

# Working Conditions

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## Closure

The Board of Regents or the President of the University, or people acting under their authority, may close the University due to circumstances beyond the University's control that impair its ability to continue normal operations. Such circumstances may include, but are not limited to, inclement weather, natural disaster, labor disputes, national emergencies, or other forces majeure. During such periods of closure, term employees shall be considered to be on leave of absence with pay, until otherwise notified.

Announcement of the closure of the University shall be disseminated by means of local radio stations. During such occurrences, the employees are requested to monitor the stations for information.

## Disaster Plan

The Emergency Operations Plan is designed to coordinate the use of University and community resources to protect life and property immediately following a major natural or accidental disaster on the CLU campus. It is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies envisioned by this plan are a major earthquake or other natural disasters.

Copies of the detailed Emergency Operations Plan document may be obtained from the Campus Safety and Services Office. It is also posted on the CLU web page.

## Equal Employment Opportunity

The continuing policy of California Lutheran University is to afford equal opportunities for all qualified individuals, regardless of their race, creed, color, age, national origin, ethnic origin, ancestry, religion, sex, sexual orientation, marital status, non job-related handicap or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or facility of the University on the basis of these factors.

It is also the policy of the University that these principles should guide interactions between all employees.

## Nonsexist Use of Language

Language can be a powerful, although unconscious, tool in reinforcing sexism. In order to maintain high standards of scholarship in both written materials and oral presentation, the University community should consciously work toward inclusive modes of expression, that is, modes that do not discriminate on the basis of sex.

Avoiding sexist language means making a conscientious effort to choose words that are accurate, clear and unbiased. Word choice should convey underlying assumptions and attitudes of sex equality on the part of the writer or speaker.

Changes in the style and content of publications, lectures and public relations material should indicate an awareness of the following:

Male nouns and pronouns should no longer be considered appropriate as generic terms when referring to both sexes (e.g., substitute "one" or "person" or use the plural form).

People can no longer be identified by fixed roles or stereotyped duties. Sex typing can, in fact, be diminished by the use of terms that are not sex-specific and the use of examples that do not limit men or women to traditional roles (e.g., substitute police officer for policeman, homemaker for housewife, Mary Jones for Mrs. John Jones).

## Outside Activities

See Section Two. II.E. "Outside Employment and/or Professional Activity."

## **Conflict of Interest**

See Section Two. IV. B. 2. "Conflict of Interest."

## **Hazardous Waste Disposal**

Employees who handle toxic or hazardous substances on behalf of the University are required to maintain, use, and dispose of such substances in accordance with applicable state, federal, and local laws and regulations as a condition of their employment. The employee may obtain assistance in ascertaining her or his obligations under these laws and regulations from the Director of Campus Safety and Services. Any employee who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the University, shall be deemed to have acted outside the scope of her or his authority.

## **Release of Information About Students (Family Educational Rights and Privacy Act)**

All employees who administer student educational records are required to comply with the University's F.E.R.P.A. nondisclosure policy. Violation of said policy shall be deemed to be a breach of duty.

Annually, California Lutheran University informs students of their rights under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA, also known as the Buckley Amendment). The act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide procedures to correct inaccurate or misleading information in those education records through the hearing process. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the act.

The act allows students the right to inspect their education records and provides that colleges and universities will maintain the confidentiality of those records. At CLU no one outside the institution will have access to a student's education records without the student's written consent, with the exception of parents who claim the student as a dependent for tax purposes. The University will inform parents if there has been a change in the student's academic standing; specifically, if the student is placed on probation or suspension or is removed from those statuses. A copy of the full text of the law is available in the Registrar's Office.

## **Fund-raising Policy**

All fund-raising activities conducted on behalf of or in the name of the University by any employee shall be subject to the proper coordination and approval of the Vice President for University Advancement. Grants or gifts may not be accepted on behalf of the University unless approved by the President of the University.

Employees may not solicit funds on behalf of any organization, other than an approved University organization, on University property unless prior approval is received from the Vice President for University Advancement in consultation with the Vice President for Administration and Finance. Employees may not sell or solicit the sale of products on University property or on work time other than University-approved products, the sale of which is part of the employee's job duties or responsibilities.

No one shall appropriate to her or his own use, or the use of another, the University name, logo, seal, emblem or any other trademarks or service marks of the University without the written permission of the Vice President for University Advancement.

## **Smoking Policy**

Smoking is prohibited in administrative offices (including private administrative offices), faculty offices, all meeting rooms on campus, and within 20 feet of the entrance of a building.

For the health and protection of all employees, this policy is in accordance with ordinances established by the city of Thousand Oaks.

## **Alcohol Abuse/Drug-free Workplace and Campus Policy – In Progress**

### **1. Definitions**

For purposes of this section and the following subsections, the following terms shall be defined as provided:

- A. "Controlled substance" means a controlled substance identified or described in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, and/or as defined by the state of California, as amended from time to time;
- B. "Conviction" means a finding of guilt (including a plea of no lo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;
- C. "Criminal drug statute" means a federal, state, or other non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance;
- D. "Grant" means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation (Uniform Administrative Local Governments). The term does not include technical assistance which provides services instead of money or other assistance in the form of loans, loan guarantees, interest subsidies, insurance or direct appropriations; or any veterans' benefits to individuals, i.e., any benefit to veterans, their families or survivors by virtue of the service of a veteran in the Armed Forces of the United States.

## 2. General Statement

The University prohibits the unlawful or unauthorized manufacture, distribution, dispensing, possession or consumption, sale or use of controlled substances on or in University-owned or -controlled property or in the course of University business or activities. The University prohibits the distribution, dispensing, possession, consumption, sale or use of alcoholic beverages on or in University-owned or -controlled property and facilities. Individuals or entities including, but not limited to, students, employees, contractors, agents, volunteers or invitees, who violate this policy shall be subject to discipline, termination/dismissal, debarment, arrest or citation, as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the University.

*University employees and independent contractors must not report to work or be on University controlled property while under the influence of any drugs or alcohol or other substance which will in any way affect their work performance, alertness, coordination or response, or affect the safety of others on the job, or which would affect their ability to appropriately represent the University.*

*Any employee who is required to use a medically prescribed or over-the-counter drug which may impair or affect the employee's alertness, coordination or responses must advise their supervisor of this fact before reporting to work. It is the employee's responsibility to determine whether or not a prescribed or over-the-counter drug may impair his or her job performance. The University reserves the right to require any employee using prescribed or over-the-counter drugs to provide a physician's certification that the use of the drug will not impair the ability of the employee to perform his or her job properly and safely.*

## 3. Grants/Recipients/Participants

Employees who are authorized to work on any grant shall, as a condition of acceptance of and prior to commencing any such work, be required to abide by the provisions of and to execute and deliver to the University a certification on a form as follows.

## 4. University Response

No later than 30 calendar days after receiving a notification of a drug statute conviction as required in section K. 3. above, the University shall act as follows, with respect to any employee so convicted:

- A. take personnel action against such employee to include any range of authorized disciplinary actions up to termination/dismissal; and/or
- B. require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the University.

In addition, the University shall notify the agency, which awarded the grant under which the employee was working at the time of the incident leading to the conviction, of the notification received under section K.3., no later than 10 calendar days after actual receipt.

## 5. Education

The University, through the Human Resources Office, annually distributes to employees, faculty and students information concerning the dangers of alcohol and drug abuse in the workplace, the provisions of section K. 1. above, available drug or alcohol counseling, rehabilitation and employee assistance programs, and the personnel actions which employees are subject to as a consequence of their violation of the provisions of section K. 2. above, or the conviction of a criminal drug statute for a violation occurring on or in University-owned or -controlled property or in the course of University business or activities.

## Political Activity and Public Statements

See Section Two. II.E.3.

## Use of University Facilities and Services

Faculty members may use University facilities when the use is connected to their scholarly activities. The use is subject to the availability of the facilities and must be scheduled through the appropriate scheduling authority.

Outside activities may be conducted in the individual's assigned office space so long as they are not substantial and do not interfere with the work of other faculty, staff or administration, and as long as they are in keeping with the University's mission.

Faculty secretaries, on an "as available" basis, may assist in the preparation of scholarly, non-revenue generating work.

## Use of University Name and Seal

The University's name and seal are the exclusive property of the University and, consequently, may not be used in connection with goods or services offered or bank accounts held by any outside organization or individual without the prior permission of the President of the University. Faculty members publish a considerable number of reports in the forms of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to the University in connection with the quotations.

Official stationery may not be used in connection with "outside activities" *except with respect to those academic and scholarly activities described in Section Two.IV.F.* No report or statement relating to outside activities may use the name of California Lutheran University. The use of official University titles for personal gain or publicity is prohibited without the written approval of the President.