensurate with the violation and which reflect PLU’s



determination to end such conduct, prevent its recurrence, and remedy its effect on individuals and the community.

## II. Statement of Policy

It is a violation of PLU policy for any member of the PLU community (faculty, staff, student, volunteer) to engage in any conduct defined in this policy as **Prohibited Conduct** including, without limitation, **Sexual Harassment**, **Sexual Assault** and **Sexual Misconduct, Dating Violence or Domestic Violence (“Relationship Violence”)** and **Stalking**, if in connection with a PLU program or activity, whether or not it occurs on campus. This policy is intended to meet the requirements of applicable federal and state laws. Nothing in this policy restricts any rights that would otherwise be protected from government action by the First Amendment of the U.S. Constitution, deprives a person of the rights that would otherwise be protected from government action under the Due Process Clauses of the Fifth and Fourteenth Amendments of the U.S. Constitution, or restrict any other rights guaranteed against government action by the U.S. Constitution. If this policy becomes inconsistent with any applicable law, it is the University’s intent to update policies to be consistent with applicable laws.

Pacific Lutheran University complies with the requirements of the Americans with Disabilities Act of 1990, as amended 2008; Sections 504 and 508 of the Rehabilitation Act of 1973, as amended; and all other federal and state laws prohibiting discrimination on the basis of disability. PLU is committed to providing individuals with disabilities equal access to the institution’s programs and activities.

Parties may request reasonable accommodations for disabilities at any point relating to the implementation of the policy, including making a disclosure or report, and initiating a grievance procedure. Accommodations may be granted if they are reasonable and do not fundamentally alter the procedures established by this policy. The University will not affirmatively provide disability accommodations that have not been requested, even if accommodations are being provided in other programs and activities.

With consent of the individual parties, the Title IX Coordinator will work collaboratively with the Office of Accessibility and Accommodations, or Human Resources to ensure the approved reasonable accommodations are implemented.

## III. Education Basis for Policy

In addition to and co-equal with its legal responsibilities as set out in Section II to this policy, PLU, by its mission, is committed to providing an environment in which students and employees can work, live, and study free from Prohibited Conduct. Consistent with its [Equal Educational Opportunity Policy](#), and the [Equal Employment Opportunity Policy](#), PLU prohibits any discrimination in education and employment on the basis of gender or gender identity (see also [PLU’s Non-Discrimination Policy](#)). Prohibited Conduct, as listed above, has a serious negative impact on the quality of the educational environment and is disruptive to realization of individual and community outcomes. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals who believe they may have experienced or witnessed Prohibited Conduct, as defined by this policy. This policy and the applicable procedures also provide the standards and process for the University to determine, after the fact, if behaviors violate the PLU community conduct standards or the University’s prohibition against sexual harassment and discrimination. The University will work to prevent and eliminate Prohibited Conduct by providing a

multi-faceted educational program to promote awareness of acceptable and unacceptable behaviors. All members of the PLU community are expected to play a role in making their community safe, educational, and just.

#### **IV. Scope and Applicability**

Consistent with other provisions of PLU's Student Code of Conduct, Personnel Manual, and Faculty Handbook, this policy and procedures herein apply to all students enrolled in courses, all full and part time employees, and any volunteers who within their role represent Pacific Lutheran University. Enrolled or newly employed individuals involved in incidents prior to attending their first day, or incidents occurring during a university closure or vacation period may be subject to action through an alternative conduct process.

Unless otherwise specified, any individual who is accused of engaging in Prohibited Conduct as defined by this policy who is not a student, faculty member, or staff member is generally considered a third party. PLU's ability to take corrective action against a third party may be limited and will depend on the nature of the third party's relationship, if any, to PLU. When appropriate, the Title IX Coordinator will offer the Impacted Party supportive measures and refer such allegations against a third-party to the appropriate office.

The University will respond promptly in a manner that is not "deliberately indifferent" once it obtains, or has available "actual knowledge" of conduct that reasonably may constitute Prohibited Conduct, and the alleged conduct meets the definition as articulated in this policy and/or the Title IX regulations. Prior to PLU proceeding with any formal or informal grievance process, a Formal Complaint must be articulated to the Title IX Coordinator. A Formal Complaint is a signed written statement requesting the university to investigate and make a determination about alleged Prohibited Conduct. "Actual knowledge" is obtained when the Title IX Coordinator, or any official of the University who has authority to institute corrective measures, receives notice of the alleged Prohibited Conduct.

A Title IX regulated response will only be initiated if the incident involves current community members (students, faculty, or staff) who are attempting or actively participating in an educational program or activity in which PLU exercises substantial control over, occurs in the U.S., and meets the criteria defined in Title IX Final Rule by the Department of Education. This includes, but is not limited to, conduct occurring in a building owned or controlled by a student or employee organization officially recognized by the university.

The University reserves the right to follow the procedures outlined in the Student Code of Conduct, Personnel Manual, and Faculty Handbook if a student's or employee's behavior does not meet the above Title IX criteria, but does violate PLU's community standards, regardless of where the behavior occurs. The University will, in its sole discretion, respond to off-campus behavior if an alleged violation occurs while a student or employee is engaged in a PLU-sponsored or sanctioned event (e.g., study away, alternative spring break trips, athletic events, music performances, outdoor recreation), the behavior raises concern for the safety of those on-campus, or the behavior jeopardizes the university's interests in the community.

In addition, the University may follow the applicable university procedures, or procedures defined by law enforcement whenever a student or employee is accused of a criminal act, regardless of the location of its occurrence.

## V. Reporting and Resources

### A. How to Report

The Title IX Coordinator will review all Prohibited Conduct allegations and make a determination if the conduct meets the criteria set forth by the 2020 Final Rule Title IX regulations.

Any PLU community member who believes they have been subjected to Prohibited Conduct is an Impacted Party, and is encouraged to report such a concern. Individuals may report Prohibited Conduct in several ways:

- Submit a report online: anyone is able to electronically submit a report via the online [Incident Reporting Form](#). Impacted Parties can remain anonymous; however, the Title IX office will only be able to act on as much information as is given.
- Contact the Title IX Coordinator or Deputy Coordinators via email or phone:
  - Jennifer Childress-White, Assistant Dean of Students, Title IX Coordinator ([childrjl@plu.edu](mailto:childrjl@plu.edu), [titleix@plu.edu](mailto:titleix@plu.edu), or 253.535.7361)
  - Gretchen Howell, Director for HR, Deputy Title IX Coordinator ([crosgrgm@plu.edu](mailto:crosgrgm@plu.edu), or 253.535.7329)
  - Eva Frey, Dean of Students, Deputy Title IX Coordinator ([eva.frey@plu.edu](mailto:eva.frey@plu.edu), or 253.535.7462)
- Submit a report via mail to Pacific Lutheran University at: Title IX Coordinator, Pacific Lutheran University, 12180 Park Avenue S, Tacoma, WA 98447
- PLU community members may make a report directly to local law enforcement officials by calling 911, or through contacting Campus Safety at 253-535-7441 (non-emergency line) /253-535-7911 (emergency line), who can assist in filing a report with local law enforcement. A report to law enforcement does not automatically constitute notice to PLU.
- With the exception of staff who are identified as **Confidential Resources** because of their licensure, all faculty, staff, administration, Resident Assistants, and Campus Safety student employees are considered “Responsible Employees”, also referred to as [Mandatory Reporters](#), for all incidents related to Prohibited Conduct. They are required to file a report when they have knowledge of, or have received information alleging potential Prohibited Conduct.

There is no time limit on making a report, or submitting a Formal Complaint, but prompt reporting is encouraged in order to provide support to those impacted, and to secure appropriate evidence and information. Allegations regarding active students, staff, or faculty will be subject to the direct application of university policy and university authority, whereas graduates or those no longer enrolled or employed by PLU may require alternative pathways for response. Any person with knowledge of an alleged Prohibited Conduct is encouraged to report concerns or information to any of the above listed individuals.

All of the above individuals are considered private sources. This means the offices will keep the information as private as possible, but certain procedures will need to be followed once reported.

### B. Confidentiality, Confidential and Private Resources

**Confidentiality.** The University will make reasonable and appropriate efforts to preserve an Impacted Party’s and Respondent’s privacy and to protect the confidentiality of information. Should an Impacted Party request confidentiality, the Title IX Coordinator will inform the Impacted Party that the University’s ability to respond may therefore be limited – but that where feasible, the University will take reasonable steps to prevent Prohibited Conduct and limit its effects.

The Title IX Coordinator will further inform the Impacted Party that it is not possible to provide confidentiality in all cases and that the University's decision to share information with others is subject to the balancing test described below in Section VII. In summary, although the University's goal is to limit the number of individuals who may learn about an allegation of Prohibited Conduct or an investigation, the University cannot guarantee confidentiality in all matters.

## 1. Confidential Resources

Should an individual not be prepared to make a report, but is seeking information and wanting a confidential resource, there are several options available. Individuals can explore different options without initiating further action from the University. The University encourages pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the parties they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. These individuals/offices **cannot and will not** report, unless a legal exception exist, the matter further, and reporting to any of these individuals/offices does not put the University on notice that Prohibited Conduct may have occurred.

- **Pacific Lutheran University Confidential Advocate**
  - Website: [Advocacy Services](#)
  - Telephone: 253-535-8204
  - Office: Center for DJS, Anderson University Center 150
- **Pacific Lutheran University Counseling Services**
  - Email: [counseling@plu.edu](mailto:counseling@plu.edu)
  - Telephone: 253-535-7206
  - Office: Anderson University Center 300
- **PLU TimelyCare - online / phone based mental health and medical care**
  - [TimelyCare \(formerly Lute Telehealth\)](#)
- **Pacific Lutheran University Campus Ministry**
  - Email: [cmin@plu.edu](mailto:cmin@plu.edu)
  - Telephone: 253-535-7465
  - Office: Anderson University Center 190
- **Pierce County Sexual Assault Center - Rebuilding Hope**
  - Website: [Rebuilding Hope](#)
  - 24/7 Helpline: 1-855-757-7273
  - Main Office: 253-597-6424
- **Pierce County Domestic Violence Helpline**
  - Website: [Crystal Judson Family Justice Center \(FJC\)](#)
  - Telephone: 253-798-4166 or 800-764-2420
- **National Sexual Assault Hotline**
  - 1-800-656-HOPE

## 2. Private Resources

A report to the University may be made to any of the following offices or individuals. These are trained individuals who will initiate the University's responsive action to a Prohibited Conduct report. While not bound by confidentiality, these resources will maintain the privacy of an individual's information within the confines of the Title IX applicable processes.

- **Pacific Lutheran University Campus Safety**
  - Email: [csin@plu.edu](mailto:csin@plu.edu)
  - Website: <https://www.plu.edu/campus-safety/>
  - Telephone: 253-535-7441, For Emergencies: 253-535-7911

- Office: Neeb Center, 125<sup>th</sup> St and Park Avenue S
- **Pacific Lutheran University Title IX Coordinator**
  - Email: [titleix@plu.edu](mailto:titleix@plu.edu)
  - Website: [www.plu.edu/title-ix](http://www.plu.edu/title-ix)
  - Telephone: 253-535-7361
  - Office: Wellbeing Services and Resources, 121<sup>st</sup> and Park Avenue S
- **Pacific Lutheran University Student Rights and Responsibilities**
  - Email: [srr@plu.edu](mailto:srr@plu.edu)
  - Telephone: 253-535-7462
  - Office: Wellbeing Services and Resources, 121<sup>st</sup> and Park Avenue S
- **Pacific Lutheran University Human Resources**
  - Email: [humr@plu.edu](mailto:humr@plu.edu)
  - Telephone: 253-535-7185
  - Office: Hauge Suite 110
- **Pacific Lutheran University Campus Life**
  - Email: [engage@plu.edu](mailto:engage@plu.edu)
  - Telephone: 253-535-7200
  - Office: Anderson University Center 161

### **C. Reports to Law Enforcement**

The University encourages anyone who believes they have experienced a violation of this Sexual Misconduct Policy to make a report through the Pierce County Sheriff's Office. PLU Campus Safety is

willing and able to assist with referring Impacted Parties to this resource. The University also encourages Impacted Parties to be aware of the importance of preserving evidence that may assist in providing information that an alleged criminal offense occurred or may be helpful in obtaining a protection order. An Impacted Party may also, in their discretion, decline to notify law enforcement officials.

Impacted Parties also have the right to seek other forms of relief from civil authorities, such as no contact orders, restraining orders, or similar. As set out in Section VI:A of this policy, the University may enact such no contact orders within the PLU community and take such other Interim Measures to assist the Impacted Party.

### **D. Anonymous Reports**

The University welcomes members of the PLU community to submit anonymous reports of Prohibited Conduct, however, the University may not be able to fully address anonymous reports unless sufficient information is furnished, thus enabling the University to conduct a meaningful and fair investigation. If you are defined as a mandatory reporter, you must report and cannot be anonymous. The University takes anonymous reports seriously and will address the concern in whatever steps it deems appropriate, in the University's sole discretion, and in the best interest of the overall University community.

The University will take steps to protect the confidentiality of the Impacted Party and others involved in the reporting process. Publicly available recordkeeping, including Clery Safe Campus Act reporting and disclosures will be done without personal identifying information about the Impacted Party.

Additionally, the University will maintain as confidential as possible any accommodations or

protective measures provided to the Impacted Party, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Similarly, when a report is made that implicates PLU's other community standards policies and confidentiality is requested, PLU will maintain confidentiality to the extent it is possible but cannot guarantee confidentiality.

Certain situations may require the Title IX Coordinator to file a formal complaint on behalf of the University when Prohibited Conduct is reported that meets the definition of the 2020 Final Rule Title IX regulations, specifically conduct deemed "so severe, pervasive and objectively offensive", or when there is an assessed threat to campus or individual safety. In these situations, anonymous reports may be included in those Title IX Coordinator complaints.

Complete confidentiality is not granted to individuals who choose to submit a formal complaint. Fundamental fairness and due process principles require that a Respondent knows the details of the allegations made against the Respondent, to the extent the details are known, to provide adequate opportunity for the Respondent to respond. In order for a grievance process to accurately resolve allegations that a Respondent has perpetrated sexual harassment against a Complainant, the Complainant's identity must be disclosed to the Respondent, if the Complainant's identity is known. However, the University will keep the identities of the Complainant, Respondent, and witnesses as private as possible, and unknown to anyone not involved in the grievance process, except as permitted by FERPA, or required by law.

#### **E. Advisor/Support Person**

The above resources can be utilized by both the Complainant(s) and the Respondent(s) for cases involving allegations of Prohibited Conduct. Throughout all Prohibited Conduct reporting and grievance processes, individuals are allowed to be accompanied by an individual of their choice as defined below:

##### ***1. Advisor - for incidents involving a formal review process defined by the 2020 Final Rule Title IX regulations***

The Complainant and the Respondent in an incident that meets the 2020 Final Rule Title IX criteria will have the right to an advisor of their choice, who may be, but need not be, an attorney. Parties may only select one advisor per grievance process; and if the party does not have an advisor present at the live hearing, the university will provide a trained member of the PLU community to serve in that capacity free of cost. An advisor's role is to provide guidance through the Formal Process, and conduct cross-examination on the party's behalf, as applicable. Parties are not permitted to conduct cross-examination themselves. The advisor may attend all meetings and interviews, but may not talk on behalf of the advisee. The party and the advisor may confer at reasonable times during the hearing as determined in the sole discretion of the Decision Makers.

##### ***2. Support Person -for incidents that are not in the Title IX purview***

In regards to a Prohibited Conduct incident being responded to through other applicable university processes, parties may select one support person per conduct process. The support person must be a current member of the PLU community. A request should be made to the appropriate office at least 24-hours prior to the scheduled grievance meeting. If the request is approved, all parties involved in the grievance process will be afforded the same opportunity to have a support person present.

A support person is present for emotional support only and may not speak on the party's behalf. The party and the support person may confer at reasonable times as determined in the sole discretion of the Review Officer(s).

## **F. Respect for Conditional Amnesty Provisions**

It is in the best interest of the PLU community for students and employees to report cases of Prohibited Conduct. The University wants to eliminate barriers for those hesitant to report incidents to university officials out of fear of being held accountable for other policy violations. Therefore, an individual who reports Prohibited Conduct, either as a Complainant or a Reporter, will have the University's focus of the investigation on the Prohibited Conduct reported and may be granted conditional amnesty for other PLU policy violations related to the Prohibited Conduct at the discretion of the university.

## **VI. Response Procedure**

Upon receipt of a report, PLU will take immediate steps to ensure that services have been offered to the Impacted Party(ies). PLU will generally proceed as described below. Exceptions to this policy will be documented for individuals involved in a report or grievance process.

### **A. Supportive Measures**

1. Upon receipt of a report, the Title IX Coordinator will promptly contact the Impacted Party(ies) to offer supportive measures, and inform them of or confirm receipt of a report.
2. The Title IX Coordinator will explain to the Impacted Party(ies) the process for filing a Formal Complaint, assess if the alleged conduct meets the definition of sexual harassment and which procedural path the Prohibited Conduct will be processed.
3. The Title IX Coordinator will inform the Impacted Party(ies) of the availability of supportive measures with or without the filing of a Formal Complaint.

Under the 2020 Final Rule, institutions must offer free supportive measures to every alleged victim of sexual harassment. Supportive measures are individualized services meant to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. Supportive measures must be offered even if a complainant does not wish to initiate or participate in a grievance process.

*Supportive measures* may include, but are not limited to, counseling services, extensions of deadlines or other course-related adjustments, modifications of employment or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Supportive measures are not meant to be punitive, or unreasonably burden the Impacted Party or Respondent.

The University reserves the right to take any measures it believes, in its sole discretion, are in the best interests of the parties and the University community.

### **B. Initial Title IX Assessment**

Reports of Prohibited Conduct will not, on their own, trigger a Title IX grievance process. A Formal

Complaint is required to be submitted (in writing with a physical or electronic signature) to Pacific Lutheran University in order to begin a formal grievance process under this policy and as outlined in the U.S. Department of Education Title IX Regulations.

As defined by Title IX Regulations, Pacific Lutheran University is obligated to dismiss Formal Complaints that fail to meet the definitions below or are outside of its prescribed jurisdiction, which is limited to: conduct impacting an individual who is participating in or attempting to participate in an education program or activity of Pacific Lutheran University in the United States. "Educational program or activity" includes locations, events, or circumstances over which Pacific Lutheran University exercises substantial control over both the respondent and the context in which the Prohibited Conduct occurs, and also includes any building owned or controlled by a student or employee organization that is officially recognized by Pacific Lutheran University. Prohibited Conduct that does not meet the definition or jurisdiction of sexual misconduct as defined by Title IX Regulations, or takes place in locations outside the U.S. may be, at the discretion of PLU, processed through another appropriate PLU conduct process.

Consistent with the Title IX regulations issued on May 6, 2020, for a formal investigation to proceed through PLU's Title IX Formal Process, it must meet the following criteria. The Prohibited Conduct must be either:

- *Quid Pro Quo Sexual Harassment*: This exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action; or
- *Sexual Harassment*: Any unwelcome sex-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). (Refer to Section XII for formal definitions.)

Nothing in this part precludes Pacific Lutheran University from removing a respondent from an educational program or activity on an emergency basis, pending an individualized safety and risk assessment and determination that an immediate threat to the physical health or safety of any student, employee, or other individual arising from the allegations of sexual harassment justifies removal. In these situations, Pacific Lutheran University will provide the respondent with notice and an opportunity to appeal the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

If the allegations in a formal complaint do not meet the definition of sexual harassment in the Final Rule, or did not occur in the school's education program or activity against a person in the United States, the Final Rule clarifies that the school must dismiss such allegations for purposes of Title IX.

If a report is formally dismissed by the Title IX Coordinator or their designee, the report will be referred to the Office of Student Rights and Responsibilities or Human Resources for evaluation if the reported behavior is otherwise a violation of policy within the Pacific Lutheran University's Student Code of Conduct, Personnel Manual, or Faculty Handbook. The Impacted Party(ies) will be notified of the dismissal in writing.

The dismissal of a report does not preclude an Impacted Party from utilizing any of the supportive measures outlined in this policy.



## C. Formal Complaint

If the Formal Complaint is a) within jurisdiction of Pacific Lutheran University and b) meets the definition of Prohibited Conduct, PLU is obligated to respond to the Formal Complaint. When the Title IX or Sexual Misconduct grievance process is initiated on the basis of a Formal Complaint, the individual alleged to have engaged in the Prohibited Conduct and who must respond to the allegations is designated as the Respondent. The impacted party(ies) who submit the Formal Complaint will be designated as the Complainant(s). Prior to and during this process, Pacific Lutheran University presumes that the Respondent is not responsible for the alleged conduct and does not make a determination regarding responsibility until the conclusion of the process.

The Title IX Coordinator may dismiss a Formal Complaint of Prohibited Conduct, if applicable, for any of, but not limited to, the following reasons:

1. The University is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is no longer participating in PLU's education program or activity, and/or is not employed by PLU and there is a reasonable expectation and related evidence to support that they will not return to active status.
3. The conduct occurred outside of the United States.

## D. Procedures

There are different procedures used to respond to Prohibited Conduct. Title IX procedures are defined by the Department of Education's 2020 Final Rule Title IX legislation. Any alleged conduct that is determined Title IX Prohibited Conduct will be processed through those federal mandates. The Title IX Coordinator will assess each reported incident and will coordinate the appropriate response pathway. Pathways other than the Title IX Formal Process are defined by who the Complainant and Respondent are, and where the misconduct took place. Partners in responding to Prohibited Conduct are, but not limited to: Human Resources and the Dean of Students Office. Any conduct that does not meet the criteria for, or jurisdiction of, Title IX will be processed by PLU's Student Code of Conduct Procedures or through policies and procedures listed in the Personnel Manual and/or Faculty Handbook.

The link for **Title IX Prohibited Conduct Formal Process** is here:

<https://www.plu.edu/title-ix/documents/942/>

The link for **PLU's Student Code of Conduct Procedures** is here:

<https://www.plu.edu/student-rights-and-responsibilities-procedures/>

The link for PLU's **Personnel Manual** Grievance Procedures is here:

<https://www.plu.edu/personnel-manual/complaint-resolution/grievance/>

The link for **PLU's Faculty Handbook** is here:

<https://www.plu.edu/faculty-handbook/>

## E. Coordination with Concurrent Legal Proceedings:

Impacted parties may choose to engage in criminal prosecution procedures and/or civil litigation in connection with the same behavior that forms the basis of a Prohibited Conduct report under this

policy. In such cases, the University will cooperate and assist with coordination with local law enforcement and may, if requested and appropriate, share information with those agencies. The University will fulfill its legal and ethical obligation to take immediate and appropriate action to investigate possible violations of this policy, even if there are external processes or procedures pending in connection with that same report of Prohibited Conduct.

Standards for criminal investigations are different from the standards for a violation of this policy, and therefore the University will not base its decisions under this policy solely on law enforcement reports and/or action. The University will take every possible step to coordinate with law enforcement and also will take steps to resolve the Formal Complaint within the University process in a timely manner.

## **F. Reporting Prohibited Conduct to Law Enforcement and for Statistical Disclosure**

Community members who believe any Prohibited Conduct they have experienced may be criminal in nature will receive support and assistance in contacting law enforcement and/or reporting the conduct for Statistical Disclosure under the Clery Safe Campus Act. PLU encourages accurate and prompt reporting of all crimes to Campus Safety and the appropriate law enforcement agencies.

As a part of its prevention and awareness programs for incoming students and new employees, and its ongoing prevention and awareness programs for continuing students and employees, PLU includes the definitions of sexual misconduct, the definition of consent in reference to sexual activity, and the definitions of domestic violence, dating violence, and stalking that are used by the criminal laws in applicable jurisdictions. The criminal law definitions used in Washington State are described in Appendix A for the sake of information only. However, PLU utilizes its own definitions of these prohibited behaviors for purposes of this policy that are consistent with the Clery Safe Campus Act, as amended effective 2014 and 2024 (which expands upon the Clery Safe Campus Act as noted above), and determines responsibility for violations of PLU policy through its own procedures and standards of proof.

## **VII. Immediate Help/Steps for Victims**

***If you believe you or someone you know has been impacted by Prohibited Conduct, you are urged to immediately notify the police and/or seek medical attention.***

### **Confidential Health and Safety Off Campus**

**Options for Seeking Medical Treatment:** Individuals who believe they have been sexually assaulted may seek medical attention without reporting the crime to police. The hospital emergency room will assist in treatment of injuries, prevention of sexual transmitted infections and pregnancy, crisis intervention, and emotional support services. Physical evidence may also be collected at this time.

- **Tacoma General Hospital**

- Location: 315 Martin Luther King Jr Way, Tacoma 98405
- Telephone: 253-403-1000
- Hours: 24 hours a day, 7 days a week

- **St. Clare Hospital**

- Location: 11315 Bridgeport Way SW, Lakewood, WA 98499
- Telephone: 253-985-1711
- Hours: 24 hours a day, 7 days a week

- **Multicare Good Samaritan Emergency Parkland**

- Location: 14815 Pacific Ave., Tacoma, WA 98444
- Telephone: 253-697-8660
- Hours: 24 hours a day, 7 days a week

#### **Confidential Health and Safety Near Campus**

- **Pacific Lutheran University's Wellbeing Services and Resources**

- Location: PLU Hong Hall, Tacoma, WA 98447
- Email: [health@plu.edu](mailto:health@plu.edu)
- Telephone: 253-535-7337
- Hours: Monday – Friday 8 am to 5 pm (closed 12 pm to 1 pm for lunch)

**Options for Seeking Emotional Support:** Individuals who believe they have been sexually assaulted may seek emotional support without reporting the crime to the police or PLU.

- **Rebuilding Hope - The Sexual Assault Center of Pierce County**

- Website: [www.sexualassaultcenter.com](http://www.sexualassaultcenter.com)
- Location: 723 Martin Luther King Jr. Way, Tacoma, WA 98405
- Emergency Hotline: 1-855-757-7273 (24 hours a day, 7 days a week)
- Hours: Monday – Thursday 9 am to 5 pm / Friday 9 am – 12 pm

- **Pacific Lutheran University Center for DJS Advocacy Services**

- Website: <https://www.plu.edu/diversity-justice-sustainability/advocacy-services/>
- Location: Anderson University Center 156
- Email: [mks@plu.edu](mailto:mks@plu.edu)
- Telephone: 253-535-8204
- Hours: By appointment

- **Pacific Lutheran University Counseling Services**

- University Center 300
- Email: [counseling@plu.edu](mailto:counseling@plu.edu)
- Telephone: 253-535-7206
- Hours: Timely Care TalkNow

- **Employee Assistance Program Services (EAP)**

- Website: <https://www.plu.edu/human-resources/>

#### **VIII. False Reports**

Pacific Lutheran University takes all allegations of Prohibited Conduct very seriously and will not tolerate intentional false reporting of incidents. It is a violation to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Any false reports will be addressed and possible discipline applied.

#### **IX. False Reports**

Federal law requires Pacific Lutheran University to afford the Complainant and the Respondent rights throughout the Prohibited Conduct process. Additionally, Pacific Lutheran University has a commitment to all community members, and is committed to creating an environment that still serves the educational and employment rights of all during the Prohibited Conduct process. Basic rights include:

##### **A. Respect for Privacy**

Information regarding Prohibited Conduct reports, and any investigation or review of these reports,

including sanctioning determinations, will be shared among University employees on a “need to know” basis only, and only under applicable law.

## **B. Choice to Participate**

All Complainants, Respondents, Reporters, or Witnesses may choose to participate or decline to participate in the Prohibited Conduct process. However, even if the Complainant or Respondent decline to participate, the University, in its sole discretion, may continue to investigate the matter and make sanctioning decisions based on the incident and information gathered. Individuals who are mandatory reporters must comply with their reporting obligations, and thus provide the university with any information they have regarding the incident(s) of concern.

## **C. Confidential Assistance and Resources**

All Complainants, Respondents, Reporters, and Witnesses have the right to seek additional confidential resources if needed. Confidential services include Wellbeing Services and Resources’ Health and Counseling Services, Timely Care providers, the Employee Assistance Program, DJS Confidential Advocates, and Campus Ministry. All information shared with these offices and individuals will remain confidential to the extent permitted by law and University policy. Discussions with these individuals will not be considered a report to the University as it relates to the process.

## **D. Fair and Unbiased Process**

The University will take appropriate steps to ensure that the Respondent and the Complainant are treated fairly throughout the process, without bias.

## **X. Retaliation is Prohibited**

Pacific Lutheran University will take appropriate steps to ensure that a person who, in good faith, reports, complains about, or participates in a Prohibited Conduct process will not be subjected to retaliation by the Respondent or by others with knowledge of the incident and/or report. Anyone who believes they are experiencing retaliation is strongly encouraged to report that concern to the Dean of Students Office, the Title IX Coordinator, or Human Resources.

## **XI. Definitions - General**

Pacific Lutheran University, for the purposes of this policy, defines the following terms as follows. Please note that some of these terms may also be used in other contexts, and that they may have different meanings in those contexts.

**Impacted Party:** The individual(s) having been affected by the alleged Prohibited Conduct.

**Supportive Measures:** Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to:

- Restore or preserve that party’s access to the institution’s education program or activity, including measures that are designed to protect the safety of the parties or the institution’s educational environment; or
- Provide support during the institution’s grievance procedures

**Complainant:** The individual complaining of Prohibited Conduct.

**Respondent:** The individual accused of Prohibited Conduct.

**Parties:** The Complainant and Respondent, as referred to collectively.

**Formal Complaint:** A signed or affirmed document, electronic or written, alleging a policy violation of PLU's Prohibited Conduct as outlined in this Sexual Misconduct policy requesting the institution to investigate.

**Informal Resolution:** An alternate resolution method, if both parties are students, for addressing a Formal Complaint facilitated by a trained, unbiased third party facilitator. This option requires both parties to agree to this process voluntarily. Informal Resolutions may not be used for complaints involving both a student and employee.

**Sexual Activity:** Intentional contact with the breast, buttock, groin, or genitals, or touching another with any of these body parts, or making someone touch another person with or on any of these body parts; any other intentional bodily contact in a sexual manner. Intercourse (anal, oral, or vaginal), however slight, with any object. In the context of this policy, Sexual Activity may also include the conduct preliminary to or involved in Sexual Harassment, Sexual Exploitation, and Sexual Intimidation.

**Consent:** Consent is permission explicitly granted by an individual who is physically and mentally capable of providing it. It is the responsibility of the person who wants to engage in Sexual Activity to ensure that they have the valid Consent of the other to engage in the activity. PLU further defines Consent to include the following:

- Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create clear and mutually understandable permission regarding the conditions of Sexual Activity.
- Consent to one form of Sexual Activity cannot imply Consent to other forms of Sexual Activity, even within the same intimate situation. Previous relationships or Consent cannot imply Consent to future Sexual Activity.
- Consent cannot be procured by use of force, threats, intimidating behavior, or coercion.
- Consent can be withdrawn at any time.
- Some individuals are unable to give Consent by reason of Incapacity or Physical Helplessness (defined below). It is a violation of this policy to engage in Sexual Activity with someone you know to be, or should have known to be, Incapacitated or Physically Helpless.

**Incapacity:** For the purpose of this policy, Incapacity is a condition existing at the time of the incident which prevents a person from understanding the nature or consequences of the Sexual Activity whether that condition is produced by the influence of a substance, or from some other cause. Incapacity is a state where one cannot make a rational, reasonable decision because that individual lacks the ability to understand the who, what, when, where, why or how of the sexual interaction.

The use of alcohol or drugs can prevent an individual from giving valid Consent, even if the person appears to agree to Sexual Activity in the moment. Incapacity may also result from the influence of substances commonly known as "date rape" drugs. Possession, use, and/or distribution of any "date rape" substances, including, without limitation, Rohypnol, Ketamine, GHB, Scopolamine, etc. is prohibited, and administering one of these drugs to another individual is a violation of PLU policy, and possibly local and federal law. Incapacity may also result from, without limitation, developmental disability, mental disorder, chemical dependency, and/or age.

***Certain Consensual Sexual Relationships:*** Primary responsibility for maintaining high standards of conduct resides with faculty and supervisors, since they exercise significant authority and power over others.

A ***consensual sexual relationship*** between an employee (faculty or staff,) and a student, or between a supervisor and a subordinate employee, does not necessarily involve sexual harassment or sexual misconduct. In such circumstances, however, the University's responsibilities to its students and employees are potentially compromised by the likelihood or even the appearance of a conflict of interest. Consequently, this policy strictly prohibits consensual sexual relationships between an employee and a student whenever the employee is in a position of professional responsibility with respect to the student. This policy also strictly prohibits consensual sexual relationships between a supervisor and a direct subordinate employee.

For the purposes of this policy, an employee is in a position of professional responsibility with respect to a student when the employee is currently in a position to make or influence a decision or to confer or withhold a benefit relating to the student's education, employment, or campus-sponsored activity. This includes, but is not limited to, staff/student, faculty/student, coach/player, supervisor/student worker, and adviser/advisee relationships.

For the purposes of this policy, an employee is in a direct subordinate relationship with a supervisor if the employee reports to the supervisor, if the supervisor evaluates or directs the employee's work, or if the supervisor is in the direct chain of command of the person to whom the employee reports.

The University strongly discourages consensual sexual relationships such as those between an employee and a student (even in the absence of a current professional responsibility with respect to the student) and between a faculty member or supervisor and an employee in a position of less authority (even in the absence of a direct reporting relationship as defined above). While this policy does not prohibit consensual sexual relationships such as these, they are strongly discouraged.

***Physical Helplessness:*** Physical Helplessness refers to a person who is asleep, unconscious, or for any other reason is physically unable to communicate, verbally or nonverbally, valid Consent.

***Coercion:*** Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to obtain Consent from another. When someone makes it clear that they do not want to engage in Sexual Activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive if Consent is not voluntarily or freely given, or if the individual giving it is not capable of doing so.

***Investigator:*** An appropriately trained individual, who may be a PLU employee, who reviews, gathers facts and evidence, and provides an investigative report regarding the alleged Prohibited Conduct that meets the criteria set forth in Title IX legislation.

***Reporter:*** An individual who reports to the University a concern regarding possible Prohibited Conduct. A Reporter does not need to be an Impacted Party or Complainant.

***Advisor:*** For Title IX complaints, an individual or individuals chosen by the Complainant and Respondent who provide support during the Title IX Formal Process. The Advisor may not already be directly involved in the investigative process (example - cannot be a witness, or reporter). An Advisor may, or may not be an attorney. An Advisor's role is to provide guidance through the process and to conduct cross-examination of the opposing party, as applicable. Complainants and Respondents are not permitted to conduct cross-examination themselves.

**Responsible Employee/Mandatory Reporter:** An individual who is a PLU employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. A responsible employee must report any information about Prohibited Conduct to their supervisor or directly to the University's Title IX Coordinator. Responsible Employees on the PLU campus include all employees (faculty/staff/administrators), including Campus Safety student employees and Campus Life Residential Assistant student employees.

**Title IX:** Title IX of the Education Amendments of 1972 is a federal law that prohibits sex-based discrimination. This includes sexual harassment, sexual assault, relationship violence, and stalking. Title IX applies to all institutions and programs that receive federal financial aid.

**Title IX Coordinator:** The University official charged with ensuring PLU's overall compliance with Title IX and related University Policy.

## **XII. Definitions - Violations of Sexual Misconduct, VAWA Informed**

Prohibited Conduct defined under the PLU Sexual Misconduct Policy include, but are not limited to the following prohibited behaviors:

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the impacted party; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person in the family, or another household member.. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Washington State additionally defines domestic violence as physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; sexual assault of one family or household member by another; or stalking of one family or household member by another family or household member.

**Non-Consensual Sexual Intercourse:** Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another regardless of gender, without consent.

**Non-Consensual Sexual Contact:** Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon another regardless of gender, without consent.

**Relationship Violence:** Dating Violence and/or Domestic Violence

**Sexual Assault:** Any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to give consent either due to age or lack of capacity.

***Sexual Harassment as defined by Title IX:*** Sexual Harassment is sex-based verbal or physical conduct that effectively denies or deprives someone from equal access to education, benefits or opportunities. There are three types of Sexual Harassment:

1. *Quid Pro Quo Sexual Harassment:* This exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.
2. *Sexual Harassment:* Unwelcome sex-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

***Sexual Harassment as defined by PLU's Personnel Manual:*** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or activity is made either explicitly or implicitly a term or condition of an individual's employment or academic progress;
- Submission to or rejection of such conduct or activity is used as the basis for employment or evaluation;
- Such conduct or activity has the purpose or effect of interfering with an individual's employment or educational performance or advancement; or
- Such conduct or activity creates an intimidating, hostile or offensive working learning or campus residential environment.

The following are examples, without limitation, of specific behavior which is prohibited under PLU's anti-sexual harassment policy:

- Touching or grabbing a sexual part of any individual's body.
- Touching or grabbing any other part of an individual's body after that person has indicated or it is known that the contact is unwelcome.
- Display in the workplace or learning environment of sexually suggestive photographs, cartoons, graffiti, and/or displaying or transmitting pornography, including accessing pornographic web sites except as germane to the subject matter for educational purposes.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects.
- Verbally (or in written text or email) making or using derogatory comments, epithets, slurs, sexually explicit jokes, sexual innuendo, or comments about any employee's body or dress.
- Gossip or questions about someone's sexual conduct, orientation, or experiences.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Subtle pressure for sexual activity, including unwelcome but apparently sanction-free sexual advances by a manager to a subordinate.
- Continuing to ask a person on a date (or to meet outside of work or learning environment) when that person has indicated that they are not interested.
- Retaliation for reporting harassment or threatening to report harassment.
- Advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the



proposal.

- Speech or conduct that is directed against another individual and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct.
- Speech or conduct that is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers. If such speech or conduct takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter.

**Sexual Exploitation: A form of Sexual Harassment:** Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

1. Prostituting another person.
2. Recording images (e.g. video, photography) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
3. Distributing images (e.g. video, photography) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not Consent to such disclosure and objects to such disclosure.
4. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without the person's consent, and for the purpose of arousing or gratifying sexual desire.

**Sexual Intimidation: A Form of Sexual Harassment:** Sexual Intimidation involves, without limitation, threatening another person with a sex act against them, stalking, (including cyber-stalking), and/or engaging in indecent exposure.

**Sexual Misconduct:** Sexual Misconduct includes Sexual Harassment, Sexual Assault, other Sexual Misconduct as defined in this policy, Dating Violence or Domestic Violence ("Relationship Violence"), and Stalking.

**Stalking:** A pattern of repeated and unwanted attention, intimidation, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others; or suffer substantial emotional distress.

### **XIII. Miscellaneous Provisions and Record Keeping**

When a report of Prohibited Conduct is received, PLU will provide written notification to Impacted Parties and employees regarding the services listed in this policy, and about possible legal assistance, visa and immigration assistance, student financial aid, and any additional services available, both within the University and in the community. While the initial assessment of the report is in progress, all individuals involved will be supported in continuing their educational or employment endeavors at PLU to the best of their abilities.

The University will provide written notification to Impacted Parties about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The University will make such accommodations or provide such protective measures if an Impacted Party requests them and if they are reasonably available, regardless of whether the Impacted Party chooses to submit a Formal Complaint to the University or participate in the legal process with local law enforcement.

All records pertaining to a report, formal complaint, investigation, determination, and all other information related to the Title IX Office will be retained for seven years following the exit of an impacted party from the University. All materials and information used for the training of the Formal

Process Team, Investigators, and the Title IX Coordinator will be available for review on Pacific Lutheran University's Title IX website.

# General Human Resources Policies

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[Computer and Network Use Policies](#)

[Conflict of Interest and Confidential Information Policy](#)

[Drug and Alcohol-Free Workplace](#)

[Email Policy](#)

[Intellectual Property Policy](#)

[Mandatory Compliance Training Policy](#)

[Non-Discrimination Policy](#)

[Pets in the Workplace Policy](#)

[Solicitation Policy for All Employees](#)

[Staff Teaching Policy](#)

[Standards of Personal Conduct](#)

[Tobacco-Free Campus Policy](#)

# Computer and Network Use Policies

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Pacific Lutheran University provides computing and networking resources to students, faculty and staff. Use of these resources is a privilege granted to members of our community as we work and learn in an environment supportive of education and service.

These policies, which apply to all users of PLU's computing and information resources, consist of the following elements:

- [General Use](#)
- [Network Use Policy](#)
- [Anti-Virus Software Policy](#)
- [Administrative Systems Use Policy](#)
- [Web Policy](#)

Help Desk staff members are available to answer questions regarding computer and network use. Feel free to contact them at 253-535-7525 or [helpdesk@plu.edu](mailto:helpdesk@plu.edu).

Because technology is rapidly changing, future revisions to this or other technology policies will be made as needed.

# Conflict of Interest and Confidential Information Policy

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The Conflict of Interest and Confidential Information policy is applicable to all faculty and staff members (employees) employed by PLU.

## 1. **Conflict of Interest**

Employees must avoid any potential or actual conflict of interest between their duties and responsibilities for PLU and their own personal interests. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or a family member or friend as a result of PLU's business dealings.

Employees may not use their positions with PLU, or confidential information gained from their employment, for their personal benefit. Employees also may not intentionally use their employment with PLU to create any favorable treatment or personal advantage for any business, organization, or other individual.

If an employee is contemplating an additional position outside of PLU, they should ensure that the position does not interfere with their work at PLU, such as causing poor work performance, absenteeism, or scheduling conflicts, or compromising the security of PLU's confidential information, or adversely impacting PLU's operations or academic programs. An employee contemplating a job or service with another organization outside of PLU that may adversely impact their position with PLU, compromise PLU's confidential information, or adversely impact PLU's operations or academic programs, should discuss the position with Human Resources.

## 2. **Confidential Information**

During employment, employees may be given access to Pacific Lutheran University confidential, proprietary, and/or trade secret information (collectively "Confidential Information"). Confidential Information may include, but is not limited to, information regarding PLU's finances, financial and accounting records, financial aid strategy, strategic plans, student records and information, marketing plans, business strategies, and any other non-public information pertaining to PLU's business operations. Employees are expected to respect the confidentiality of this information and not disclose this information to any individual or entity outside of PLU either during employment or after employment separation.

**Notice of Immunity pursuant to the Defend Trade Secrets Act of 2016.** An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: 1) in confidence to a federal, state, or local government official, either directly or indirectly, solely for the purpose of reporting or investigating a suspected violation of law; 2) in confidence to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or 3) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Furthermore, an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual: 1) files any document containing the trade secret under seal; and 2) does not disclose the trade secret except pursuant to court order.

# Drug and Alcohol-Free Workplace

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While at work, all university employees have the responsibility to perform their jobs in a safe, conscientious, and effective manner and in compliance with university policy and state and federal laws. In order to do this employees must be able to work in a drug and alcohol-free environment and themselves be free from the effects of drugs and alcohol. Accordingly,

1. The manufacture, distribution, sale, possession, or use by an employee in the workplace of a controlled substance or drug that is illegal under state or federal law is strictly prohibited. The phrase “use” means any detectable level of that substance in the employee’s system;
2. The manufacture, being under the influence of or use by an employee in the workplace of alcohol is strictly prohibited, except as permitted by this policy;
3. The use by an employee of a controlled substance or drug with a lawful prescription may be prohibited if such use affects job performance or poses a hazard to the safety and welfare of the employee, or other employees, is strictly prohibited; and
4. An employee is required to report their criminal drug statute conviction for a violation occurring in the workplace to their immediate supervisor within five (5) days after such conviction.

Although Washington State has legalized marijuana for medicinal or recreational purposes, the university is not required to allow the medicinal or recreational use of marijuana in the workplace. Marijuana use or being under the influence is strictly prohibited on university property and while conducting university business.

The university will impose disciplinary sanctions (consistent with local, state and federal law) on employees who violate the drug and alcohol-free workplace policy. Sanctions may include any of the following, depending on the severity of the incident: oral and written warnings, placement on probation, suspension from employment, successful completion of a treatment/counseling program, termination, and referral for prosecution. PLU reserves the right to conduct an individual drug test where there is reasonable suspicion that an employee may be under the influence of illegal drugs or alcohol or following a job related accident or injury.

Furthermore, each employee who observes or has knowledge of other employees in a condition which affects their ability to perform job duties or poses a hazard to the safety and welfare of others is expected to report such conditions promptly to the immediate supervisor, the next higher-level supervisor, a university officer, or Human Resources.

On occasions, PLU serves alcohol at social or other University sponsored events. The prohibitions in this policy do not apply to the possession or moderate consumption of alcohol when alcohol is served by the University at a University sponsored event to which the employee has been invited. Employees are reminded that any consumption of alcohol at such an event should be moderate, should not result in the employee becoming intoxicated and that normal expectation of appropriate workplace behavior continue at such events.

The university takes its commitment to provide a drug and alcohol-free working environment seriously. All employees who suspect they may have a drug, substance or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. To comply with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, Human Resources, Wellbeing Services and

Resources, and Campus Life Office maintain a list of agencies, which provide rehabilitative and counseling services. Requests for information and/or referral sources will be treated confidentially.

# Email Policy

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All faculty and staff are required to setup, maintain, and regularly monitor a PLU email account. Pacific Lutheran University uses email for a variety of reasons including official communication with employees, delivery of pay advices, and assigning mandatory trainings.



# Intellectual Property Policy

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***Adopted May 2015***

## **Purpose**

This policy establishes guidelines for creative works, inventions, improvements, and discoveries resulting from the work of Pacific Lutheran University faculty, staff, students, research associates, visiting scholars, and anyone employed by PLU.

## **Creative Works of Authorship**

Copyrightable works created by University employees, other than faculty, as part of their job, are deemed “Works Made for Hire” and are owned by the University. Copyrightable works are described in Section 102 of the Copyright Act of 1976. “Works Made for Hire” are defined in Section 101 of the Copyright Act of 1976, and the employer’s ownership of them at Section 201(b) of the Copyright Act. This policy includes works created by student employees.

Works created by students in their capacity as students belong to them, unless the copyright is transferred to the University by written agreement. However, a student’s work may be derivative of a faculty member’s work, in which case it is likely owned by the faculty member, not the student. Unauthorized use of a faculty member’s work is prohibited.

The University recognizes and reaffirms the traditional academic expectation that all faculty (including full-time, part-time, adjunct, visiting, and research associates) own and control instructional materials and scholarly works created by their own initiative with the aid of standard and customary University resources. The University’s policy is that these works are not “works made for hire.” Therefore, faculty members will own the copyrights in works that result from a faculty member’s pursuit of traditional teaching, research and scholarly activities, including the creation of books, articles and other literary works; computer software; inventions; artistic, musical or dramatic works; or course materials, whether in traditional or electronic form, unless they fall within one of the exceptions below.

The University may own copyrightable works created by faculty in specific instances. Those instances will include:

- (a) When there is a written agreement between the faculty member and the University regarding ownership of the copyright;
- (b) The Work was developed pursuant to a sponsored research project or other agreement in which the copyright terms are specifically stated or negotiated;
- (c) The Work was created as part of an administrative assignment for the University (for example, a report to a University committee); or
- (d) The Work was created using “extraordinary resources” from the University, as defined below.

## **Inventions, Improvements and Discoveries**

Under patent law, inventions are owned by the inventor and not the employer unless the inventor

agrees to assign his or her rights in an invention to the employer. Unless “extraordinary resources” of the university are used in the creation of a work, the university will not expect the faculty member to assign his or her rights in an invention conceived, developed, or discovered during the faculty member’s employment with the university. With regard to any particular invention, the university and the faculty member may mutually agree on an alternative ownership arrangement. These provisions for inventions apply equally to improvements and discoveries.

### **Definition of Extraordinary Resources**

“Extraordinary resources” means that the Work was created using more University resources than are standard or customary for the faculty member’s position. Extraordinary resources may consist of release time from regularly assigned duties, direct investment by the university through funds or staff; the university’s purchase of special equipment for the project; use of the university multimedia production personnel and facilities; or extraordinary use of the university’s computing resources.

Where ambiguity may exist, whether extraordinary resources are used for the Work shall be determined on a case-by-case basis. In each case it is important that the university and the faculty member have a clear understanding of what is “standard and customary.” At a minimum, “standard and customary” resources will include funds provided by the University as part of its regular and ongoing budgetary support, such as Regency Advancement or similar faculty/student research grants, sabbatical leaves, travel support, incidental supplies, an office computer, and the like. If a faculty member has doubts as to what is standard or customary in their particular case, the faculty member should seek clarification from the university by inquiry to the Provost. If the faculty member believes the university’s interpretation of what is standard and customary in their particular case is incorrect, the faculty member has access to the dispute resolution process described below.

### **Cooperative Actions**

For all works for which the university retains ownership, the faculty member agrees to cooperate with the university and take any further actions necessary to effectuate ownership by the university.

### **Administration and Disputes**

This Intellectual Property Policy will be administered by the Administrative Services Office. Disputes concerning application of this policy will be resolved by a Review Panel of three members consisting of one member appointed by the President, a representative appointed by the creator or inventor, and a third member (who may be from outside the University) appointed by the other two representatives. If the third member has not been selected within thirty (30) days of the appointment of the other two, then, upon written request by either of the two members of the Review Panel, the President may select the third member of the panel. The Review Panel may determine the procedures it will follow. The Review Panel will facilitate a negotiated resolution of the issues if the parties request.

If, after reviewing the initial materials provided by the University and the creator or inventor (here, the “Claimant”), the Review Panel decides that it can decide the issues without further information, then it shall so notify the parties of its decision. If the Review Panel feels that further information or investigation is needed, it may seek additional materials from one or more of the parties and may ask for briefing and oral arguments on the issues. After receiving and reviewing the information received, the Review Panel shall issue its decision and deliver that decision to the President and the Claimant.

Within thirty days of receipt of that decision, the President and the Claimant shall notify each other and the Review Panel of their acceptance or rejection of it. If either rejects the Review Panel’s decision, he or she may appeal to the Board of Regents within thirty days of that rejection. If the decision is not appealed within said time, then the Review Panel’s decision will be final and binding

on the parties. On appeal to the Board of Regents, the Board shall have the authority to issue a final decision, binding upon the parties, using such procedure as it deems appropriate.

# Mandatory Compliance Training Policy

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*September 2025*

## **Purpose**

This policy establishes the requirements for completing mandatory compliance training at Pacific Lutheran University. The policy aims to ensure that all employees are informed of and comply with relevant laws, regulations, and university policies.

## **Scope**

This policy applies to all employees of Pacific Lutheran University, including full-time, part-time, temporary, and student employees.

## **Policy**

- **Mandatory Training:** Employees will be notified of mandatory compliance training requirements through official university communication channels (e.g., email, training platform).
- **Completion Deadlines:** All mandatory training must be completed by the assigned deadlines.
- **Non-Compliance:** Failure to complete mandatory training by the assigned deadline will result in a non-compliance memo being placed in the employee's personnel file in Human Resources.
- **Consequences of Non-Compliance:** Non-compliance memos in a personnel file may adversely affect an employee's performance evaluation and eligibility for:
  - Salary increases
  - Promotions
  - Professional development opportunities
  - Continued employment
  - Access to PLU systems
  - Other benefits or privileges
- **Supervisor/Academic Unit Head Accountability:** For any employee who has not completed mandatory training, supervisors will be notified and given a deadline by which the supervisor must ensure the employee completes the training. If a supervisor has failed to ensure the employee completes mandatory training after receiving notice of non-compliance, a non-compliance memo may also be added to the supervisor's or academic unit head's personnel file. A list of all non-compliant employees will be sent to Vice Presidents and Deans. This measure is to ensure that supervisors and academic unit heads actively support and monitor their employees' compliance with mandatory training requirements.

## **Training Access and Support**

- **Online Training:** Most mandatory training will be available online through the university's learning management system or other designated platforms.
- **Time Allocation:** Supervisors must allow time for employees to complete training during the work day.
- **Accessibility:** The university will provide reasonable accommodations to employees who require assistance in accessing or completing training.
- **Technical Support:** Employees experiencing technical difficulties with online training should contact the learning management system customer support or the I&TS Help Desk for assistance.

## **Training Records**

- **Recordkeeping:** Human Resources and I&TS will maintain records of all employee training completions.
- **Confidentiality:** Employee training records will be treated as confidential information and will only be accessed by authorized personnel.

## **Policy Review and Updates**

This policy will be reviewed and updated periodically to ensure its continued effectiveness and compliance with applicable laws and regulations.

# Non-Discrimination Policy

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Pacific Lutheran University does not discriminate on the basis of race, color, creed, religion, sex, gender identity, national origin, age, the presence of any sensory, mental or physical disability, marital status, sexual orientation, honorably discharged veteran or military status, citizenship or immigration status, the use of a trained service animal by a person with a disability, and status as a victim of domestic violence, sexual assault, or stalking, genetic information, familial status, ancestry, pregnancy outcomes or any other status or characteristic protected by law in the educational programs or activities which it operates. Numerous federal, state and local laws, including but not limited to the following federal laws, prohibit discrimination in educational programs, activities, admission to and employment at PLU: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning the application of these laws (and their accompanying regulations) to this university may be referred to:

- **For matters relating to employment**, contact Human Resources at 253-535-7185.
- **For matters relating to student admission**, contact the Office of Admission at 253- 535-7151.
- **For matters relating to student curriculum**, contact the Office of the Provost at 253- 535-7126.
- **For matters regarding administrative policies relating to students**, contact the Student Life Office at 253-535-7200.
- **For matters relating to the application of Title IX, or specifically conduct that may constitute sex discrimination**, contact PLU's Title IX Coordinator, Jennifer Childress-White, Wellbeing Services and Resources Office at [childrjl@plu.edu](mailto:childrjl@plu.edu), 253-535-7361; or the U.S. Department of Education's Office for Civil Rights; or both.
- **For matters relating to the application of Section 504 of the Rehabilitation Act**, contact the Office of Accessibility and Accommodation at 253-535-7073.
- **For matters relating to the student grievance procedure**, contact the Dean of Students at 253-535-7159.
- • Or contact the Office of Civil Rights, U.S. Department of Education.

# Pets in the Workplace Policy

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*Updated July 2025*

## Introduction

The university recognizes the important role of pets in the lives of some employees and students. This document defines the policies within which pet visits to campus are welcome.

## Definitions

For the purposes of this policy, the following definitions will apply:

**Pet Owner:** Anyone working or studying at the university, including faculty, staff, students, temporary employees, or others who bring a pet to campus. Please refer to the Student Handbook and the Campus Life Office for applicable policies on animals in residential halls.

**Pet:** A domestic animal that is owned by, resides with, and is cared for by an employee or student. This will include dogs, cats, and fish in aquariums holding less than 25 gallons of water. For the purposes of this policy, pets are not snakes, ferrets, rats and spiders. Those with questions about domestic animals that are not specifically addressed here should call the offices listed at the end of this policy statement. Decisions about the appropriateness of bringing a pet to campus will be made based on any potential risk to the pet and to people in the community, and to the perceived disruptions caused by the pet.

## University Commitment

The university will ensure that applicable legal requirements are met. These include, but are not necessarily limited to:

Washington Industrial Safety and Health Act (WISHA)

Responsibility: The university has a general duty to create a safe and healthful working environment for employees.

Americans with Disabilities Act (ADA)

Responsibility: The university must provide reasonable accommodations for employees and students with documented disabilities as defined by law. This policy recognizes that Service Animals, under the ADA, are accepted on the PLU campus. Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service Animals are not defined as "pets."

The work or task a dog has been trained to provide must be directly related to the person's disability. **Dogs or animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.** Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Service Animals are allowed to accompany people with disabilities in all areas of campus where the public is normally allowed to go.

In consideration for the general well being, health and safety of all members of the campus

community, the following lists detail areas where pets are allowed and restricted areas.

### **Areas Of Campus Where Pets Are Allowed**

- Outdoors, on leash, and accompanied by pet owner
- Individual private offices with walls and door. This includes the private office of the pet owner as well as the private offices of colleagues of the pet owner, where advance permission has been obtained from that person. For example, a pet owner may bring his/her pet to a small meeting in a colleague's private office, provided that the colleague has given permission to the pet owner to do so. (Note: see exceptions under "Restricted" section.)
- All areas used by employees or students with documented disabilities who are assisted by designated guide or working pets
- Classrooms and instructional facilities only when pets or demonstration animals are used by faculty members for teaching purposes
- Community Director apartments in accordance with the guidelines set forth by Campus Life

### **Restricted Areas**

Pets are not allowed in locations or situations other than those noted as allowed in the previous section. Such areas of campus where pets are not allowed include:

- Areas that are open to the public and commonly used, such as libraries, foyers, bathrooms, copy rooms, lounges, meeting and conference rooms, except as necessary to travel en route to permitted locations
- Classrooms and training labs (except for instructional purposes as noted above)
- Dining and food preparation areas; kitchenettes; breakrooms
- Health and medical facilities
- Private offices that are essentially public areas due to the frequency with which they are visited by others and used for meetings
- The Anderson University Center
- Server Rooms or Data Centers
- Residence halls and offices in residence hall buildings, except as allowed per Student Life Division policies
- Any area or situation in which another person has raised a legitimate concern for health or other reasons about the presence of a pet, except for designated guide or working pets assisting employees or students with documented disabilities

### **Pet Owner Commitment**

Employees and students are welcome to bring pets into the working and learning environment in accordance with this policy and PLU's "Pet Owner Commitment" procedures. Pets must be cared for in a responsible manner that ensures the safety of those on campus, as well as the safety of the pet. It is the responsibility of the pet owner to follow the policy. The pet owner may be asked by the university to discontinue bringing their pet to campus, if the relevant policies are not upheld.

### **Communication**

Before bringing a pet to campus, the pet owner will check first with others in the work or learning environment to ensure that there are no concerns, such as allergies to dogs, etc. In the event of legitimate health problems, the pet may not be brought to that area. Otherwise, employees and/or students are encouraged to work together to find a reasonable compromise that is acceptable to everyone. If the pet owner requires the animal's presence due to a documented disability, then



reasonable accommodation will be made.

## **Lab Animals**

Procedures governing the use of lab animals in Rieke Science Center or other locations and situations will be addressed by the Division of Natural Sciences, the Animal Usage Committee, and/or other appropriate offices and committees.

## **Pet Owner Will**

1. Obtain and follow the pets in the workplace policy.
2. Check with others in the work or learning environment before bringing a pet to ensure that there are no concerns, such as allergies. In the event of legitimate health problems, the pet may not be brought to that area unless it is required for disability accommodation.
3. Care for the pet in a responsible way that ensures the safety of those on campus, as well as the safety of the pet.
4. Have the pet regularly checked by a veterinarian, with current vaccinations and documentation.
5. Keep the pet on a leash at all times, except when the pet is in the private office of the employee and the door to the office is closed.
6. Move the pet in and out of buildings using the most expedient route, minimizing time in areas where pets are not allowed.
7. Clean any indoor and outdoor messes immediately. Call Facilities Management with any questions about appropriate cleaning techniques.
8. Provide a mat or small rug for the pet in the private office of the employee to protect the carpet.
9. Post a sign on their office door indicating that a pet is inside.
10. Perform an occasional thorough cleaning of their office to remove hair and smells associated with the pet, including at the time the pet owner transfers the office to another employee.
11. Be responsible for any undue wear or damage to university property that may be caused by the pet.
12. Not leave the pet unsupervised in a vehicle if it creates a health risk to the animal.

## **Pets Will**

1. Be well socialized, housebroken, and in a clean, groomed, healthy condition with no fleas.
2. Be licensed according to the law, with current identification tags.
3. Not interrupt the work of others by barking or otherwise causing a disturbance.
4. The pet owner may be asked by the university to discontinue bringing their pet to campus, if the relevant policies are not upheld.

## **Questions**

Employee questions about this policy should be directed to Human Resources. Student residence hall questions should be directed to Residential Life. Student questions regarding other campus buildings should be directed to Student Life.

# Solicitation Policy for all Employees

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In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during working time unless it is directly related to university business. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time. Working time does not include meal periods, rest periods or time before or after work hours.

Individuals who are not employees are not permitted to distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, solicit for any other cause, or conduct any activity on university property that is not specifically authorized and directly related to university business.

# Staff Teaching Policy

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***Revised May 2022***

The opportunity for staff to *occasionally teach* a class at PLU allows them to pursue their own professional development, maintain their intellectual interests, and maintain contact with our students in a rigorous academic setting. Carried to excess, however, teaching can interfere with the person's regular work, could cause doubt as to whether the staff position is fully necessary, and could be construed as taking courses away from a regular faculty member. It is also the case that for many exempt staff, the notion of "after hours" is vague.

The purpose of the following policy is to strike a balance among these often competing considerations.

## **Exempt Staff**

Exempt staff who teach are limited to a maximum of 4-semester hours during a twelve-month period (June - May) and may receive additional compensation for teaching.

No additional compensation beyond their exempt staff salary will be given if teaching is specified as a term or condition of employment (this may exceed 4-semester hours during a twelve month period).

## **Exempt Staff with Faculty Status**

As defined in the Faculty Handbook, these persons are exempt staff who have voice and vote in the Faculty Assembly. Teaching obligations and expectations may be specified in their letter of appointment. No additional compensation for teaching will be given beyond what is specified in their letter of appointment. In cases where no such terms are specified, these persons will be treated the same as exempt staff with regard to this policy.

## **Nonexempt Staff**

Nonexempt staff who teach are limited to no more than 4-semester hours during a twelve-month period (June - May). Additional compensation may be given. Courses and course-related activities must be conducted outside of the nonexempt staff's regular work hours.

## **Approval**

The Provost must approve all exempt and nonexempt staff teaching requests before offers are made. Teaching is contingent on enrollment, course availability, the support of the person's immediate supervisor and Vice President, and the support of the appropriate dean. Any exception to the 4-semester hour limit for staff that is not specified as a condition or term of employment must be approved by the Provost.

## **Continuing Education**

Opportunities for staff to teach classes through Continuing Education (CE) for compensation may be possible on a case-by-case basis. The hours of teaching or service must not conflict with the employee's regular work schedule and the employee's supervisor and Vice President/Provost must

approve of the work prior to completing the CE new course approval process.

# Standards of Personal Conduct

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The university is steadfastly committed to full compliance with all applicable laws and ethical standards that govern its operation as an institution of higher education and as an employer. Consistent with that commitment, the university expects each employee to acknowledge and exemplify the highest standards of professional and ethical conduct. In that regard, the university expects that its employees, while on working time or while representing the university, will conduct themselves in a manner consistent with all applicable legal and ethical standards.

All employees have a duty to report, verbally or in writing, promptly and confidentially, any evidence of improper practice of which they are aware. As used here, “improper practice” means any illegal, fraudulent, dishonest, negligent, or otherwise unethical action relating to university operations or activities. Employees must contact their immediate supervisor or Human Resources with knowledge of improper practice. When alleged impropriety appears to involve a management employee, reports must be to the next higher management level and Human Resources.

The university strictly prohibits any retaliation against any person who reports or participates in the investigation of any allegedly improper practice pursuant to this policy. Any person found to have engaged in retaliation prohibited by this policy is subject to appropriate disciplinary action, including immediate dismissal from employment.

It is not possible to set forth with specificity each area of expectation for personal conduct. Nevertheless, the following are issues of specific concern with regard to expected standards of personal conduct. This list is not exclusive and all employees are expected to act in accordance with the expectations set forth above, even if a specific act of misconduct is not described below.

- The university respects the dignity of all students, faculty, staff, and visitors and expects all employees to show the same concern for others without regard to rank or position, demonstrating honesty and care in the performance of their duties. Employees may not engage in any activities on the job that would place in danger the safety of others, nor may employees bring onto university premises or carry in university vehicles any items that could create a potentially hazardous or offensive work environment. (Also see policy on Possession of Weapons.)
- Employees may not use vulgar or profane language, unless protected by law.
- Employees are expected to comply with applicable health and safety regulations governing the workplace.
- Each employee is personally responsible for all university assets and property assigned to the employee. Each employee is responsible for providing a full accounting of all university assets and material for which the employee has responsibility.
- University employees have an obligation to disclose and answer fully and truthfully any authorized inquiry about any university matter with which the employee has been entrusted and to maintain a high level of security for all property, records, information and data made available to the employee.
- Employees will use sound judgment and maintain a high level of security and safety for all premises, equipment, keys, records, budgets/cash, information, data, and other valuables made available to the employee.
- Employees shall not maintain personal records or files of university information and must make available at any time, upon request, to their supervisors and to any employee who might

succeed them in their positions, information accumulated within the scope of their work. All information and material related to an employee's work is the property of the university. This includes written material, computer files, data, videos, audio files and other information, regardless of the form or medium in which the information is created or maintained.

- Employees are expected to comply with PLU Computer Use Policy, which is generally available online. Consistent with that policy, information, computer documents and other data contained or created on computers owned by the university and/or created on university time and or created in connection with university business shall be considered the property of the university unless otherwise specified.
- Employees with access to confidential information, whether verbal or written, shall treat such information as confidential at all times and shall not disclose or disseminate such information during the course of their employment except as may be required for the employee to perform their work duties for PLU, or at any time following separation from employment without express authorization for such disclosure.
- PLU does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.
- PLU does not engage in high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

This policy is not intended to preclude or dissuade employees from engaging in legally protected activities, including the National Labor Relations Act, such as discussing wages, benefits or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their coworkers' mutual aid or protection or legally required activities.

If an employee has a question about standards of expected conduct, they should consult with their immediate supervisor or contact Human Resources for clarification or guidance.

# Tobacco-Free Campus Policy

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Pacific Lutheran University is committed to sustaining a healthy, safe, and caring community. The use of tobacco is a health hazard and is the leading cause of preventable death in the United States.

The university recognizes that tobacco cessation can be both a physical and psychological challenge, and is committed to supporting students, faculty and staff. PLU seeks not only to graduate healthy students and employ healthy faculty and staff, but to serve as an example for the community.

Tobacco includes any lit cigarettes, cigars, pipes and hookahs (except for approved cultural and religious celebrations); use of snus, snuff, chewing tobacco and e-cigarettes are also not permitted.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of the policy. This policy is enforced as any other university policy is enforced. This includes community members talking with one another and with visitors. Retaliation against any person for requesting compliance with the policy or reporting an alleged violation is prohibited.

While not preferred, if necessary, disciplinary actions for violations, appropriate to each constituency within the community, may be taken.

# Mandatory Reporting Policies

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## Employee Mandatory Reporting Responsibilities Under Title IX

PLU employees – whether faculty, administrators, or staff – are obligated to report incidents of sex discrimination, sexual harassment, and sexual misconduct of which they become aware. This obligation extends to all of us (except those entities who are considered confidential reporting sources) because of the University’s responsibility under Title IX to respond promptly and effectively to:

- + Stop the conduct
- + Prevent its re-occurrence
- + Remedy its effects
- + Provide care and support for the reporting person
- + Take steps to insure the safety and security of our community

The University has adopted the terms **‘Responsible Employee’** and **‘Mandatory Reporter’** to describe this obligation that extends to all individuals who a student could reasonably believe has the authority for corrective action; or has administrative leadership, teaching, or advising responsibilities (including student RAs and Campus Safety staff). By reporting what you know to the appropriate University officials specially trained to respond, you support students and others who have experienced this conduct. You also protect yourself from potential liability because *when you know, the University is also considered to know*. The University’s obligation to respond begins the moment the University attains ‘actual knowledge’ that a member of our community has experienced sex discrimination.

## How to Work with a Student or Other Reporting Person Who Requests Confidentiality:

As Mandatory Reporters, we can no longer have confidential conversations with students or other reporting persons about their experiences with sexual misconduct. If you believe a student or other reporting person is about to disclose to you their experience of sex discrimination, sexual harassment, or sexual misconduct, you can explain to that person, before they make the disclosure, that you are a “Mandatory Reporter”. The reporter then has the choice to continue sharing the information or not. If they choose not to, you can offer to accompany the person to a confidential source within Health Services, Counseling Services, Campus Ministry, or the Confidential Advocacy Office where they can receive support and counsel regarding their options moving forward.

If the reporter chooses to share how they have been impacted, listen with compassion, validate their experience and emotions, and avoid passing judgement. Encourage the impacted party to utilize our campus resources for support. Explain to them that once you report the information they shared to the Title IX Office, the Title IX Coordinator will be reaching out to them with an invite to meet.

Whether or not the student or reporting person decides to disclose to you or to a confidential source, please assure the person that they will receive support, resources, and the agency to decide if they want the University to respond.

## To Whom to Report, What, How and When to Report:

At the earliest possible moment following a disclosure of sex discrimination, sexual harassment, or



sexual misconduct, the Mandatory Reporter must contact one of the following offices to report the information that was shared:

University Title IX Coordinator, 253.535.7361 or [titleix@plu.edu](mailto:titleix@plu.edu)

Campus Safety, 253.535.7441 or [csin@plu.edu](mailto:csin@plu.edu)

Student Rights and Responsibilities Office, 253.535.7462 or [srr@plu.edu](mailto:srr@plu.edu)

Human Resources, 253.535.7185 or [humr@plu.edu](mailto:humr@plu.edu)

or fill out the [INCIDENT REPORT FORM](#)

### **Confidential Reporting Sources:**

If a student or other reporting person requests that you keep the disclosure confidential, before the disclosure is made to you, please refer - or assist the person to contact - one of these resources:

<b>Confidential Reporting Sources</b>	<b>Contact Number</b>
Advocacy Services at PLU - Center for Diversity, Justice, and Sustainability (f.k.a. Center for Gender Equity, Women's Center)	253-535-8204
PLU Health Services	253-535-7337
PLU Counseling Services	253-535-7206
PLU TimelyCare Services	Online/App
PLU University Pastor	253-535-7464
Rebuilding Hope: The Sexual Assault Center for Pierce County	253-597-6424 or 855-757-7273

For more information on Title IX policies, please visit our [Title IX website](#).

# Reporting Abuse or Neglect of a Child

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It is the moral and ethical responsibility of *all* members of the campus community to protect children from abuse or neglect. Stopping such abuse or neglect and reporting it to the proper authorities is an imperative that is, and has been, shared by all.

Under the requirements of state law, all PLU employees also have a legal obligation to report abuse or neglect of a child to a proper law enforcement agency, the state Department of Social and Health Services, Campus Safety, Office of Student Rights and Responsibilities, or Human Resources.

Washington State law, RCW 26.44.030 and RCW 26B.10.646, requires the following PLU employees to report or cause a report to be made whenever there is reasonable cause to believe that a child has suffered abuse or neglect: administrative employees, academic department employees, athletic department employees, including student employees in each of these departments.

State law also imposes reporting obligations on all other PLU employees.

## **PLU Employees Required to Report Possible Abuse or Neglect**

Under the law, the following two groups of employees have reporting obligations.

(1) Administrative, academic or athletic department employees, including student employees in these departments, are “mandatory reporters” under the law. Individuals may report directly to law enforcement or the Department of Social and Health Services and under this policy, must report to Campus Safety, Office of Student Rights and Responsibilities, or Human Resources. These employees **must** report or cause a report to be made whenever there is reasonable cause to believe that a child has suffered abuse or neglect. Supervisors in these departments also **must** report abuse by persons they supervise, even if such persons are not members of the PLU community (a volunteer, for example),

(2) All other employees of Pacific Lutheran University not included in category 1 are covered by this law. These additional employees **must** report to Campus Safety, Office of Student Rights and Responsibilities, or Human Resources whenever there is reasonable cause to believe that a child has suffered abuse or neglect. This section applies, for example, to staff employees employed in departments such as cleaning services, dining services and grounds.

## **Definitions**

The term “**child**” means any person under 18 years of age.

The term “**abuse or neglect**” means sexual abuse, sexual exploitation or injury of a child by any person under circumstances which could cause harm to the child’s health, safety or welfare, excluding certain conduct by the child’s parent or guardian and other conduct permitted by law.

## **To Whom Are Reports to be Made**

The law requires a report be made to the “proper law enforcement agency” or to the Washington State Department of Social and Health Services. In most cases, the “proper law enforcement agency” to receive a report of possible abuse or neglect of a child will be the Pierce County Sheriff’s Office. The “proper law enforcement agency” depends on where the child is located. Employees with

any questions as to the proper law enforcement agency to receive a report should contact the Washington State reporting hotline, 1-866-ENDHARM.

### **When is a Report to be Made**

All persons who are “mandatory reporters” (i.e., persons in category (1) in the “Who is Covered” section of this policy), **are required** to report or cause a report to be made to the appropriate law enforcement agency or the Department of Social and Health Services whenever there is reasonable cause to believe that a child has suffered abuse or neglect. All employees who are not mandatory reporters, (persons covered by category (2) in the “Who is Covered” section of this policy), **are required** to report whenever those persons have reasonable cause to believe that a child has suffered abuse or neglect.

The required report (whether required to be made to law enforcement, the Department of Social and Health Services, or to one of the following PLU departments: Campus Safety, Office of Student Rights and Responsibilities, or Human Resources) must be made within 48 hours of the time the person becomes aware of the abuse or neglect.

### **How to make a Report**

PLU has developed the following reporting policy so reports are timely and appropriate. If the initial report is made to PLU internally, the university will then ensure that a timely report is made to the appropriate law enforcement agency or to the Department of Social and Health Services and will confirm, in writing, to the “mandatory reporter” that a report has been made. If a mandatory reporter makes a report directly to the appropriate law enforcement agency or the Department of Social and Health Services, that person is still **required by PLU policy** to also make a report to Campus Safety, Office of Student Rights and Responsibilities, or Human Resources. The latter report is necessary for the administration to properly monitor potential issues of abuse or neglect, to ensure that appropriate services are offered to individuals involved and to take other appropriate action under PLU Policies and Procedures.

Persons who are not “mandatory reporters” (i.e. those staff employees covered by above category 2 in the Who is Covered section of this policy) are **required** to make a report to Campus Safety, Office of Student Rights and Responsibilities, or Human Resources.

# Anti-Hazing Policy

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Being a Lute means being a part of an inclusive, safe, and respectful community. The following policy is necessary for the welfare of the PLU educational community.

## A) Policy Statement and Definition

In conjunction with the 2024 Federal Government's "Stop Campus Hazing Act" and Washington State Law ([RCW 28B.10.901](#) and [RCW 28B.10.902](#)), PLU defines hazing as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, and is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization that:

1. Causes, is likely to cause, or creates the risk of bodily danger or physical harm, or serious mental, emotional or psychological harm to any student or other person; or
2. May abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate or endanger another person, or which may in any fashion compromise their inherent dignity as a person; or
3. Subjects a student or other person to conduct or conditions which a reasonable person in the circumstances would find harmful, including but not limited to:
  - excessive mental or physical discomfort, including but not limited to:
    - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, extreme calisthenics, or other similar activity;
  - alcohol or drug abuse or overuse;
  - causing, coercing, or otherwise inducing another person to consume food, liquid (including excessive amounts of water), alcohol, drugs, or other substances;
  - physical confinement
    - confinement in a small space, restricting movements;
  - abandonment
  - verbal or physical abuse
    - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - or substantial interference with the activities associated with a person's educational pursuits; or
4. Otherwise involves a violation of a law or University policy or which encourages a student or other person to violate a law or University policy, including but not limited to the "Student Code of Conduct", "Alcohol and Drug Policy", and "Sexual Misconduct Policy"; or
5. Recruitment, pledging, admission into, or affiliation with student organizations, which specifically includes athletic teams; and
6. Acts that are likely to cause harm to someone, including consumption of alcohol, drugs, or other substances that risk physical, psychological, or emotional harm, regardless of a person's willingness to participate.

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus. Hazing may take place within a

range of student organizations.

The 2024 Stop Campus Hazing Act defines the term ‘student organization’ to mean any organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.”

### *B) Reporting*

Reporting of suspected hazing incidents under the Student Code of Conduct should follow the process outlined below. If the hazing behavior constitutes or creates an emergency, contact 911 or PLU’s Campus Safety Office at 253-535-7911.

Any PLU community member who has been subjected to, witnessed, or obtained knowledge about hazing practices is encouraged to report the details of the incident to the University as soon as possible. Employees of the University who have a ‘reasonable cause’ to believe hazing has occurred, must report the incident of concern at the first possible opportunity. The term ‘reasonable cause’ means a person who witnesses hazing or receives a credible written or oral report alleging hazing or potential or planned hazing activity.

Reports may be submitted in the following ways:

1. Contact Student Rights and Responsibilities at [srr@plu.edu](mailto:srr@plu.edu), or 253-535-7462
2. Contact Campus Safety at 253-535-7441 (non-emergency line)
3. Submit an [Incident Report](#).

A person who makes a report in good faith may not be sanctioned or punished for the violation of hazing unless the person is directly engaged in the planning, directing, or act of hazing reported.

### *C) Response Procedures*

All reports of hazing will be reviewed through the Student Rights and Responsibilities Office. If the reported conduct, as alleged, describes a possible violation of PLU’s Hazing Policy, the incident will be investigated and reviewed through the [Student Rights and Responsibilities Process](#).

### *D) Student Sanctions*

**Individual Sanctions:** A student who participates in or encourages hazing shall be subject to disciplinary action by the University through its Student Code of Conduct and SRR Procedures. Hazing that endangers a person’s mental or physical safety is also a criminal offense. As required by Washington State law, a student who participates in criminal hazing, in addition to University disciplinary actions and the possibility of being subject to prosecution, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the University, but not less than one academic term.

**Group Sanctions:** A student organization or living group that permits hazing to occur by its members or by others, subject to its direction or control, shall itself be subject to sanctions, including but not limited to the University’s withdrawal of its recognition of the group. Violations of the hazing policy by athletic team members will result in department-imposed sanctions, which may include department service dismissal from the team or cancellation of competition. In addition, the organization or group may be liable under state law for resulting harm to persons or property.

E) Public Disclosure - [The Campus Hazing Transparency Report](#)

In accordance to both federal and Washington State law, PLU will publish on PLU's public website a hazing transparency report that summarizes findings concerning any student organization found to be in violation of the institution's standards of conduct related to hazing. The report will include:

1. The name of the student organization, athletic team, or living group;
2. The date the investigation began;
3. A general description of the incident(s), including the date of the initial violation, the determination of responsibility, and the sanctions placed on the organization if applicable;
4. The date the investigation ended;
5. The date the organization was charged with a violation if applicable; and
6. Details of the sanctions and the timeline for completion.

Any participation in hazing activities will be subject to disciplinary action.

Any employee or volunteer, including student employees, who experiences hazing or who has reasonable cause to believe that hazing has occurred, either as a result of observations or information received in the course of employment or volunteer service, must report the incident to Human Resources and/or the Dean of Students' Office. Any person who makes such a report in good faith will not be sanctioned or punished unless they are directly engaged in the planning, directing, or act of hazing reported.

# Payroll Information and Work Schedules

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[Banking](#)

[Emergency Advance \(Draw\)](#)

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[Jury Duty](#)

[Meal Periods](#)

[Military Reserves & National Guard Obligations](#)

[Overtime Pay](#)

[Pay Differential Policy](#)

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# Banking

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Employees with benefits are required to sign up for direct deposit. For current employees wishing to drop, add, or change information, a new form must be completed and submitted to Payroll. It is important to notify Payroll immediately should an emergency occur (e.g. account hold).

Payments are made directly to the employee's bank account through the Automated Clearing House, which includes out of state financial institutions. Employees are allowed to use one primary bank and may choose up to one additional secondary bank.



# Emergency Advance (Draw)

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Requests should be directed to Payroll with at least one business days' notice. The following limitations apply:

1. A bona fide emergency situation must exist.
2. The amount of the advance is limited to a maximum of 50% of the amount already earned.
3. At the time of the request, the applicable payroll cutoff date has not passed.
4. Employees must have successfully completed their introductory period.
5. Employees may request only one such advance in each three-year period of their employment with Pacific Lutheran University.

The university reserves the right to approve or reject, in its sole discretion, any request for an emergency advance.

# Employee Delinquent Student Account Policy

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The university reserves the right to deduct wages through payroll from employees who have delinquent student accounts (i.e. tuition, room, board, etc.) per the employee's advance written authorization and in accordance with Employment Standards Rule WAC 296-126-028.

There is no maximum limit to the amount of the wage deduction in a pay period; the deduction may be up to the full amount of wages owed. In a case where the university is unable to collect the full amount owed on a student account within three months, delinquent accounts may be turned over to a third-party collection agency, and collection costs, including, but not limited to: attorney fees, interest, court costs and other fees incurred with collecting this debt, may be added to the account unless satisfactory payment arrangements have been made with the Office of Financial Services.

# Holiday Compensation

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***Revised January 2011***

Although there is no requirement by law, the university's policy provides for additional pay at the rate one and one-half times the regular rate, whenever certain benefits eligible staff employees are required to be present on holidays observed by the university.

# Inclement Weather

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## **For Benefits Eligible Employees (.50 FTE and above)**

Whenever inclement weather creates hazardous travel conditions, university employees and students are urged to use caution and personal discretion. In extreme weather situations, the university may decide to cancel classes and/or close the university. A determination will be made by 6:00 a.m. for morning and afternoon classes, and by 1:00 p.m. for evening classes and activities. Visit [www.plu.edu](http://www.plu.edu) or call the campus closure hotline, (877) 322-0872, for information regarding the status of PLU's hours of operation. Notice will also be given to the Public Schools Emergency Communication System (PSECS).

Since the university is a resident campus some services are essential as long as students are in residence. Employees in departments providing services to resident students should check with their supervisors as to attendance policies during such closures.

No employee will lose pay as a result of an official closure.

In the event of a closure, hourly nonexempt employees who can work from home may, but are not required to do so. If an employee does work remotely, they will receive only regular pay for hours worked. Those who cannot or do not work remotely will not be expected to work and should record weather closure on your timesheet.

If a nonexempt hourly employee has prior approval (often these are referred to as essential employees) and is required to come to campus during a closure/late start, they will receive extra compensation for the hours worked. If the weather event doesn't impact an employee's work (e.g. employees working out-of-state), they should continue their work as usual.

Exempt staff are expected to work the hours needed to complete the tasks of their job.

Employees unable to report for work due to weather conditions on days when the university is open should report those days on their time sheet as vacation, sick leave or leave without pay.

# Jury Duty

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## ***August 2025***

Employees who are subpoenaed for jury duty will be allowed time off work to serve unless they prefer to petition the court to be excused from serving for hardship or other reasons.

Those who are required to appear in court (when not a litigant) or are called to jury duty will continue to receive their normal pay. Typical worked hours for the dates served under Jury Duty should be reported on the timesheet/leave report. In addition, the Attendance Report (provided by the court), which indicates the dates served and should correspond to the timesheet/leave report, must be sent to the Payroll Office.

If an employee is excused from jury duty or if they are released when there are at least four hours of the normal workday remaining, they must report to work if they were scheduled to work.

On the pay statement for the applicable period, there will be a \$10 per day deduction to offset the pay for jury time served. The court will send a reimbursement check directly to the employee for time served and mileage. The reimbursement check is the employee's to keep.

# Meal Periods

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Meal periods are not included as paid work time. Nonexempt employees are allowed a meal period of at least thirty minutes commencing no less than two hours nor more than five hours from the beginning of the shift. No nonexempt employee will be required to work more than five consecutive hours without a meal period. Employees are free from work duties during their meal period and are allowed to leave the work area. Employees working three or more hours longer than a normal work day (typically eight hours) will be allowed at least one additional thirty minute meal period before or during the overtime period.

# Military Reserves & National Guard Obligations

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Active members of the National Guard or military reserves are eligible for an adjustment of wages if a difference exists between their PLU salary and their military pay and allowances during the annual encampment or active-duty training. To be eligible for this benefit, members must be on an active pay status with a unit (drilling on a monthly or weekly basis) and must submit a statement of earnings for the annual active-duty period.

To report the leave of absence on their time sheet, the employee has the option of using vacation to receive their regular PLU salary in addition to their military pay, or it may be indicated as leave without pay.

National Guard members called to emergency duty in time of disaster or civil disturbance will receive differential pay for up to ten working days in one year.

Refer to the Military Call to Duty policy for additional information.

# Overtime Pay

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Exempt employees are not eligible for additional pay for time worked beyond that which is regularly scheduled. In recognition of the fact that exempt employees work beyond regularly scheduled hours, the university has established a liberal vacation plan for these employees.

Supervisors may adjust the work schedule within a work week as may be reasonable and prudent to avoid exceeding the forty-hour limit for nonexempt staff employees. So long as the forty-hour limit is not exceeded, overtime pay is not required.

When working hours cannot be held to forty hours in one work week, nonexempt staff employees are entitled to overtime compensation at the rate of 1 1/2 times the regular pay. This requirement is based on State and Federal law. The supervisor must authorize overtime work in advance. Employees who work overtime hours without obtaining pre-approval from their supervisor may be subject to corrective action for failure to follow established procedures.

While the university recognizes that work in excess of 40 hours per week may be unavoidable due to the nature of certain jobs, it is in the best interests of the individual employee to limit overtime worked. An employee who consistently works more than 40 hours weekly does not have adequate time away from the job in which to rest and relax.



# Pay Dates

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## For nonexempt hourly staff:

Payday normally falls on the 10th for work performed from the 16th to the end of the month, and the 25th for work performed from the 1st to the 15th of the month. When the pay date falls on a Saturday or Sunday, payday advances to the previous Friday. When the pay date falls on an observed holiday, payday advances to the previous day in which the university is open for business.

## For exempt salaried staff:

Payday normally falls on the 30th of each month for work performed during that month. When the date falls on a Saturday or Sunday, payday advances to the previous Friday. When the pay date falls on an observed holiday (with the exception of the December payday), payday advances to the previous day in which the university is open for business. Compensation for salaried employees covers the entire month.

# Pay Differential Policy

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*Effective June 1, 2022*

## **Purpose**

The pay differential policy allows for extra compensation to aide in recruitment and retention of nonexempt hourly employees who are scheduled to work during specified hours as defined within this policy.

## **Eligibility**

Nonexempt hourly employees in specified positions are eligible for a pay differential for actual hours worked between 9:00 p.m. through 4:59 a.m., Saturday-Friday.

For example, an employee scheduled to work from 4:00 p.m. to 12:00 a.m. will receive the regular rate of pay for the first 5 hours (4:00 p.m. to 8:59 p.m.) and the pay differential rate for the last 3 hours (9:00 p.m. to 12:00 a.m.). An employee scheduled to work 8:00 p.m. to 6:00 a.m. will receive a pay differential rate for the 8 hours that fall within the specified period (9:00 p.m. through 4:59 a.m.), and their regular rate will be paid for the 2 hours that do not fall within the specified period.

## **Overtime Pay**

Overtime hours will be paid based on the employee's average rate of pay, which includes the employee's regular hourly rate and differential pay during the workweek.

## **Vacation/Sick/Flexible Time Off Pay**

PLU paid vacation leave (including vacation payout), sick leave, and flexible time off taken will be paid at an average of the employee's regular rate and differential pay.

## **Holiday Pay**

Holidays will be paid at the employee's regular hourly rate of pay. Pay differential will not be added to holiday pay. If hours are worked during a university holiday, pay differential may apply only to hours worked.

## **University Closure Pay**

University Closure (e.g. inclement weather) will be paid at the employee's regular hourly rate of pay. Pay differential will not be added to university closure pay. If hours are worked during a university closure, pay differential may apply only to hours worked.

# Rest Periods

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Employees are allowed a rest period of ten minutes on university time for each four hours of working time. Rest periods should be scheduled as near as possible to the midpoint of the work period with consideration for the work involved. No employee will be required to work more than three hours without a rest period. However, where the nature of the work allows employees to take intermittent rest periods equivalent to ten minutes for each four hours worked, scheduled rest periods are not required. Rest periods are not cumulative and may not be used to shorten workdays.

# Time Sheets

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Staff must complete a time sheet for each pay period. Exempt employees are required to report leave only. Nonexempt employees are required to report all hours worked and are prohibited from performing any work off the clock. PLU will pay nonexempt employees for all hours worked, even if the work is performed outside of normal business hours. Nonexempt employees are also required to report leaves on their time sheet.

Supervisors are responsible for ensuring that time sheets are completely accurate, and that they are submitted to Payroll by the due date.

PLU takes precautions to ensure that employees are paid correctly. In the event of an error, the university will make every attempt to adjust the error no later than the next regular pay period. Employees should notify their supervisor of any suspected error as soon as possible.

# Work Week

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A work week is defined as a recurring period of seven consecutive twenty-four hour periods (168 hours). The established university work week begins at 12:01 Saturday morning and ends at 12:00 midnight Friday night.

The work week for nonexempt employees is the basic unit for determining the proper wage due employees.

# Safety and Emergencies

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[Accident Reports](#)

[Emergency Response](#)

[Emergency Communication](#)

[Fire & Other Evacuation \(Get Out\) Incidents](#)

[Lock Down & Other \(Stay In\) Incidents](#)

[First Aid](#)

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[Off-Campus Emergencies](#)

[Personal Safety](#)

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[Safety Bulletin Boards](#)

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# Accident Reports

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In the event of accident or injury on the job, each employee is covered by the Washington State Industrial Insurance Program (Workers' Compensation). If medical attention is required as a result of such injury, the employee should advise the medical provider that they are covered under the State Industrial Insurance Program so that necessary forms may be completed in the medical provider's office. Failure to accomplish this may necessitate a return trip to the medical provider's office to initiate the form required by the State.

Additionally, any accident on the job should be reported to the supervisor as soon as reasonably possible and, as soon as time permits (when possible, within 24 hours), the Injury Report should be completed and returned to Human Resources. The form can be found on the Environmental Health and Safety website. This form helps to provide the information required in processing a claim for insurance. Data from injury reports is compiled and reviewed by the University Safety Committee, and is also used for reporting purposes. Personal information regarding who is injured, for instance, is not shared.

# Emergency Response

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Pacific Lutheran University has an emergency response system, which is composed of qualified Safety Officers and professional staff in Campus Safety, a campus wide emergency number, ext. 7911, and first aid trained personnel in most buildings. The system is a coordinated means of responding to any emergency on campus.

Incidents of greater magnitude that may have a larger impact on the university's academics and operations are coordinated with other campus offices, such as Facilities Management, Human Resources, Campus Life, and the Provost.



# Emergency Communication

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PLU uses phone trees, emergency alert text messaging (sign-up from the Campus Safety website), and outdoor speakers to notify students and employees of emerging incidents that may impact safety. The university also relies on the web, email, voicemail, radios, and word-of-mouth to share information during an emergency incident.

# Fire & Other Evacuation (Get Out) Incidents

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If a fire or other incident that creates an unsafe environment occurs in your building or a fire alarm goes off, leave the area and, if possible, assist others to exit in an orderly manner. Use the nearest safe route and exit. Go to the Emergency Assembly Point (EAP) away from the building. Check in with the Emergency Building Coordinator (EBC) and report to the EBC anyone who is missing from the assembly point. Faculty who are in class at the time of the incident should escort their class to the assembly point and take roll call. Give the roll call sheet to the EBC. The EBC will have information on what to do next. As soon as you are out of danger, notify the Campus Safety Office (ext. 7911).

# Lock Down & Other (Stay In) Incidents

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If a violent incident or some other incident occurs outside your building, stay inside or shelter-in-place. If there is an imminent threat of violence, the entrance doors should be locked by those designated to carry out a lock down in your building. In addition, lock classroom or office doors, if possible and hide from view of windows. The university may initiate a modified lock-down where the doors are locked, but normal academics and operations continue. An atmospheric release may also warrant staying inside, in which case, move to the highest location in the building away from windows and doors.

# First Aid

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Campus Safety Officers are First Aid and CPR trained. A complete mobile First Aid kit is located at the Campus Safety Office for response anywhere on campus.

First aid kits are available in all buildings on campus. Locations are listed in the Emergency Procedures Handbook. Offices with kits are responsible for maintaining a full supply of materials in the kits by calling Environmental Health and Safety at ext. 7233 (SAFE) for replacements.

The university makes available First Aid and CPR training and certification for individuals in all areas of the campus.

# General Safety

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Concern for safety is essential. All employees should be careful in their work habits to avoid injury on the job and should be especially cautious to watch their footing on walks and in hallways during bad weather.

To prevent injury, several general rules should be followed:

- Keep floors clear of debris and liquids.
- Maintain floor coverings in good condition to avoid tripping hazards caused by loose tile and frayed carpet edging.
- Keep designated walkways and doorways clear and free of electrical cords, boxes and office equipment at all times.
- When using file cabinets, only open one file drawer at a time.
- Use proper step stools or ladders - not chairs - when climbing to reach high items.

The University Safety Committee, which includes electees and appointees from the administration, faculty, and staff meets once a month. Suggestions to improve safety procedures should be submitted to Environmental Health and Safety. Liability insurance for the university is handled by the Administrative Services Office.

Each new employee is given a copy of the university's Introduction to Health and Safety, and the Emergency Procedures Handbook. Additional copies are available in Human Resources or Environmental Health and Safety.

# Hazard Communication Plans

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The university established a Hazard Communication Program that is described in the Occupational Health, Safety and Accident Prevention Manual. The program includes procedures for container labeling, maintaining Material Safety Data Sheets (MSDS), and employee training and information.

The university also maintains a Chemical Hygiene Plan for lab safety. The plan for Natural Sciences is available from the Chemical Hygiene Officer.

# On-Campus Emergencies

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In case of any emergency go to the nearest telephone and dial ext. 7911 or 535-7911 from your cell phone. If the emergency involves an injured person who is helpless, someone should remain with that person while another leaves the scene to report the emergency. The injured person should not be moved. Identify yourself and the person injured (if possible). Indicate the extension number from which you are calling, the nature of the emergency, and the location of the injured person. Wait on the line to answer any questions, which may be asked in order to dispatch emergency vehicles. Once released from the call by Campus Safety, keep the telephone line open for incoming calls.

# Off-Campus Emergencies

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For stretcher cases (for example, a person who is unconscious or who has suffered an injured back or a heart attack) call 911 and ask for “fire.” Inform them of the nature of the problem. Stay on the line until told otherwise by the Operator. After caring for the victim, call Campus Safety and Information and report the details. For non-stretcher cases (for example, a person who has suffered a hard bump or a sprained ankle), see to it that the person is taken to the nearest medical facility. After treatment call Campus Safety and Information at 253-535-7441 and report the details.



# Personal Safety

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PLU is concerned about the safety of its employees. Following are some tips that will increase your awareness of precautions to take:

- Call Campus Safety Emergency ext. 7911 immediately if you hear or see anything suspicious.
- Call ext. 7441 for a Campus Safety escort to your car, or to another building.
- Use the buddy system. At night call Campus Safety so that they may check on your welfare as they patrol.
- When possible, lock your office door whenever you leave.
- Lock doors and windows when working at night. Secure everything before leaving.
- Don't leave keys, records, cash, checks, purses, or personal valuables even momentarily.
- Stay alert for the unexpected.
- Avoid unnecessary risks.
- Act with common sense.
- Walk confidently. Don't look like a victim.

Additional materials on personal security are available without cost at the Campus Safety and Information Office.

If you observe illegal or dangerous behavior or activities, please report it to Campus Safety in a timely manner, so it can be investigated and resolved.

# Possession of Weapons

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To reduce the risk of injury to employees and students, the university prohibits the possession of weapons on campus premises, in university vehicles, at any university-sponsored events off-campus. Prohibited weapons include firearms, knives, or other dangerous devices including, but not limited to: guns, firecrackers or other explosives, hunting weapons, live ammunition, flares, swords, slingshots, pellet guns, paint guns, and bb guns.

Employees should report to their supervisors any concerns about other staff members, or students in possession of prohibited weapons.

Failure to adhere to the university's weapon policy or failure to cooperate in an investigation is grounds for disciplinary action, which, depending on the circumstances, may include immediate termination.

# Safety Bulletin Boards

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To increase employee's safety and health awareness, bulletin boards for safety information are located in several buildings on campus.

The safety bulletin boards in the following areas will display all Washington Industrial Safety and Health Act (WISHA) required posters and emergency information:

- Hauge Administration Building
- Dining and Culinary Services
- Facilities Management

Safety bulletin boards in other areas may display safety posters, emergency numbers, Material Safety Data Sheet (MSDS) locations, Safety Committee information and other items as determined by the Safety Committee representative.

# University Violence Prevention Policy

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Providing a Safe and Secure Campus: Preventing Workplace & Campus Violence  
July 2024

## Introduction and Purpose

The university and its employees and students strive to provide a safe, secure learning/ living and work environment in an atmosphere which respects each person's dignity. Toward this end, the university will take appropriate action against anyone who is found to have engaged in threatening or violent behavior on campus or at university-sponsored programs or events. Employees and students are responsible for reporting situations that are or could become threatening.

Verbal threats, threatening behavior, or acts of violence by an employee, student or other member of the campus community against other employees, students, vendors, or campus visitors will not be tolerated. Persons found to have violated this policy are subject to appropriate disciplinary action, including potential dismissal. Arrest and criminal prosecution by off-campus authorities is also possible.

Threats or acts of violence will be taken seriously. Reported threats and acts of violence are investigated by the university. Employees, students or other members of the campus community who are found to have made substantial threats, exhibited threatening behavior, or engaged in violent acts on university property are subject to removal from the campus as quickly as safety permits.

For the purpose of this policy, employee includes all faculty, administrators, staff, temporary employees, and student workers; student includes any enrolled student. The prohibitions in this policy apply to all members of the campus community, including employees, students, and volunteers.

## Prohibited Behavior

While it is not possible to describe all the actions which might constitute threatening or violent behavior or a risk to safety and security, the following behaviors are strictly forbidden in the workplace or on the PLU campus:

- Using threatening, intimidating, or abusive language and/or gestures.
- Using or possessing firearms, explosives, knives, or any other type of weapon.
- Stalking or similarly harassing behavior toward employees, students, or campus visitors.
- Destroying or damaging university property, computer files, and/or other acts of workplace sabotage.
- Assaulting or physically attacking another person.
- Verbally threatening to harm another person or destroy property.
- Possessing or consuming illegal drugs.
- Possessing or consuming alcoholic beverages.
- Working under the influence of alcohol or illegal drugs.

## Reporting Requirements

1. Students and employees are required to notify Campus Safety immediately at ext. 7911 if they

observe the following:

- a. A life-threatening situation that is in progress (physical confrontation, robbery, etc.);
  - b. An act of violence or threat in the workplace, residence halls or on campus property;
  - c. A threat of domestic violence potentially affecting the campus environment;
  - d. Any action or conduct that is imminently threatening or violent or that has the potential to become threatening or violent.
  - e. The presence on campus of any person who is the subject of a Restricted from Campus order, a Restraining or Anti-Harassment order that lists the university as a restricted location.
  - f. Students and employees are required to notify Campus Safety promptly in the event that they have secured a Restraining or Anti-Harassment Order that lists the university as a restricted location.
2. Employees are required to notify their supervisors promptly of any action noted in a-e above. In turn, supervisors are required to notify Campus Safety of any threats of which they are informed and any threats they receive or witness themselves.
  3. Other members of the PLU community, including volunteers, are strongly encouraged to follow these same reporting procedures if they observe acts of violence or threatening situations.
  4. Campus Safety will notify Human Resources in a timely manner regarding reports and information shared with them.
  5. The university will use reported information with as much discretion as possible-balancing privacy with the need to provide a safe, secure environment.

## Resources

Student Life staff members are available to consult with, assist and/or refer students with any issues related to the behaviors or procedures noted above.

Human Resources staff members are available to consult with, assist, and/or refer employees and supervisors regarding:

- Talking through difficult situations and determining what next steps might be appropriate.
- Referring employees to the Employee Assistance Program or other services for support in counseling, anger management, or mediation.
- Documenting and managing sensitive performance issues.

Supervisors are directed to seek the assistance of Human Resources and/or Campus Safety during potentially high-risk situations such as employee dismissals, work restructuring, or instances in which an employee's medical condition may be a contributing factor.

Office	Phone Numbers	Contact For
Campus Safety	<ul style="list-style-type: none"><li>• Emergency, dial 7911</li><li>• Non-emergency, 253-535-7441</li></ul>	<ul style="list-style-type: none"><li>• Emergency assistance</li><li>• Reporting threats and acts of violence</li></ul>
Human Resources	<ul style="list-style-type: none"><li>• 253-535-7185</li></ul>	<ul style="list-style-type: none"><li>• Consultation for employee situations</li><li>• Referral to support services</li></ul>
Student Rights & Responsibilities (SRR)	<ul style="list-style-type: none"><li>• 253-535-7462</li></ul>	<ul style="list-style-type: none"><li>• Consultation for student concerns</li><li>• Consultation for residence hall, campus and classroom situations</li></ul>

## **Retaliation Prohibited**

The university will not tolerate any retaliation against any person who reports or participates in the investigation of a situation under this policy. Any person who is found to have engaged in retaliation prohibited by this policy is subject to appropriate disciplinary action, including immediate dismissal and exclusion from campus.

## **Not a Contract**

No part of this policy is intended to or shall be construed to limit the university's right to manage its workforce or address student conduct issues, operate the university or to handle specific situations based on the specific facts involved. This policy is not, and shall not be construed as a contractual commitment on behalf of or to any person.