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NO. 1.0.1
DATE ISSUED DATE REVISED
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Effective November 13, 2006, Policy No. 1.0.1 is no longer in effect. Please see Policy No. 1.1 in the University of San Diego's new Policy Manual.

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NO. 1.0.2
DATE ISSUED DATE REVISED
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Effective November 13, 2006, Policy No. 1.0.2 is no longer in effect.

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MISSION STATEMENT

NO. 1.1.1

DATE ISSUED DATE REVISED
P.A.C. 2/99
Pres. 10/05

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Effective November 13, 2006, the University's Mission Statement and Core Values are set forth in Policy No. 1.2 of the University of San Diego's new Policy Manual. This Policy No. 1.1.1 is no longer in effect.

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NO. 1.1.2
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Effective November 13, 2006, the University's Vision Statement and Strategic Goals are set forth in Policy No. 1.3 of the University of San Diego's new Policy Manual. This Policy No. 1.1.2 is no longer in effect.

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NO. 1.1.3
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Effective November 13, 2006, Policy No. 1.1.3 is no longer in effect.

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NO. 1.1.4
DATE ISSUED DATE REVISED
P.A.C. 2/99
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Effective November 13, 2006, Policy No. 1.1.4 is no longer in effect.

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NO. 1.1.5
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Effective November 13, 2006, Policy No. 1.1.5 is no longer in effect.

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NO. 1.1.6
DATE ISSUED DATE REVISED
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Senate 04/00
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Effective November 13, 2006, the University Senate's constitution and by-laws are set forth in Policy No. 1.5 of the University of San Diego's new Policy Manual. This Policy No. 1.1.6 is no longer in effect.

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NO. 1.1.7
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Effective November 13, 2006, the Staff Employees Association constitution and by-laws are contained in Policy No. 1.6 of the University of San Diego's new Policy Manual. This Policy No. 1.1.7 is no longer in effect.

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Policy No. 1.1.8 has been moved to the University of San Diego's new Policy Manual as Policy No. 6.1.

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NO. 1.1.9
DATE ISSUED 07/04 DATE REVISED
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The policy statement set forth in Policy No. 1.1.9 has been moved to the University of San Diego's new Policy Manual as Policy No. 2.2.9.

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NO. 1.2.1
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Policy No. 1.2.1 has been moved to the University of San Diego's new Policy Manual as Policy No. 2.2.8.

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NO. 1.2.2
DATE ISSUED DATE REVISED
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Policy No. 1.2.2 has been moved to the University of San Diego's new Policy Manual as Policy No. 2.8.1.

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NO. 1.2.3
DATE ISSUED DATE REVISED
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Policy No. 1.2.3 has been moved to the University of San Diego's new Policy Manual as Policy No. 6.2.

SECTION		NO.	
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GENERAL			P.A.C. 2/99
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Effective May 8, 2008, Policy No. 2.0.1 is no longer in effect. Please see Policy No. 3.5 in the University of San Diego's new Policy Manual.

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NO. 2.0.2
DATE ISSUED DATE REVISED
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Effective May 8, 2008, Policy No. 2.0.2 is no longer in effect. Please see Policy No. 3.4 in the University of San Diego's new Policy Manual.

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NO. 2.0.3
DATE ISSUED DATE REVISED
P.A.C. 4/97, 2/99
Corrected: 11/18/99
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Effective May 8, 2008, Policy No. 2.0.3 is no longer in effect. Please see Policy No. 3.4 in the University of San Diego's new Policy Manual.

SECTION		NO.	
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Effective May 8, 2008, Policy No. 2.0.4 is no longer in effect. Please see Policy No. 3.4 in the University of San Diego's new Policy Manual.

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NO. 2.0.5
DATE ISSUED DATE REVISED
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Effective December 10, 2007, Policy No. 2.0.5 is no longer in effect. Please see Policy No. 3.5.3 in the University of San Diego's new Policy Manual.

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NO. 2.0.6
DATE ISSUED DATE REVISED
P.A.C. 2/99
Approved: President, Effect. 1/1/00
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Effective May 8, 2008, Policy No. 2.0.6 is no longer in effect. Please see Policy No. 3.5 in the University of San Diego's new Policy Manual.

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NO. 2.0.7
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As of May 22, 2008, Policy No. 2.0.7 is no longer in effect. Please see Policy No. 3.6 in the University of San Diego's new Policy Manual.

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Policy No. 2.1.1 is no longer in effect. Please see Policy No. 2.2.1 in the University of San Diego's new Policy Manual.

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NO. 2.1.2
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A. School or College-Specific Procedures. Each school or college must have written policies and procedures governing appointments to its faculty, with specific provisions regarding:

1. respective responsibilities of faculty, school or college administration, and University administration in making faculty appointments
2. procedures to be followed in recruiting and interviewing prospective faculty members, in assuring the participation of faculty in the appointments process, and in making recommendations of faculty appointments to the University;
3. criteria for faculty grievances, as well as intra-school procedures to deal with those grievances, with regard to particular appointment recommendations, the appointment process used in particular cases, and/or general appointment policy, procedure, or practice.

The University Senate will review a school or college's proposed appointment policies and procedures, as well as any proposed amendments to such policies and procedures, to determine whether they insure faculty participation in appointment decisions and provide an intra-school process for the determination of faculty appointment-related grievances.

B. Affirmative Action Requirements. Positive efforts must be made to advance affirmative action academic personnel programs that conform to all current legal requirements, that are consistent with the University standards of quality and excellence, that are specific in identifying areas of underutilization, and that establish means of identifying potential candidates for academic positions.

Under-utilization exists when the number of minority group persons or women employed is significantly fewer than would reasonably be expected based on the availability of qualified persons for employment.

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Goals are targets for increasing the employment of minority group persons and women in units where they are underutilized. Goals are not rigid targets or quotas.

Timetables are estimates of the time required to meet specific goals, taking into consideration anticipated appointments each year for each academic unit.

1. Determination of Underutilization. Each department and/or school will receive an annual report from the Office of the Provost identifying academic employees according to rank, ethnic code, and other pertinent information. The Deans will compile data on the availability of women and minorities for academic recruitment and then conduct a utilization analysis to determine if there is substantial disparity between availability and employment of minority group persons and women.

2. Goals. Each department and/or school will establish goals and timetables for eliminating underutilization by taking into consideration anticipated growth or reduction, as well as availability of positions and qualified candidates.

3. Search. An active and thorough search must be made for qualified candidates, including minority group persons and women, before new appointments are made. The appointing authority will take affirmative action goals into consideration when selecting from among candidates.

4. Recruitment Procedure. Since the success of the Affirmative Action Program will depend upon the breadth and depth of the search for qualified candidates for academic appointments, the following recruiting procedure or appropriate substitute shall be undertaken prior to the submission of a name for appointment:

a. A brief position description detailing the duties, competence in specific areas, experience, other required qualifications, and salary range shall be disseminated to appropriate minority group and women's organizations.

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b. An advertisement clearly stating requirements for the position shall be placed in at least one national learned journal or publication whose readership would include persons qualified for the position. Copies of the advertisement with the cost, number of responses, etc., shall be kept for purposes of documentation.

c. Minority groups or professional women's groups in the appropriate discipline should be contacted for the purpose of soliciting applications.

d. An Academic Appointment Affirmative Action Report (see following page) plus any supporting documentation shall be submitted to the appropriate Dean and the Provost for all appointments made.

5. Internal Audit. In order to determine compliance with Affirmative Action obligations, internal audits of departments and schools will be made at least annually by the appropriate Dean.

6. Responsibilities of Academic Administrators. Deans and Department Chairs are responsible for insuring compliance with this policy and its accompanying procedures, and must establish and maintain pertinent records for three years.

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UNIVERSITY OF SAN DIEGO AFFIRMATIVE ACTION REPORT

Department: _____ College/School: _____

Candidate Selected: _____ Annual Salary: _____

Rank: _____ Effective Dates: _____ to _____

Ethnic Origin: Black Asian or Pacific Islander American Indian Hispanic Caucasian
(Please circle one.) Sex: _____

CANDIDATES CONTACTED

Name	Sex	Ethnic Origin	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Using the rejection code below and attachments as appropriate, please indicate the reason for disqualifying any candidate PERSONALLY INTERVIEWED, but not appointed:

A-Poor References B-Unsatisfactory Interview C-Unsatisfactory Research D-Refused Offer (attach correspondence) E-Other(explain)

Name	Sex	Ethnic Origin	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RECRUITMENT PROCEDURES: Attach copy of POSITION PROFILE. Please list publications in which position was advertised, cost of ad, and number of responses. Attach copy of ad and list of other recruiting sources contacted. No. of responses _____

Publication: _____ Dates: _____ Cost: _____

Department Signature	Provost Office Signature	Date
_____	_____	_____
Final Action Offered	Date	Rank/Salary
Accepted	_____	_____
Declined	_____	_____

This form shall not be included in any individual's personnel file.

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ADMINISTRATIVE AND STAFF PROCEDURES

NO. 2.1.3
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SCOPE

Administrative and Staff Employees

EMPLOYMENT PROCEDURE

A member of the Human Resources Recruitment staff will meet with the recruiting supervisor to advise and help create a recruitment strategy to achieve the successful recruitment of a qualified candidate. The Human Resources Recruitment representative will serve as a consultant throughout the search and hiring process, and be instrumental in the design and set-up of search committees for administrative hires when appropriate.

A. FILLING CONTINUING POSITIONS

1. Recruitment

It is necessary that all newly budgeted positions are classified by Human Resources prior to recruitment. The completed Job Description is submitted to Human Resources by the hiring supervisor for classification.

- a. The hiring supervisor completes the Personnel Requisition section of the Personnel Requisition/Hiring Ratification form, noting if a newspaper/journal or internet WEB advertisement is desired.
- b. The hiring supervisor reviews/updates the job description, noting whether skills and knowledge are required, preferred or acquired.
- c. The hiring supervisor attaches the completed Job Description form to the Personnel Requisition which must be received by Human Resources by 5:00 p.m. Tuesday to ensure posting and advertising for the following week. All openings will be required to have a closing date which will be determined by the hiring supervisor.
- d. Human Resources conducts on-campus recruitment through weekly postings of job openings and the Human Resources telephone job line.

- e. To meet cultural diversity objectives and recruitment requirements, positions may be advertised in local and national publications (newspapers, journal, newsletters etc.) In consultation with the hiring supervisor Human Resources will suggest appropriate advertising resources, prepare and place the advertisement.
 - f. All resumes and applications will be routed through Human Resources in order to maintain statistical information and ensure cultural diversity and recruitment policy objectives are being met. All applicants will be notified by mail when an application and/or resume has been received and informed that further contact will be made if an interview is desired. Applications will be available for hiring supervisors review 48 hours after receipt in Human Resources.
2. Selection Process
- a. If requested by the hiring department, Human Resources screens applications and conducts preliminary interviews. In consultation with Human Resources the hiring department will design the interview process and create appropriate interview questions. The scheduling of interviews is the responsibility of the department.
 - b. The hiring supervisor will consult with Human Resources if applicant testing is desired.
 - c. In consultation with Human Resources reference checking and the final selection of the candidate is the responsibility of the hiring supervisor as delegated by the appropriate Vice President. Consideration is given to the following criteria when selecting a finalist: promotion from within the University if qualified employees are available; lateral transfer, recall of qualified employees on layoff status; qualified candidates that meet cultural diversity objectives.

- d. After the final selection has been made, the hiring supervisor completes the hiring report indicating reasons for not selecting other interviewed candidates. The completed hiring report is given to Human Resources before an employment offer is made. Human Resources will review the Hiring Report to ensure that cultural diversity and recruitment policy objectives have been met.
3. Employee Time-Off for On-Campus Interviews.
Employees in non-temporary positions are granted time-off (absence with pay) for interviews with USD departments.
4. Offer of Employment
 - a. Offers of employment and salary commitments are made by Human Resources. Exceptions may be made for specific administrative positions and some internal promotions upon consultation with Human Resources. Before an employment offer is extended, the applicant will receive a benefits overview.
 - b. Human Resources advises the hiring supervisor of the candidate's acceptance or rejection of the employment offer. The hiring department will contact all unsuccessful interviewed candidates. Internal candidates not selected for a position will be personally contacted by Human Resources or the hiring supervisor.
 - c. Hiring Authorization for Staff Employees: After the selected applicant has accepted the job offer, Human Resources returns the Personnel Requisition to the department, which circulates it for proper signatures before returning it to Human Resources.
 - d. Hiring Authorization for Administrative Employees: The hiring supervisor will contact the appropriate Vice President's office who will develop a new hire letter and submit a copy to Human Resources Records.

- e. All original resumes and applications are returned to Human Resources for appropriate storage.

B. FILLING CONTINUING POSITIONS WITHIN A DEPARTMENT

When there is a qualified candidate in a continuing benefit-based position within the department, the hiring supervisor may choose to open the position to the department employees only.

Recruitment

It is necessary that all newly budgeted positions are classified by the Human Resources Compensation Manager prior to recruitment. The completed Job Description is submitted to HR by the recruiting supervisor for classification.

1. The hiring supervisor completes the Personnel Requisition section of the Personnel Requisition/Hiring Ratification form.
2. The hiring supervisor reviews/updates the job description, noting whether skills and knowledge are required, preferred or acquired.
3. The hiring supervisor attaches the completed Job Description form to the Personnel Requisition which must be received by Human Resources by 5:00 p.m. Tuesday to ensure posting and advertising for the following week.
4. A posting will be created for the individual department, to be posted and circulated to all department employees.
5. Only non-temporary continuing department employees may be considered for the position.

C. FILLING TEMPORARY POSITIONS

Departments with approved temporary positions may recruit through Human Resources. Recruitment procedures as set forth for continuing positions will be followed and all hiring paperwork will be required to go through Human Resources Employment.

Temporary positions will be benefit-based if the number of hours worked per week and the duration of the position result in the employee working 1000 hours in a calendar year.

An employee will become benefits-eligible, except for tuition remission, if the hours worked for USD exceed 1000 hours in a calendar year.

D. FILLING PART-TIME, TEMPORARY NON-BENEFIT BASED POSITIONS

The University gives preference to USD students in the filling of part-time, temporary, non-benefit based positions.

1. Recruitment

- a. The hiring department completes a student job posting form and sends it to Student Employment, or calls Student Employment with the information.
- b. Student Employment posts the job.
- c. Students interested in the posted position will complete a student job application form and submit it to the appropriate department.
- d. The hiring department selects a qualified student, completes the appropriate section of the Personnel Requisition and sends it to Student Employment.
- e. Student Employment completes the Personnel Requisition, an Employment Application Form, I9 Immigration Form, W-4 form and forwards them to Human Resources Employment Office .

- f. If the hiring department cannot find a suitably qualified USD student, Human Resources is contacted by the hiring supervisor for recruitment. The hiring supervisor submits a Personnel Requisition along with documentation from Student Employment that were no acceptable candidates.
- g. If the department is re-hiring a USD student, the hiring supervisor will complete the student's Department Action Form. If the student has not worked for three (3) years, an I9 Immigration Form will be required. These documents must be submitted to Human Resources Payroll/Record's Department within three (3) days of the student's employment state.
- h. All questions regarding pay rates and classifications will be directed to Human Resources.
- i. If temporary positions of twenty (20) hours or more per week are approved for more than six month duration, employees in such positions will be eligible for benefits except tuition assistance/remission.

E. FILLING GRADUATE ASSISTANT POSITIONS

Departments with approved Graduate Assistant positions will be responsible for completing all paperwork relating to the hire of a Graduate Assistant. If the department would like the Graduate Assistant position to be posted on Human Resources' bulletin boards, the hiring supervisor will submit a posting to Human Resources. . Graduate Assistantships will be posted for three weeks unless a different time line is submitted by the hiring supervisor.

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As of May 22, 2008, Policy No. 2.1.4 is no longer in effect. Please see Policy No. 3.2.1 in the University of San Diego's new Policy Manual.

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SCOPE

Selected Administrative Employees

- A. Campus-Wide Searches. For purposes of this procedure, campus-wide searches are searches to fill administrative positions which have significant impact on student life. The Office of the Provost, in conjunction with leaders of student governments, maintains a list of such positions.
1. Administrative Responsibilities. As soon as a determination is made to begin a campus-wide search, the head of each student government will be notified and provided with pertinent information, including the general time-line of the search process; the last active day of the incumbent in the position; and the estimated appointment date of the new person.
 2. Student Government Responsibilities. The President of the Associated Students appoints five undergraduate students to serve on the Student Interviewing Committee, and one to serve as co-chair of that committee. The Graduate Students Association and Student Bar Association, in cooperation with one another, assign five graduate or professional students to serve on the Student Interviewing Committee, and one to serve as co-chair of that committee.
 3. Student Interviewing Committee Responsibilities. The Student Interviewing Committee is responsible for seeking out the qualifications and characteristics desired by the student body in potential candidates, and relaying student input and feedback to the Search Committee. Each student committee member must interview all candidates brought on campus by the University in the campus-wide search, unless unable to do so because of confidentiality issues (see subsection 4 immediately below); provide a written evaluation of the candidates he or she has interviewed;

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provide the student co-chairs with an evaluation based on his or her experience of participation in the selection process. These evaluations are passed on to the Search Committee Chair and the University Provost.

4. Co-Chair Responsibilities. The co-chairs of the Student Interviewing Committee serve on the Search Committee and, where required, act as student liaisons to the Selection Committee. They co-chair all Student Interviewing Committee meetings, and are responsible for presenting evaluation results of the Student Interviewing Committee to the Search Committee.

In the event the entire Student Interviewing Committee cannot meet the candidate(s) because of confidentiality issues, the co-chairs are responsible for meeting with the candidate(s) and representing student interests.

B. Dean Searches.

1. Administrative Responsibilities. The Office of the Provost, in conjunction with the leaders of the student governments, maintains a list of student constituencies affected by the selection of new deans in Arts and Sciences, Business Administration, Education, Law, and Nursing. As soon as a determination is made to begin the search process for a new dean, the head of each student government affected by the search will be notified and provided pertinent information, including the general time-line of the search process; the last active day of the incumbent in the position; and the estimated appointment date of the new person. The heads of the affected student groups are included in all mailings regarding the search.
2. Student Government Responsibilities. Student representative(s) from affected schools are selected by their respective governments to serve on the committee. The student governments use the list maintained in the Office of the Provost to determine the number of representatives required on the Search Committee and on the Student Interviewing Committee.
3. Student Interviewing Committee Responsibilities. The Student Interviewing Committee is responsible for seeking out the qualifications and characteristics

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desired by the student body in potential candidates, and relaying student input and feedback to the Search Committee. Committee members are responsible for determining the manner in which additional student input is solicited and compiled, as well as for interviewing all candidates brought on campus by the University and providing a written evaluation of the candidates he or she has interviewed; and providing the student co-chairs with an evaluation based on his or her experience of participation in the selection process. These evaluations are passed on to the Search Committee Chair and the University Provost.

4. Student(s) on Search Committee. Student Search Committee members are full participants in committee meetings, with vote.
- C. Non-Conforming Search Committees. If a University search committee is formed or operates in a manner which makes any portion of these procedures impossible or impracticable to follow, these procedures are to be complied with to the extent possible, and the search committee members who are students should at all times be treated as fully-participating committee members.

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Please see Policy No. 3.2.3 in the University of San Diego's new Policy Manual.

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Effective October 8, 2009, Policy No. 2.2.1 is no longer in effect. Please see Policy No. 3.11.1 in the University of San Diego's new Policy Manual.

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Effective October 8, 2009, Policy No. 2.2.2 is no longer in effect. Please see Policy No. 3.11.1 in the University of San Diego's new Policy Manual.

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Effective October 8, 2009, Policy No. 2.2.3 is no longer in effect. Please see Policy No. 3.11.1 in the University of San Diego's new Policy Manual.

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Policy No. 2.2.4 has been moved to the University of San Diego's new Policy Manual as new Policy No. 3.11.2.

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Effective October 8, 2009, Policy No. 2.2.5 is no longer in effect. Please see Policy No. 3.11.1 in the University of San Diego's new Policy Manual.

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NO. 2.2.6
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Policy No. 2.2.6 has been moved to the University of San Diego's new Policy Manual as new Policy No. 3.11.3.

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Policy No. 2.2.7 has been moved to the University of San Diego's new Policy Manual as new Policy No. 3.11.4.

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As of May 22, 2008, Policy No. 2.3.1 is no longer in effect. Please see Policy No. 3.9.1 in the University of San Diego's new Policy Manual.

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As of May 22, 2008, Policy No. 2.3.2 is no longer in effect. Please see Policy No. 3.9.2 in the University of San Diego's new Policy Manual.

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As of May 22, 2008, Policy No. 2.3.3 is no longer in effect. Please see Policy No. 3.9.2 in the University of San Diego's new Policy Manual.

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NO. 2.3.4
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As of May 22, 2008, Policy No. 2.3.4 is no longer in effect. Please see Policy No. 3.9.3 in the University of San Diego's new Policy Manual.

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As of May 22, 2008, Policy No. 2.3.5 is no longer in effect. Please see Section 3.10 in the University of San Diego's new Policy Manual.

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As of May 22, 2008, Policy No. 2.3.6 is no longer in effect. Please see Policy No. 3.10.1 in the University of San Diego's new Policy Manual.

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As of May 22, 2008, Policy No. 2.3.7 is no longer in effect. Please see Policy No. 3.10.3 in the University of San Diego's new Policy Manual.

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NO. 2.3.8
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As of May 22, 2008, Policy No. 2.3.8 is no longer in effect. Please see Policy No. 3.10.2 in the University of San Diego's new Policy Manual.

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SCOPE

The following policy applies to staff employees only. See Section 2.3.12 for policy on personal leave for faculty and administrative employees.

POLICY ON PERSONAL LEAVE FOR STAFF EMPLOYEES

Personal leave of absence to a maximum of 26 weeks may be granted at the discretion of the employee's department head, and with the concurrence of the Director of Human Resources. The best interest of the University is always considered when deciding whether to grant a personal leave. Under unusual circumstances the leave may be extended beyond 26 weeks, but it may not exceed one year.

All accrued vacation must be used at the beginning of the leave. While the employee is receiving a USD paycheck, he/she will be considered on paid leave. While on paid leave, the employee will continue to receive all USD benefits and insurance. When vacation hours have been exhausted, the status of the leave will change from paid to unpaid leave.

The University complies with leave and reemployment rights regarding military leaves of absences as required by law. Employees should consult with Human Resources for further details regarding their rights and obligations.

IMPLEMENTATION

1. An employee must submit a written request for leave to his/her department as soon as the beginning date of the leave is known.
2. The department generally should respond in writing to the employee's leave request. Any arrangements unique to the leave or department should be identified in the supervisor's letter.
3. Whenever possible, the employee should contact with Human Resources to discuss the leave, and its effects on his or her insurance and benefits. During the meeting, paid and unpaid leave, insurance coverage and payments, and adjustments to the employee's continuous months of service will be explained. If, for some reason, the

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employee is unable to meet with Human Resources prior to beginning the leave, the before mentioned information will be mailed to the her or him.

4. A Department Action Form (DAF) must be submitted by the department to Human Resources at the beginning of the leave, along with a copy of the department's approval letter. The DAF must show the employee's last working day and expected return date. The status of the leave will be considered paid as long as the employee has accrued vacation hours available.
5. The employee must notify his/her department immediately of any changes in the status of the leave or expected date of return. A DAF is used to advise Human Resources of the changes.
6. A time record must be submitted by the supervisor to Human Resources each pay period, indicating the employee is on a "personal leave of absence."
7. Human Resources will determine how many accrued hours will be paid each pay period, and when the status of the leave changes to leave without pay.
8. The employee must return to work on the expected return date. The department will immediately submit a DAF notifying Human Resources that the employee has returned.

EFFECT ON BENEFITS

1. An employee will continue to accrue sick and vacation hour while he or she is on a paid leave of absence.
2. While an eligible employee is on paid leave, the University will pay his/her BenUflex contribution and deduct health premiums for employee coverage from his or her paycheck. When the status of the leave changes to leave without pay, the employee may elect to continue University medical and/or dental coverage at his/her expense.
3. While the employee is on paid leave, deductions for dependent health insurance premiums will be taken from his or her USD pay check. When applicable, USD will continue a dependent medical subsidy while the employee is on paid leave. When the status of the leave changes to a leave without pay, the employee may elect to continue dependent health coverage at his or her own expense. Insurance payments are due on

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or before the close of the last business day of each month, before coverage can be extended to the next month.

4. USD will continue to pay an employee's life and accident insurance premiums while he or she is on paid leave. Once on leave without pay, the employee may elect to continue life and accident coverage at his/her own expense for up to one year, beginning with the first day of leave.

A health care reimbursement account will remain active during the employee's paid leave. Claims for reimbursement may be submitted during the leave. Claims will be paid on the next payroll cycle following the approval of the claim. The account will be inactive when the leave changes to unpaid leave status. The employee must contact Human Resources upon return from leave to re-establish his/her health care account.

A dependent care reimbursement account will be inactive during the leave period. Expenses incurred for dependent day care are not eligible for reimbursement during a personal leave of absence. The employee must contact Human Resources upon return from leave to re-establish his/her dependent care reimbursement account upon return from leave.

Employees should refer to the BenUflex handbook for complete information on the allowable circumstances for changing the annual reduction to health and/or dependent care reimbursement accounts.

ADJUSTMENTS TO CONTINUOUS MONTHS OF SERVICE: STAFF EMPLOYEES

An approved personal leave does not count as a break in service for staff employees. However, a staff employee's continuous months of service will be adjusted when he or she is on leave without pay for more than four weeks (20 working days). After Human Resources review, both the department and the employee will be notified of any change in the continuous months of service. If a staff employee goes on a leave without pay before the end of his/her probationary period, the probationary period will be extended an amount of time equal to the unpaid leave.

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As of May 22, 2008, Policy No. 2.3.10 is no longer in effect. Please see Section 3.10 in the University of San Diego's new Policy Manual.

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As of May 22, 2008, Policy No. 2.3.11 is no longer in effect. Please see Policy No. 3.10.10 in the University of San Diego's new Policy Manual.

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SCOPE

The following policy applies to faculty and administrative employees who have held full-time appointment for at least three full consecutive years at the University immediately prior to the beginning of the requested leave. The service requirement is intended as a general and not inflexible rule. The service requirement does not apply to employees requesting leaves for military service or for pressing personal family reasons. Other exceptions to the service requirement may be made by the appropriate Vice President, with the concurrence of Human Resources.

POLICY ON PERSONAL LEAVE: FACULTY AND ADMINISTRATIVE EMPLOYEES

Personal leave is authorized unpaid leave of absence for more than three weeks that is not covered by the University's policies on Pregnancy Disability, Family and Medical Leave or other medical leaves or that is granted upon the exhaustion of any available Pregnancy Disability, Family or Medical Leave. Personal leaves may be granted for the following reasons: military service or pressing personal or family reasons; public service or political activity; professional development, including service as a visiting instructor at another university or other activities deemed to be in the best interest of the University and the employee.

An eligible employee who is drafted, enlists or is called to active duty in the U.S. Armed Forces will be placed on a non-paid leave of absence, and will be paid for unused vacation time accrued upon presentation of appropriate military orders. If the employee applies for reinstatement within 90 days of release from military service, the University has a legal obligation under the Veteran Re-employment Act (Public Law 93-508 as amended by Public Law 94-286) to reinstate the employee, provided certain conditions are met. Employment in the U.S. Armed Forces will not constitute a break in service. Employees should consult with Human Resources for further details.

Personal leave must be applied for when the employee or the employee's supervisor determines that an outside activity substantially interferes with the performance of the employee's duties. (See Outside Employment Statement.) A faculty member's personal leave for political activity should comport with Statement on Professors and Political Activity, AAUP Policy Documents and Reports 33-34 (1990).

IMPLEMENTATION

1. Application for and Approval of Personal Leave.
 - a. The employee must present to his or her supervisor a written application setting forth eligibility for leave, purpose of the leave, and manner in which the leave is to be spent.
 - b. The request should be made as far in advance of the beginning of leave as is reasonable and sufficient (at least nine months in the case of faculty employees) to make arrangements for the absence. This notice requirement does not apply to employees requesting leaves for military service or for pressing personal family reasons. Other exceptions to this notice requirement may be made at the discretion of the applicant's supervisor.
 - c. The supervisor's recommendation for approving or disapproving the application will first be communicated to the applicant and will then be forwarded with the application to the appropriate Vice President. The applicant is entitled on request to a statement of reasons for the supervisor's recommendation. After receiving the supervisor's recommendation, the applicant may provide additional information regarding the proposed leave to the supervisor and Vice President.
 - d. The President makes the final decision on the application. The President's decision will be communicated to the applicant at the earliest possible date.
2. Length of Personal Leave. Ordinarily, a personal leave will not be granted for more than one year. An extension may be granted when warranted on application of the employee on leave, up to a total of two consecutive years' Personal Leave. When Personal Leave is granted following the exhaustion of Pregnancy Disability, Family or Medical Leave, the total consecutive leave from all sources shall not exceed two years, or shall any further application for personal or medical leave be granted until the employee has returned to work for at least one full academic or calendar year. Application for extension of leave should be in accordance with sections 1 and 4 of this policy.

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3. Retention of Benefits and Conditions on Return from Personal leave.
 - a. Subject to normal evaluation processes, the time spent on personal leave may be counted for purposes of salary adjustments upon return. In the case of an employee with faculty rank, time spent on personal leave ordinarily will not be counted towards the time eligibility requirement for promotion and tenure unless there is a clear understanding in writing to the contrary prior to the commencement of leave.
 - b. Benefits such as medical insurance and retirement contribution ordinarily will not be paid by the University while an employee is on personal leave. The employee, however, has the option of assuming these responsibilities.
 - c. Personal leave will not be granted for the sole purpose of permitting the employee to utilize the University's tuition remission benefits without the prior authorization of the employee's supervisor and appropriate Vice President.
4. Reporting Requirement. The employee on personal leave is expected to submit a brief written report to his or her supervisor describing the professional or public-service activities he or she has undertaken while on leave. This requirement does not apply to employees requesting leaves for military service or for pressing personal family reasons.

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SCOPE

The following policy applies to administrators with faculty appointments who have held full-time administrative appointments for at least five consecutive years at this University. At the discretion of the President, the policy applicable to administrators with faculty appointments may be extended for good cause to other administrators. Faculty sabbatical leaves are covered in the chapter on faculty.

SABBATICAL LEAVES WITH PAY FOR ADMINISTRATORS WITH FACULTY APPOINTMENTS

Sabbatical leave for administrators with faculty appointments is an investment by the University for the purpose of increasing the recipient's professional usefulness to the institution. Appropriate purposes include teaching, research, writing, creative work, and professional visitations.

Sabbatical leave with pay for the President is at the discretion of the Board of Trustees, for purposes in accord with the policy statement of the Association of American Colleges.

IMPLEMENTATION

1. Request for Sabbatical Leave. Eligible administrators who wish to request sabbatical leave must present to the President, at least twelve months prior to the beginning of the leave, a formal written proposal setting forth the purpose of the leave and the manner in which it is to be spent. (See "Guidelines for Preparing Sabbatical Requests, below.) Sabbatical leave may not be used to augment one's income; if employment is contemplated while the primary purpose of the leave is pursued, a clear statement of this plan and conditions of employment must be included in the proposal when requesting leave.
2. Approval of Request. Each application for sabbatical leave will be reviewed on its individual merits. A decision on the request is made by the President, after consultation with the appropriate persons.

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3. Reapplication in the Event of Denial. The actual granting of sabbatical leaves may have to be curtailed or postponed because of financial considerations, or because of special school or departmental needs. When circumstances have necessitated postponement, curtailment, or denial of the request for sabbatical leave, the administrator may subsequently reapply and the request will be given priority consideration.

4. Stipend and Duration of Sabbatical Leave With Pay

(a) The sabbatical leave may be given during or after the latter half of the fifth year of consecutive full-time service at the University of San Diego, and may be for five months at full pay or for ten months at half pay. The University shall continue to pay the administrator's appropriate salary and employee benefits. If paid academic employment is approved for the sabbatical period, the salary paid by the University during the sabbatical will be reduced, after due allowance for special circumstances, by the amount of earnings from the paid academic employment.

(b) During the twelve months' period in which a leave is granted, the vacation the administrator will earn will be reduced from twenty-two days to ten days, with the understanding that the reduced vacation may be added to the leave, if desired, subject to the needs of the University.

5. Return from Sabbatical Leave With Pay. Administrators with faculty appointments who are granted sabbatical leaves are expected to return to the service of the University of San Diego for at least one additional year, unless it is mutually agreed to shorten or eliminate the period of subsequent service. In the determination of the salary of an administrator who returns after sabbatical leave, the time spent on leave will be considered as time spent in the service of the University. Therefore, the new salary will reflect the standard increments awarded on the same basis as other increments for that year.

6. Report Requirement. Upon completion of the sabbatical leave, the administrator will be expected to prepare a written report describing the educational and professional activities undertaken, and to submit a copy of such report to the President and the appropriate administrative officers.

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GUIDELINES FOR PREPARATION OF SABBATICAL REQUESTS

1. The administrator should review the Board-approved policy on Leave of Absence With Pay, to assure compliance with its terms and conditions.
2. The administrator must submit with the sabbatical proposal a cover letter and memo to the President (with copies to the Provost, Dean and Department Chair, when applicable) which include: (a) Statement of time eligibility; (b) Abstract of the proposal; (c) Brief summary of previous sabbatical proposal and accomplishments resulting from that sabbatical leave.
3. The proposal itself should include but not necessarily be limited to the following information:
 - (a) Purpose(s) of the proposed sabbatical leave.
 - (b) Significance of the proposed sabbatical leave to the applicant, to the applicant's discipline and/or school or college, and to the University.
 - (c) Questions, hypotheses, assumptions to be "tested" or answered during the sabbatical leave, or a detailed outline if the proposal is a book or article to be written.
 - (d) Brief review of the literature and/or research supporting the project for the sabbatical leave.
 - (e) Methods and procedures to be used during the sabbatical leave to accomplish the purposes of the sabbatical.
 - (f) Final summary of expected accomplishments at the end of the sabbatical leave.
4. The applicant may submit any supporting materials which will enhance the sabbatical proposal. It is the applicant's responsibility to make the request clear, comprehensive, and coherent.

Note: At the discretion of the President, the policy applicable to administrators with faculty appointments may be extended for good cause to other administrators.

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Effective October 29, 2008, Policy No. 2.4.1 is no longer in effect. Please see Policy No. 4.1 in the University of San Diego's new Policy Manual.

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NO. 2.4.2
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Effective October 29, 2008, Policy No. 2.4.2 is no longer in effect. Please see Policy No. 4.2 in the University of San Diego's new Policy Manual.

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NO. 2.4.3
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Effective October 29, 2008, Policy No. 2.4.3 is no longer in effect. Please see Policy No. 4.3 in the University of San Diego's new Policy Manual.

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NO. 2.4.4
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SUBJECT
DISMISSAL FOR SERIOUS CAUSE:
ARTS & SCIENCES, BUSINESS, EDUCATION,
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Effective October 29, 2008, Policy No. 2.4.4 is no longer in effect. Please see Policy No. 4.4 in the University of San Diego's new Policy Manual.

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Effective October 29, 2008, Policy No. 2.4.5 is no longer in effect. Please see Policy No. 4.5 in the University of San Diego's new Policy Manual.

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Effective October 29, 2008, Policy No. 2.4.6 is no longer in effect. Please see Policy No. 4.6 in the University of San Diego's new Policy Manual.

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NO. 2.4.7
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Effective October 29, 2008, Policy No. 2.4.7 is no longer in effect. Please see Policy No. 4.7 in the University of San Diego's new Policy Manual.

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NO. 2.4.8
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Effective October 29, 2008, Policy No. 2.4.8 is no longer in effect. Please see Policy No. 4.8 in the University of San Diego's new Policy Manual.

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NO. 2.4.9
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Effective October 29, 2008, Policy No. 2.4.9 is no longer in effect. Please see Policy No. 4.9 in the University of San Diego's new Policy Manual.

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NO. 2.4.10
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Effective October 29, 2008, Policy No. 2.4.10 is no longer in effect. Please see Policy No. 4.10 in the University of San Diego's new Policy Manual.

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Effective October 29, 2008, Policy No. 2.4.11 is no longer in effect. Please see Policy No. 4.11 in the University of San Diego's new Policy Manual.

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NO. 2.4.12
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Effective October 29, 2008, Policy No. 2.4.12 is no longer in effect. Please see Policy No. 4.12 in the University of San Diego's new Policy Manual.

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Effective October 29, 2008, Policy No. 2.4.13 is no longer in effect. Please see Policy No. 4.13 in the University of San Diego's new Policy Manual.

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Effective October 29, 2008, Policy No. 2.4.14 is no longer in effect. Please see Policy No. 4.14 in the University of San Diego's new Policy Manual.

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NO. 2.5.1
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Effective November 27, 2006, Policy No. 2.5.1 is no longer in effect. Please see Policy No. 2.2.2 in the University of San Diego's new Policy Manual.

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NO. 2.5.2
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Effective November 13, 2006, Policy No. 2.5.2 is no longer in effect. Please see Policy No. 2.2.2 in the University of San Diego's new Policy Manual.

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NO. 2.5.3
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Policy No. 2.5.3 has been moved to the University of San Diego's new Policy Manual as Policy No. 4.16.

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SCOPE

The following policy applies to all administrative and staff employees who work 20 hours or more in continuing positions.

POLICY ON EMPLOYMENT-RELATED COMPLAINTS OF ADMINISTRATIVE, AND STAFF EMPLOYEES

It is the policy of the University to promote the prompt and equitable resolution of problems and complaints arising from employment.

IMPLEMENTATION

The University makes available both formal and informal procedures for resolving employment-related complaints. Administrative and staff employees should feel free to use these procedures without fear of prejudice to themselves and with the assurance that their confidences will be respected during the complaint resolution process. Employees will not be penalized for time used in filing complaints or participating in the investigation of complaints. The Director of Human Resources or designee is available to provide advice and assistance to all parties in the informal resolution of complaints.

I. Complaint Process: Administrative Employees

The first step in resolving an employment-related complaint is for the employee to discuss the complaint promptly with his or her immediate supervisor so that the supervisor has an opportunity to resolve the complaint informally. If the complaint cannot be resolved through informal discussions with the immediate supervisor, the complainant has recourse to one of the following procedures, depending upon the nature of the complaint.

- A. For complaints dealing with pay, hours, working conditions. After determining that the complaint cannot be resolved by the immediate supervisor, the

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employee may take the complaint to the supervisor's supervisor and through all levels of supervision to the appropriate Vice President. The decision of the Vice President is final.

- B. For complaints dealing with suspension, termination, or non-renewal of appointment. After determining that the complaint cannot be resolved by the immediate supervisor, the suspended, terminated, or non-renewed employee has recourse to the following procedure:
1. The employee must put in writing to the Director of Human Resources, within fifteen days of the conclusion of the informal process, the nature of the complaint and the desired resolution.
 2. The President will appoint three administrative employees to serve as a hearing committee which is advisory to the President. The Director of Human Resources will serve as a consultant to the committee, and will keep records of the process. Records will be maintained in the employee's personnel file in Human Resources.
 3. Within ten working days from the completion of the hearing, the committee will provide its written advisory opinion to the President. Within ten working days from receipt of the report from the hearing committee, the President will provide a written decision to the employee.
 4. The decision of the President will be considered the final decision of the University.

II. Complaint Process: Staff Employees

A staff employee who has a complaint will promptly discuss it with his or her immediate supervisor so that the supervisor has an opportunity to resolve the complaint informally. If the complaint cannot be resolved through informal discussions, or if the employee feels that he or she cannot discuss the problem with the supervisor,

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the employee may pursue the following review process:

1. The employee may take the matter up with the supervisor's superior, or may go directly to Human Resources. The employee should take such action within 30 calendar days of the event which gave rise to the complaint.
2. The Director of Human Resources will assist the employee and the supervisor in seeking a resolution.
3. If further appeal is necessary, the complaint may be referred for resolution to an appeals committee consisting of the Vice President for Finance and Administration and two USD employees appointed by the President. The Director of Human Resources will also be present as a consultant. The employee and other parties directly involved in the problem will meet with this committee to discuss the problem and possible resolutions. Except in cases involving suspension or discharge, the decision of the appeals committee will be considered the final decision of the University.
4. In cases involving suspension or discharge, decisions made by the appeals committee may be appealed to the President of the University. Such appeals will be accepted only after all other remedies have been exhausted. Requests for appeal should be made in writing to the President, with notification to the Vice President for Finance and Administration and the Director of Human Resources. The decision of the President will be considered the final decision of the University.

III. Maintenance of Documentation. Documentation resulting from each level in the complaint procedure will be maintained by the Director of Human Resources.

IV. Right to Representation. A complainant may be represented by another person at any stage of a complaint process.

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V. Confidentiality of Proceedings. Every effort will be made to protect the confidentiality of the parties during the processing of complaints under this procedure.

VI. Retaliation Prohibited. No individual may be subjected to retaliation, harassment, intimidation or discrimination because he or she has filed a complaint under this process, or participated in a complaint investigation or hearing.

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Effective June 26, 2007, Policy No. 2.5.5 is no longer in effect. Please see Policy No. 2.3.1 in the University of San Diego's new Policy Manual.

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NO. 2.5.6
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Policy No. 2.5.6 has been moved to the University of San Diego's new Policy Manual as Policy No. 2.9.5.

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NO.
2.5.7

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Pres. 5/25/06

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Effective June 26, 2007, Policy No. 2.5.7 has been moved to the University of San Diego's new Policy Manual as new Policy No. 2.3.2

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NO. 2.5.8

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Pres. 5/25/06

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Effective June 26, 2007, Policy No. 2.5.8 has been moved to the University of San Diego's new Policy Manual as new Policy No. 2.2.5

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As of May 22, 2008, Policy No. 2.6.1 is no longer in effect. Please see Section 3.3 in the University of San Diego's new Policy Manual.

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SCOPE

The following policy applies to staff employees only.

GENERAL POLICY

A staff employee's probationary period is the first six months he or she works as a non-temporary University employee. The probationary period is designed to allow the employee a period of adjustment to his or her new position, to allow the supervisor to observe and evaluate the employee's performance, and to allow both the employee and the University to determine whether or not to continue the relationship. Employees who satisfactorily complete the six-month probationary period will continue in the employ of the University.

If an employee in a temporary position is hired into a non-temporary position in the same department without a break in service the department may, upon consultation with Human Resources, count some or all of the time worked in a temporary position towards the six-month probationary period.

IMPLEMENTATION

1. Accrued Leaves and Paid Holidays. Probationary employees may use accrued sick leave and are given the standard paid University holidays. Vacation time earned during the probationary period may not be used until probation has been successfully completed. If an employee separates from the University during or at the end of the probationary period, earned vacation time will be compensated.

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2. Supervisor's Responsibilities. Supervisors of probationary employees are expected to:

- a) Help the employee adjust to his or her new position.
- b) Provide the employee with adequate instructions for performing his/her duties.
- c) Keep the employee well informed on whether or not job performance is meeting expectations. It is especially important that the supervisor inform the employee if performance is not meeting job standards.
- d) Conduct a written assessment of the employee's performance near the mid-point of the probationary period and again approximately 30 days before completion of probation. In addition to these required evaluations, the supervisor should conduct an assessment at any time there is a question concerning the quality of an employee's performance.

3. Extension of Probationary Period. Unusual circumstance may necessitate an extension of the probationary period beyond the usual six months. In such cases the supervisor will consult Human Resources at least 30 days before the end of the original probationary period to determine whether an extension is warranted. Such an extension, if approved by Human Resources, will be for a specific period of time not to exceed three months. If probation is to be extended, the supervisor will inform the employee in writing, at least a week before the end of the original six-month period, of the reason for the extension and its duration.

4. Discharge. Employees may be discharged at any time during or at the end of the probationary period. Discharged probationary employees do not have access to the University's employment-related complaint procedure, but they do have access to the University's procedure for resolving allegations of discrimination.

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SCOPE

The following policy applies to staff and administrative employees.

POLICY ON PERFORMANCE MANAGEMENT FOR ADMINISTRATIVE AND STAFF EMPLOYEES

Every employee, regardless of type or location of position, has a role to play in helping achieve the overall mission of the University. Meeting this commitment requires that each University employee and manager perform his or her job as capably as possible. Taken together, the planning, observation, evaluation, and development of employee job performance constitute the process of performance management.

Performance management is designed to:

Tie individual and department goals to University/Division initiatives and the University's mission

Increase awareness of stewardship obligations for everyone

Decrease anxiety/frustration through clarity of expectations at departmental and individual levels

Promote effective cross-functional working relationships

Build sense of individual responsibility through self-evaluation

IMPLEMENTATION

The format and procedures for performance evaluations of administrative and staff employees are available from Human Resources.

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SCOPE

The following policy applies to administrative and staff employees.

EMPLOYEE DEVELOPMENT POLICY

The University assists employees to increase their effectiveness in their current positions and encourages them to obtain skills and knowledge which may improve their opportunities for career advancement. This policy does not require departments to provide career development opportunities; it only encourages them to do so.

IMPLEMENTATION

Human Resources will assess campus-wide employee development needs and, based on the availability of resources, will sponsor appropriate development and training programs.

1. Role of Supervisors. To implement the University's employee development policy, individual supervisors and department heads will seek to:
 - a) Develop opportunities, when possible, for growth and advancement of employees;
 - b) Assess needs for employee development and consider employee development in their budgetary planning;
 - c) Ensure that employee performance evaluations include training and development objectives;
 - d) Discuss promotion opportunities and requirements with employees;
 - e) Inform employees of development opportunities offered by the University, such as tuition remission and special training programs offered by Human Resources, as well as relevant training programs available off-campus.

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- f) Consult with Human Resources as needed for assistance in reviewing individual training and development programs for employees.

2. Responsibilities of Employees and Supervisors. Employees have the primary responsibility for their individual career development and may initiate a request to participate in work-related career development programs. Supervisors, upon an employee's request, will:

- a) Assist employees in setting realistic career goals and encourage their attainment;
- b) Evaluate employee requests for release time and/or department financial support for work-related training and development programs.
- c) When release time with pay is not appropriate, encourage employee participation in development programs by arranging an alternate work schedule when feasible.

In reviewing individual employee development requests, supervisors will take into consideration the welfare and needs of other employees and the unit as a whole, as well as the individual employee's development goals.

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1. Employee Recognition Award. The Medal of San Diego de Alcalá is awarded by the University of San Diego to an employee in recognition of extraordinary and enduring contributions to the furthering of the mission and goals of the University. A recipient of this award will have made a notable impact on the academic or community life of the University of San Diego. The Medal will be awarded periodically when an employee is nominated whose contribution has been of truly extraordinary scope.

Any person who has been employed by the University for at least fifteen years is eligible for the Medal. Information regarding the award will be made available to the USD community, inviting nominations (accompanied by supporting rationale) to be submitted to the Office of the President. After reviewing nominations, the President will seek a recommendation from an advisory committee; then, at the discretion of the President, a recommendation will be made to the Board of Trustees for the bestowing of the Medal at an appropriate University ceremony.

2. Volunteer Service Award. Service to the community is a significant aspect of the University of San Diego's mission as a Catholic institution of higher learning. The Sally M. Furay R.S.C.J. Volunteer Service Award honors employees whose exemplary volunteer activities reflect the service mission of the University. The Award will be conferred periodically when an employee is nominated whose volunteer service has been of truly extraordinary scope, and will be presented by the President at an appropriate University ceremony.

The award may be conferred on any person who has been employed by the University for at least five years and who has demonstrated both excellence in job performance and exemplary service to the professional, public, or faith community, locally, nationally, or internationally. Information regarding the Award will be made available to the USD community, inviting nominations (accompanied by supporting rationale) to be submitted to the President. After reviewing nominations, the President will seek a recommendation from an advisory committee. Conferral of the Award is at the discretion of the President.

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SCOPE

The following policy applies to administrative and staff employees. Faculty are covered under rank and tenure policies.

POLICY ON CORRECTIVE ACTION

The University as an employer has a right and responsibility to establish standards of behavior and performance for its employees. The University expects its employees will conduct themselves in a manner consistent with its values and philosophy. Employees are expected to perform to the standards established by their supervisors, and to support the mission of the University. When such performance and support do not occur, measures may be taken to correct performance. Behavior detrimental to the goals and mission of the University may result in corrective action. Whenever possible, however, it is the University's practice that supervisory efforts be concentrated on preventing serious personnel problems rather than on disciplinary action. Such preventive measures include proper selection and placement of employees, as well as orientation, training, ongoing communication and performance evaluation.

IMPLEMENTATION

1. Procedure for Corrective Action/Dismissal of Administrative Employees. Administrators are employed at the will of the President. Administrative employees are expected to conduct themselves in a manner which is consistent with the values of the University and to perform the requirements of their position completely. When possible, administrative employees will be given the opportunity to improve performance before employment is terminated.
2. Procedure for Corrective Action/Dismissal of Staff Employees. Employees are expected to conduct themselves in a manner which is consistent with the values of the University and to perform the requirements of their position completely. When corrective action is needed, it should be a well-planned and constructive process, designed to raise the employee's job performance and/or conduct to acceptable standards and to contribute to employee development.

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- A. Supervisor's Responsibilities. In undertaking any corrective action, the supervisor must respect the dignity and privacy of the employee, investigate problems thoroughly to determine the facts, design action to be primarily corrective and constructive rather than punitive, and be firm, fair and consistent in applying corrective action.
- B. Implementation. Supervisors should follow these steps when initiating corrective action:
- (1) Discuss the problem privately with the employee, explaining the rules or performance standards involved, and giving an oral warning if necessary.
 - (2) Keep a written record of the date and content of this discussion and any subsequent action, along with any documentary evidence of the problem.
 - (3) If an oral warning is not sufficient, the supervisor should consult Human Resources before any further corrective action is taken.
 - (4) After consultation with Human Resources, a formal letter of warning may be prepared and discussed with the employee. The letter should include a description of the problem, suggested courses of action, the time period for resolution of the problem, and possible consequences of non-compliance.
 - (5) If the problem continues, the supervisor may, after further consultation with Human Resources, take other action. Such action may include suspension, reduction in pay, temporary or permanent demotion, and/or discharge. The supervisor will give the employee written notice of any such action prior to the effective date, and will inform the employee of his or her rights under the University's policy governing employment-related complaints.
- C. Grounds for Immediate Discharge. Serious misconduct may result in immediate discharge. Such misconduct includes, but is not limited to:
- (1) Gross insubordination;
 - (2) Absence from work without approval for three consecutive working days;

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- (3) Deliberate or continued violation of safety rules;
- (4) Deliberate destruction, theft or misuse of University resources;
- (5) Falsification of University records of any type, including employee time records;
- (6) Possession of weapons or explosives on campus (except for security staff);
- (7) Using or being under the influence of alcohol on the job;
- (8) Selling, using or being under the influence of controlled substances on the job;
- (9) Sexual and/or racial harassment;
- (10) Fighting or other disorderly conduct on University premises;
- (11) Threatening, intimidating, coercing or disrupting the work of other employees.

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SCOPE

The following policy applies to administrative and staff employees.

POLICY ON SEPARATION

Separation from employment with the University may occur at the initiative of the University (discharge) or at the initiative of the employee (resignation).

IMPLEMENTATION

1. Supervisors' and Employees' Responsibilities.
 - A. Supervisors must consult Human Resources before making a decision concerning the discharge of any employee, or concerning re-employment of an employee previously discharged by the University. The employee's supervisor must ensure that Human Resources receive adequate notice of the employee's separation, noting the reasons for the separation on the Departmental Action Form. California Law requires an employer to pay an employee all wages due on the date of an involuntary separation therefore Human Resources will need adequate time to prepare the employee's last paycheck. Human Resources will conduct an exit interview with all separating employees.
 - B. Employees separating from the University will return all University property, including keys, clothing and identification cards; and will settle any outstanding University accounts, such as library fines or salary advances.
2. Separation Procedures.
 - A. Resignation. Resignation is voluntary separation by the employee from the University. Employees who are absent for three consecutive working days without notifying their department will be considered to have resigned.

Employees who wish to voluntarily separate from the University should notify their supervisor in writing. The letter of resignation should be signed by the employee and should include the reason for the resignation. Whenever

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possible, the letter of resignation should be submitted to the supervisor at least two weeks in advance of the date employment is to terminate.

- B. Discharge of Temporary Employees. Employment will terminate automatically at the end of the period for which a temporary employee was hired, unless the appointment is formally extended. Temporary employees may be discharged at any time due to lack of funds, lack of work, misconduct, or unsatisfactory performance.
- C. Discharge of Probationary Staff Employees. Probationary staff employees may be discharged at any time during or at the end of probation. The supervisor/manager should counsel employees during this probationary period if their performance does not meet the standards of the position.
- D. Discharge of Regular Staff Employees. Regular staff employees may be discharged due to lack of funds or lack of work, misconduct or poor performance. Normally such discharge for misconduct or poor performance is preceded by corrective action, including at least one written warning, indicating their employment is in jeopardy, unless misconduct or unsatisfactory performance is so serious as to warrant immediate dismissal or the employee is absent from work without approval for three consecutive working days. Written notice will be given to the employee stating the reason for the discharge and its effective date.
- E. Discharge of Administrative Employees. Continued employment of Administrative employees is based on satisfactory performance of job responsibilities. If an Administrative employee's performance is not meeting the performance standards of the position, it is the responsibility of the manager to issue a written warning including corrective actions required in a reasonable time period. If the employee's lack of performance is not corrected, the manager may recommend termination. The University will give notice and explanation at the time employment is terminated.
- F. Medical Separation. The University may medically separate an employee who is unable to perform his or her job duties due to medical reasons. The separation will occur only after the recommendation of an appropriate medical authority. The employee will receive a letter stating the reasons for the medical separation. Employees medically separated are eligible for re-employment with the University.

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3. Notice of Discharge. When temporary employees are discharged, written notice is not required. When non-temporary employees are discharged, the University will give notice in writing. When two weeks written notice is not required, supervisors will make good-faith efforts to give the employee as much advance notice as is feasible.

A. Written Notice. Written notice, when required, must be given two weeks before the effective date of separation, with the following exceptions: (1) Discharge during the probationary period, and (2) Discharge of any employee for reasons which in the judgment of the University is such that the employee should not remain on the premises (see "Corrective Action" above).

B. Pay in Lieu of Notice. At the discretion of the appropriate Vice President, and with the concurrence of the Director of Human Resources, discharged regular employees may receive two weeks pay in lieu of notice. Pay in lieu of notice will not be given in cases of serious misconduct.

4. Final Paychecks. Human Resources will issue a final paycheck, including any accrued vacation pay, according to the following schedule:

For employees who are discharged, on the last day of work;

For employees who are laid off, on the last day of work, or within 24 hours of the last day of work;

For employees who resign, on the last day of work, or within 72 hours of the last day of work.

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SCOPE

The following policy applies to administrative and staff employees.

LAYOFF AND REHIRE POLICY

Lack of funds, lack of work, organizational changes or other circumstances reflecting no discredit on the employee's performance may necessitate reduction of time worked or elimination of a position.

IMPLEMENTATION

The supervisor or department head, after reviewing the proposed action with the Director of Human Resources, will determine when temporary or indefinite layoffs are necessary. Written notice of layoff will be given to employees two weeks in advance whenever possible.

A. Layoff Order. Regular employees will be given preference for continued employment over probationary and temporary employees. The following criteria will be used in order of priority listed below in determining the order in which regular employees will be laid off: (1) importance of the employee's job function to the department, (2) the quality of the employee's job performance, and (3) the length of the employee's service to the University.

B. Rehire. The University will endeavor to rehire employees who have been laid off whenever openings exist, either in the employee's original department or elsewhere in the University. If a staff employee who has been laid off is rehired by the University within one year, sick leave accrued before layoff will be carried forward. Employees should consult Human Resources concerning possible continuation of other benefits. It is the responsibility of the employee to maintain contact with Human Resources concerning possible opportunities for re-employment.

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PROTOCOL FOR RETRENCHMENT RESULTING FROM FINANCIAL EXIGENCY

Any determination about reductions in institutional programs resulting from actual or imminent financial exigency at the University is made by the University's Board of Trustees and involves the participation of the President, appropriate administrators and staff, and faculty. The determination whether the University confronts a situation of financial exigency, and the progress to be followed in the event of such a determination, will include the following steps.

1. Initial Analysis. In order to recommend action to the Board of Trustees, the President must make an initial determination whether the University confronts a situation of actual or imminent financial exigency. The process to be followed must include the appointment by the President of a committee, the charge of which is to acquire and analyze the information upon which the initial determination is to be based.

A. Committee Composition. The committee will include the President, Chair of the Board of Trustees Finance Committee, Vice President for Finance and Administration, Provost, Controller, two faculty members appointed by the President in consultation with the Senate Chair, and administrators or others deemed appropriate by the President.

B. Committee Authority. For purposes of fulfilling its charge, the committee has authority to seek and receive all information necessary to its analysis, seek advice from consultants if desired, and make recommendations to the President.

C. Confidentiality. The President determines and defines the extent to which the existence and deliberations of the committee are confidential.

2. Final Determination. If instructional programs may be implicated, the Board and University administration will make their information regarding financial exigency available to the faculty financial-exigency committee (Faculty Retrenchment Policy Section A.1.b), receive its evaluation and recommendations (Faculty Retrenchment Policy Section A.1.c), and make the final determination whether an actual or imminent financial exigency exists. The Board of Trustees has the responsibility for determining

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whether the University of San Diego must reduce institutional programs because of actual or imminent financial exigency.

3. Implementation. In the event of determination of financial exigency the University, in cooperation with the faculty financial-exigency committee, will make reasonable efforts to reduce administrative and non-academic budgets before deciding to retrench academic programs. To the extent feasible, decisions about program or personnel reductions will include representation from areas affected. If the Board of Trustees determines that faculty retrenchment is required, such retrenchment will be governed by the principles and procedures of the Faculty Retrenchment policy.

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SCOPE

Faculty, Administrative and Staff Employees

POLICY

The University of San Diego strives to provide a safe and secure working environment for all employees. However, when a work related injury or illness occurs (i.e. injuries and illnesses that arise out of, or are incurred in the course of job related activities), the University shall provide appropriate medical treatment to the injured worker through its Workers' Compensation program.

The Risk Management office is responsible for administering the Workers' Compensation program. The program shall be operated in accordance with the California Department of Industrial Relations codes. Coverage is provided for all employed faculty, administrative, staff, and student employees. Coverage begins automatically the first day of employment. Volunteers are provided industrial insurance medical benefits only.

IMPLEMENTATION

The following paragraphs outline the procedures to be followed for work-related injuries or illnesses and conditions which govern some procedures:

1. Reporting and Treatment Initiation Procedures
 - a. An employee must report all work related injuries and/or work related illnesses, regardless of severity, to their supervisor and to the Public Safety Department as soon as possible following the injury, or as soon as the employee suspects an illness is due to the work environment. (Dependent upon the circumstances and the employee's condition, the call to the Public Safety Department may be made by the supervisor, a fellow employee or some other person who witnesses the injury.) Delays in reporting may cause delays or denials of Worker's Compensation benefits.
 - b. The responding Public Safety Officer shall provide, as necessary, immediate first aid and/or offer transport to a medical provider. When indicated, Emergency Medical Services shall be contacted to transport the employee to an Emergency Room.
 - c. The Public Safety Officer shall:
 - Complete a Public Safety Emergency Service Report.

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- Initialize a Work Status Report (This form serves as an authorization of payment for the treatment by the medical provider. It is given to the employee to take to the healthcare provider.).
 - Provide the employee with an Employee First Report of Injury form (DWC-1).
 - Provide the supervisor with a blank Supervisor Report of Work Injury form.
- d. The employee shall complete the upper portion of the DWC-1 and return it to the Public Safety Officer. If they are unable to complete and sign the DWC-1 at that time, the Public Safety Officer may do so on their behalf. In place of the employee's signature, the Officer will note "Employee Unable to Sign".
- e. The supervisor must complete the Supervisor Report of Work Injury and forward it to the Director, Risk Management.
- f. The Public Safety report and the DWC-1 must be given to the Director, Risk Management within 1 business day.
- g. The Director, Risk Management reports the claim to the Worker's Compensation insurer when medical treatment beyond first aid has been administered.

2. Medical Treatment

- a. The employee has the right to refuse medical treatment at any time. They may also refuse immediate medical treatment and initiate treatment at a later date.
- b. Medical treatment beyond first aid must be administered by a University specified panel provider or emergency room physician unless the employee has designated another healthcare provider prior to the date of the injury. For the purposes of this policy, further references to any of the above shall be included in the term "healthcare provider".
- c. Following treatment, the healthcare provider completes the Work Status Report with information for the employee and his supervisor on required follow up including directions to:
- Return to work with no restrictions, or
 - Return to work with a modified work status, or
 - Remain off work for a specified duration.
- d. The employee must return a copy of the Work Status Report to their supervisor. If the healthcare provider has directed the employee to remain

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off work, the employee must notify their supervisor immediately by telephone and return the report as soon as they are able.

3. Return to work

- a. No Restrictions or Modifications Needed: If the injury has been treated by first aid or the healthcare provider has specified the employee is able to return to regular duties, the employee is expected to return to work immediately.
- b. Temporary Restrictions or Modifications Needed: If the employee is released to return to work with a modified work status, the supervisor shall endeavor to modify the employee's normal work duties to conform to the modifications. If the normal duties cannot be changed to accommodate the restrictions, the supervisor shall work with the Director of Risk Management and the Human Resources Department to place the employee in an appropriate modified duty assignment either within the home department or elsewhere within the University.
 - a. Specifics of a Modified Duty Assignment
 - A modified duty assignment cannot last longer than ninety (90) calendar days, except as specified in paragraph 3.b.iii.
 - A modified duty assignment should be substantially similar to the employee's regular job in regard to the hours/days (shift) worked.
 - Hours/days may be limited to meet the proscribed modifications.
 - While working in a modified duty assignment, the employee receives the same base rate of pay received while working in his/her regular position, dependent upon hours worked.
 - A modified duty assignment in another department does not constitute a transfer to that position.
 - The employee's original department is responsible for an employee's salary and benefits while the employee is working in a modified duty assignment with another department.
 - If a modified duty assignment is provided in another department, that department shall report the hours worked to the employee's original employing department.
 - If a modified duty assignment is provided in another department, that department shall communicate any performance issues or new restrictions to the Human Resources Department and the Director, Risk Management.
 - ii. Terminating or Changing a Modified Assignment may occur for any of the following reasons:

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- Ninety calendar days have elapsed from the day the employee begins the modified duty assignment.
- The employee's treating physician releases him/her to return to his/her regular position.
- The employee is given permanent restrictions that prevent a return to the regular position. See paragraph 3.d. (A modified duty assignment shall be terminated within thirty days after the employee is given permanent restrictions.)
- The modified duty assignment is no longer available, or other conditions require the department to terminate the assignment.
- The employee's claim for worker's compensation is denied.
- The employee terminates his/her employment or retires.
- iii. Conditions for Extending Modified Duty for an Additional Ninety Day Period.
 - The employee remains unable to perform the duties of his/her regular position after the first ninety-day modified duty assignment, or
 - After returning to the regular work duties, the employee again becomes temporarily unable to perform those duties and the healthcare provider again stipulates a modified work status, or
 - The worker's compensation insurer recommends the extension, or
 - Different tasks are assigned or the department where work is performed is changed.
- c. Temporary Total Disability: When the healthcare provider determines employee may not perform any work for a period of time, the employee is placed on a Worker's Compensation leave. The first three days are paid using the employee's accumulated sick leave. Beginning with the fourth day, the Worker's Compensation carrier will compensate the worker for lost wages at the rate allowable under the law. Human Resources may supplement that payment by utilizing the employee's accumulated sick time hours.

Exception to above: If the employee is immediately hospitalized or remains in Temporary Total Disability for more than 2 weeks, the carrier will initiate the lost wage benefits as of the first day following the injury.

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- d. Permanent Restrictions: At such time as an employee's physical condition is deemed permanent and stationary and the condition requires permanent restrictions, the healthcare provider shall notify the insurer and the Director, Risk Management who, in turn, shall notify the supervisor and the Human Resources Department. The following actions shall then be taken:
- Positions within the original department shall be evaluated to determine if the original job can be permanently modified to accommodate the restrictions or if the employee's permanent restrictions will allow him/her to fill a different position within that department. If this is not possible, positions in other departments will be matched with the employee's skill set and permanent restrictions to determine if the employee could fill another position within the University.
 - Salary adjustments may be made to match the new skill set and position; however, the new salary must be at least 85% of the pre-injury salary.
 - The duration of the new position must be at least 12 months.
 - If the employee refuses to accept the new position and salary, employment will be terminated.
 - If the employee is not able to be placed into a new position or refuses the position and is terminated, the Director, Risk Management shall coordinate activities with the Worker's Compensation insurer related to Vocational Rehabilitation benefits.

4. Other Worker's Compensation Related Information

- a. If an employee is claiming recurrence of a prior injury or illness, he or she must report the injury as stipulated above. When seen by the healthcare provider, he must inform the provider of the prior injury. The provider shall determine whether the current condition is a new injury or re-injury.
- b. The employee is responsible for keeping the supervisor informed of the status of his condition on a regular basis and must immediately inform his supervisor of any changes in his job restrictions.
- c. All medical appointments scheduled by the healthcare provider must be kept or immediately rescheduled. Failure to keep appointments may result in termination of the Worker's Compensation benefits.
- d. If the employee is dissatisfied with the care provided by the panel provider, the employee may request a change in providers. This is done

through the Claims Adjustor assigned their claim. It will be the employee's responsibility to authorize the transfer of all medical treatment records to the new provider.

- e. If the injury/illness was the result of the employee violating safety rules or engaging in unsafe or careless behavior, the supervisor, in consultation with Human Resources and the Director, Risk Management, must take appropriate action.

5. Investigation of Work Related Injuries/Illnesses

To prevent a recurrence of a work related injury/illness, all parties must participate in the investigation of the environment and circumstances which contributed to that occurrence.

- a. Employee: The affected employee must provide accurate information in as much detail as is known to them to his/her supervisor and the Public Safety Officer.
- b. Witnesses: Any witness to the occurrence shall be asked to provide all information they possess about the occurrence.
- c. Supervisor: The supervisor must examine all aspects of the occurrence including as applicable:
 - Had the employee been properly trained?
 - Were appropriate guards or warning signs in place?
 - Was appropriate personal protective equipment in use?
 - What environmental issues contributed to or created a hazard?
 - Were there unusual circumstances surrounding the event?
 - Had there been similar occurrences which did or did not result in injury/illness?
- d. Public Safety Officer: The Officer's investigation shall include documentation of information provided by the employee, witnesses, and the supervisor, as well as concise description of the immediate environment and the equipment/articles related to the injury/illness.
- e. The Director, Risk Management may conduct an additional investigation if warranted.
- f. The Workers' Compensation carrier/third party administrator may perform additional investigations or review related records to establish evidence of liability.

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Effective April 13, 2007, Policy No. 3.0.6 is no longer in effect. Please see Policy No. 2.3.4 of the University of San Diego's new Policy Manual.

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SCOPE

The following policy applies to trustees, officers, and employees of the University, in so far as they act in accordance with conditions and stipulations of the policy.

POLICY REGARDING LEGAL DEFENSE OF TRUSTEES, OFFICERS, AND EMPLOYEES OF THE UNIVERSITY

Except as otherwise limited by State or Federal law, it is the policy of the Board of Trustees to pay all expenses incurred by, and satisfy any judgment or fine rendered or levied against, any person who is or has been a trustee, officer or employee of this University in any action brought by a third party against such person (whether or not this University is joined as a party defendant) to impose a liability or penalty on such person for an act alleged to have been committed or omitted by such person while a trustee, officer or employee, or by this University, or by both, provided that the Board of Trustees of this University determines in good faith that such trustee, officer, or employee was acting in good faith within what he or she reasonably believed to be the scope of his or her employment or authority and for a purpose which he or she reasonably believed to be in the best interests of the University or its members. Payments provided for hereunder shall include amounts paid and expenses incurred in settling any such action or threatened action. This policy shall be construed to provide for such payments and indemnification to the fullest extent permitted by the provisions of California and Federal law.

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Effective April 13, 2007, Policy No. 4.0.1 is no longer in effect. Please see Policy No. 2.4.2 in the University of San Diego's new Policy Manual.

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Campus Community

IMPLEMENTATION

All University facilities are generally available to all segments of the University community for University-related uses. The University likewise leases its facilities at times to outside organizations and groups (see section 5 below for Sponsorship Policy).

Academic uses take precedence over all other uses of campus spaces -- lecture rooms, laboratories, sports fields, theatre stages, etc. -- which are traditionally used for academic classes. Spaces for academic use are scheduled yearly during two major periods: mid-Fall semester for Spring classes; late Spring and early Summer for Fall classes.

The scheduling priorities and procedures outlined in this document do not apply in all details to the Manchester Conference Center, whose programs serve primarily to extend professional development opportunities to external groups and to support the University's community outreach efforts. A complete statement of policies and procedures governing use of Manchester Conference Center is available from the Office of the Director of Continuing Education.

1. Priority. Priority in the event of a scheduling conflict is as follows:
 - A. Academic use
 - B. Administration, faculty and student-sponsored events
 - C. University-sponsored events involving outside persons
 - D. Rental of facilities to outside organizations

2. Scheduling. All scheduling is done directly through the Campus Scheduling Office, with the following exceptions:
 - A. Classrooms and facilities for academic use are scheduled through the College of Arts and Sciences and the Schools of Business, Education, Law and Nursing using Schedule 25 software.

The following campus offices employ Schedule 25E for scheduling other uses:

- B. Facilities at the School of Law are handled by the Dean's Office in the School of Law.
- C. Facilities at the Manchester Conference Center are scheduled by the Manchester Conference Center with approval of the Director of Continuing Education.
- D. Facilities at the Camino Performing Arts Center in Sacred Heart Hall are scheduled with the approval of the Chair, Department of Fine Arts.
- E. Faculty Lounges are scheduled through the dean of the appropriate school, and are not available for exclusive use at times when classes are in session.
- F. Facilities at the Media Center are scheduled through the Media Center.
- G. Athletic Facilities are scheduled through the Athletics Department.

Co-sponsored, external and student organizations should contact the Campus Scheduling Office for all of their scheduling needs. When appropriate, the Reservations Coordinator may refer the parties to the Manchester Conference Center.

3. Procedures

- A. Advanced Scheduling. Reservations may be made by phone or in person after June 1 for events occurring after June 1. Prior to June 1, advanced scheduling for events to take place during the next academic year (September 1-May 31) is governed by the following guidelines:
 - (1) In April of each year, the Campus Scheduling Office sends a request to all deans, department heads and student programmers soliciting their reservations for the following academic year. Recurring Campus Events (e.g., Orientation, Commencement, etc.) are given first priority. After these events are scheduled and all other requests are received, conflicts are resolved in accordance with priorities stated in section 1 above.

Confirmation notices are then sent to requesters.
Reservations are to be considered confirmed only after receipt of the notice.

(2) Since newly-elected student officers and program directors do the majority of their program planning during the summer months, and University department heads continue to schedule activities during the same period, only tentative reservations for use of facilities by co-sponsored groups are accepted during the month of May. Reservations for co-sponsored and external groups may be confirmed after June 1 for events occurring September 1 through May 31.

- B. Request: Contents. At the time of the request, services required (AV equipment, food service, set-ups, security) should be presented in detail by the requester. Events requiring special set-ups and/or catering require ten days notice. Any changes to a special set-up will require a minimum of three working days notice. Any exception to this procedure will require direct approval from the affected departments.
- C. Confirmation Notice. A confirmation notice is given or sent to the requester once the reservation is completed.
- D. Campus Scheduling Report. On a bi-weekly basis, the Campus Scheduling Office generates a complete report of all events occurring on campus. Those persons/offices without computer access who need a copy of these reports may request one from the Campus Scheduling Office.
- E. Set-up and Cleaning. University Center Operations is responsible for the set-up and cleaning of facilities for all events scheduled in the University Center. Physical Plant/General Services is responsible for the set-up and cleaning of all other areas, except those in the School of Law which are set up and cleaned by that school's administrative services.

4. Specific Guidelines for Scheduling. Scheduling priorities have been established for the following areas:

- A. Fountain Plaza. The Fountain Plaza is intended to be an aesthetically pleasing and restful area for students, faculty, staff and guests of the University community. As the fountain is located between the Hughes

Administration Center and the Immaculata Parish Church, it is important that any activities which take place in the fountain area not be disruptive or inappropriate to the functions of these facilities or the academic buildings in close proximity. Therefore, the following rules are established for the Fountain Plaza:

- (1) Requests for use of the Fountain Plaza for programs are submitted to the Campus Scheduling Office and require the approval of the Director of Special Events.
- (2) University receptions held in the Fountain Plaza are to be arranged through Campus Scheduling and University Catering.
- (3) Prohibited activities. The following activities are prohibited at the Fountain Plaza:
 - a. posters or flyers of any kind on the fountain and planter walls or other stonework
 - b. wedding receptions (the fountain area may provide an appropriate setting for wedding photographs)
 - c. the serving of alcohol at receptions in the fountain area (except with the prior written approval of the President of the University)
 - d. amplified sound during business hours or while classes are in session. (Any use of amplified sound outside of these hours must be approved by the Director of Special Events in consultation with the Pastor of the Immaculata Church.)
 - e. vendors and student organization promotions and sales
 - f. the distribution of newspapers or other University or non-University publications or promotional materials
 - g. skateboarding and rollerblading

h. parking on the east or west sides of the Fountain Plaza

B. French Parlor. The University's French Parlor in Founders Hall is made available for the following types of events:

- (1) administration and faculty-sponsored receptions
- (2) music recitals sponsored by the University's Music Area, Department of Fine Arts
- (3) faculty-sponsored exhibits
- (4) non-University events approved by the President.

No luncheons, dinners or other catered events are to be held in this room without specific approval of the President of the University upon recommendation of the Director of Special Events.

C. Manchester Conference Center. Priorities regarding Manchester Conference Center can be obtained from the Director of Continuing Education.

D. School of Nursing. Although scheduled through Special Events, use of the School of Nursing facilities requires approval of the Dean. Special Events will obtain this approval before scheduling any room in the School of Nursing.

E. University Center. In the event of a scheduling conflict, the following are priorities for use of the University Center:

- (1) student dining and University community dining
- (2) All-University functions (University-sponsored programs which have to do directly with the educational mission of the University and which involve several departments of the University)

(3) student activities sponsored by AS officers and directors and by officially-recognized student organizations.

(4) activities sponsored by other University departments.

(5) off-campus groups approved by the Director of the University Center.

F. University Center Faculty/Staff Dining Room. This facility will be used for faculty dining from 10:00 a.m. until 2:00 p.m. when classes are in session, and is available for campus-sponsored events prior to 10:00 a.m. and after 3:00 p.m. Two configurations are available: "as is" and "receptions set-up." At no time are furnishings to be removed from this room.

G. University Center Main Dining Room. This facility is used for student dining during scheduled hours, and is available for catered events only at times not scheduled for student dining.

Events scheduled for the Main Dining Room and Forum in combination must exceed the dining service capacity of the Forum. Use of the Main Dining Room or of the Main Dining Room and Forum in combination requires approval of both the Director of the University Center and the Director of Dining Services.

5. Sponsorship of Events and Fees. The fees charged for use of University facilities depend on whether the event is sponsored, co-sponsored, or for an off-campus group.

A. Sponsored Events. No facilities fee is charged for events initiated, organized, planned and sponsored by officially-recognized or registered on-campus groups, organizations and departments. Exception: If the on-campus group's event is primarily for fee-paying clientele and is income-producing, regular facilities fees will be charged unless the income from the event goes into University general unrestricted revenue.

Note: If the event involves participation by off-campus persons, an application for sponsorship must be approved by the appropriate dean or vice president and submitted to Campus Scheduling.

- B. Off-Campus Groups. Off-campus organizations utilizing campus facilities are charged for the use of those facilities according to published rate schedules, which are revised periodically.
- C. Co-Sponsored Groups. Co-sponsorship refers to a situation in which the University -- whether as a total entity, a school, a department, or as an officially-recognized Student Government Association -- enters into an arrangement with an off-campus group for the purpose of offering a program jointly. A reduced facilities fee of one-half the published rate is charged to off-campus organizations who initiate, organize, plan and co-sponsor an event with an on-campus school, department or organization as long as that school, department, or organization is substantially involved in the initiation, planning and organizing of the event, and as long as all of the following conditions are met:
- (1) The event is open to the campus community; that is, students, faculty and administrators are invited and encouraged to attend and are given adequate notification through bulletins, posters, etc.;and
 - (2) An application for co-sponsorship is completed, approved by the appropriate dean or vice president, and submitted to Campus Scheduling; and
 - (3) The request for a co-sponsored event is approved by the director of the facility to be used.

Exceptions: In instances where off-campus organizations will make a substantial profit from the co-sponsored event, the reduced facilities charge is not offered. Likewise, fees may be waived in the case of non-profit organizations closely tied to certain University programs.

If the co-sponsored event is approved, the following procedures are followed:

- (1) The event is scheduled according to University scheduling procedures; and

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(2) The campus co-sponsor is the contact with University Catering and Campus Scheduling; and

(3) All facilities and catering charges are sent to the campus co-sponsor for approval.

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Effective May 8, 2008, Policy No. 4.0.3 is no longer in effect. Please see Policy No. 2.11.1 in the University of San Diego's new Policy Manual.

SCOPE

Campus Community

1. Parking Permits

University policy requires all vehicles (including motorcycles and mopeds) operated on University property to observe the California Vehicle Code, San Diego City Municipal Code, and University Regulations. All vehicles parked on University property must have a valid USD parking permit. The University's Department of Public Safety will determine and publicize a parking permit fee schedule.

Permits may be purchased from Parking Services in the Hughes Center, Room 150, between the hours of 7:30 a.m. and 5:30 p.m., Monday-Friday. Temporary permits for guests, visitors and loan vehicles are obtainable from Parking Services. Permits must be displayed according to the instructions provided.

Parking permits are the property of the University, can be recalled at any time, and are not transferable. The purchase of a permit does not guarantee parking space availability.

Copies of the most current parking rules and regulations, and campus maps, are available from the Parking Services Office.

2. Parking Citation Appeal Process for Employees and Visitors

a. Appeals Board. The Vice President of Student Affairs will appoint an Appeals Board consisting of four members and four alternates to hear employee and visitor appeals. The membership of the board will be one administrator, one faculty, one staff and one student. The board shall select a chair and an alternate chair. The Assistant Director of Public Safety serves as staff to the board, is responsible for all records, and provides clarification on parking citation and enforcement of parking regulations.

b. Meetings of Appeals Board. The Appeals Board will meet on a weekly basis or as necessary to review appeals in a timely manner. Three members will constitute a quorum.

c. Filing an Appeal from a Parking Citation. One who wishes to appeal from a parking citation must file an appeals form with the Parking Services office within 15 days of the date the parking citation was issued. Between day 16 but not after day 30, an appeal may be filed with full payment of the parking citation fees due. After 30 days, no appeals will be accepted.

d. Initial Appeal. The initial appeal will be in writing only. When the appeal is read, the Appeals Board will decide on the validity of the parking citation. If the decision is made that the parking citation is valid, the Appeals Board has two options: (1) The fees due should be the full amount; or (2) The fees due should be reduced. If the parking citation is found not to be valid, the Appeals Board will suspend the fees due.

e. Final Internal Appeal. If the person contesting a notice of parking violation citation is not satisfied with the results of the initial appeal, he or she may, within 15 days of the mailing of the results of that appeal, deposit the amount of the parking penalty and request an administrative review. The person requesting an administrative review shall indicate to Parking Services his or her election of a review by mail or by personal conference. The decision made on administrative review will be final, and will conclude the internal University appeals process.

f. Appeal to Small Claims Court. Within 20 days after the mailing of the final decision described in section e above, the contestant may seek review by filing an appeal to the municipal court (small claims court). The small claims court will hear the appeal de novo, except that the contents of the University's file in the case will be received in evidence. The contestant must serve a copy of the appeal in person or by first-class mail upon the University. The fee for filing the notice of appeal is \$25.00 plus court costs; if the appellant contestant prevails, this fee, together with any deposit of parking fees, will be promptly refunded by the University in accordance with the judgment of the court.

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The University's Facilities Management Department (Ext. 4250) is responsible for all University-owned vehicles and vessels. This responsibility includes the assignment and dispatching of vehicles, the maintenance of vehicles, the distribution of gasoline credit cards, and cost accounting for all University vehicle use.

Facilities Management operates a Transportation Center for the storage and maintenance of University vehicles. Operating hours are 7:30 a.m. to 3:30 p.m., Monday through Friday.

1. Reservation, Assignment, and Return of Vehicles

Service vehicles (trucks, vans and the like) are generally assigned on a full-time basis to the various University service organizations (Facilities Management, Mail Center, Dining Services, Sports Center, etc.). A pool of University sedans is available for authorized use of administrative, staff, and faculty personnel.

- a. Reservation. University vehicles may be reserved for use on University business by submitting a completed and approved Trip Ticket to Facilities Management at least 48 hours (2 working days) prior to need. Requests will be honored in order of receipt, and in the case of service vehicles, on a non-interference basis with service department requirements. Trip Ticket approval by the appropriate Department Head, Dean or administrator is required.
- b. Assignment. Vehicles will be released by the Facilities Management office during normal business hours (7:30 a.m.-4:00 p.m., Monday through Friday). Special arrangements can be made, if requested, for vehicle pickup after hours, on weekends, and on holidays. Facilities Management should be contacted if such arrangements are necessary.
- c. Return. Vehicles should be turned in to the Facilities Management office during normal business hours unless overnight retention has been authorized. At that time the keys and the credit card and charge slips, if any, must be surrendered. Special arrangements for after hours return can be

made if requested in advance. Facilities Management should be contacted if such arrangements are necessary.

Facilities Management should be advised if a vehicle will be returned earlier than the check-in date shown on the Trip Ticket, so that maximum use of the vehicle can be scheduled. Conversely, use of the vehicle beyond the scheduled check-in date must be cleared in advance by Facilities Management against other user needs.

2. Vehicle Operation and Maintenance

- a. Authorized Drivers. Each driver must present a valid California driver's license before being assigned a University vehicle. Students will not be permitted to drive University vehicles, unless employed by the University. Any traffic violations incurred while operating a University vehicle shall be the sole responsibility of the driver.
- b. In Case of Accident. The University has insurance coverage on all University vehicles driven by authorized persons. In case of an accident Facilities Management (vehicle) and Human Resources (insurance) must be notified immediately.
- c. Vehicle Servicing. Vehicles are serviced to established schedules. No other servicing of University vehicles will be contracted for or performed without the prior approval of the Facilities Management Director, unless it is of an emergency nature occurring off campus.

3. Credit Cards

Permanent credit cards are issued only on the basis of need and when approved by the appropriate administrator. Temporary credit cards may be issued on a per trip basis if requested by the administrator authorizing the trip. The card and all purchase slips must be turned in to Facilities Management at the completion of the trip.

Purchases charged to a University credit card are valid only when made by the recorded recipient of the card.

The loss of a University credit card should be reported immediately to Facilities Management.

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4. Gasoline and Cost Accounting. University vehicles are recharged to user departments at a rate of \$10.00 per half day (1-4 hours) and \$18.00 per full day (over 4 hours). Gas is not included.

Gasoline for official vehicles may be drawn at the Transportation Center between 8:00 a.m. and 3:00 p.m., Monday through Friday. No cash transactions are made. All charges are billed to the responsible department.

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The University will attempt to maintain consistency of its Spanish Renaissance architectural statement in both exterior and interior public areas of its buildings.

1. Director of University Design. The President will appoint a Curator, or Director of University Design, to assist as advisor on matters pertaining to University architecture and design. The Director of Design will report to the President for matters pertaining specifically to architecture and interior design. The Director of Design will provide assistance for the following areas of the University campus:

- instructional and instruction-related facilities
- student life facilities
- common public areas (halls, reception areas, restrooms, etc.)
- administrative public areas
- areas specifically designated by the President

Upon reaching a design decision with the President and Vice President for Finance and Administration, the Director of Design will report directly to the Vice President for Finance and Administration for implementation of the design in cooperation with architects and construction personnel.

2. Process for Construction, Renovation, and Remodeling Projects. The following steps describe the process the University follows in approving construction, renovation, and remodeling projects.

Step 1: Requester. One who proposes the project must prepare a written project request and obtain the approval in concept of the project from his or her immediate supervisor and appropriate Vice President and, if necessary, the President. This conceptual documentation must include rough sketches (functional schematics) and/or a narrative description in sufficient detail to conceptually define the desired result, including special needs (utilities, drains, fume hoods, etc.), approximate equipment

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locations, construction constraints, schedule objectives, and another other pertinent information.

Step 2: Vice President. If the project is approved in concept, the appropriate Vice President will transmit the conceptual documentation to the Director of Physical Plant and the Director of Design.

Step 3: Director of Facilities Management. The Director of Facilities Management will authorize the preparation of preliminary drawings and cost estimates, and will designate the Project Manager.

Step 4: Project Manager: Preliminary Drawings. The Project Manager will prepare preliminary drawings in sufficient detail to determine project feasibility and to permit preparation of cost estimates including an estimate for interior design items.

Step 5: Director of Design: Preliminary Interior Design Report. The Director of Design will initiate discussion with the requester about interior design elements to be included in the project, and will prepare a Preliminary Interior Design Report (IDR) for incorporation in the Preliminary Design Review.

NOTE: In the event non-University design consultants are employed, proposals will be obtained and presented jointly to the President, the Vice President for Finance and Administration, and the Vice President, Dean, or principal user of the project area. The President will select the interior designer. The Project Manager will issue the contract for consultant services.

The Director of Design will coordinate (with any interior design consultant) the development of an interior design concept and cost estimates. The Project Manager will monitor the progress of, and will coordinate the interface with the architect and other parties affected by, the interior design task.

Step 6: Preliminary Design Review, Cost Estimates. The Project Manager will conduct a Preliminary Design Review (PDR) of drawings and cost estimates for the project. Approval of the preliminary drawings must be obtained from the following:

Director of Facilities Management
Requester

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Appropriate Dean or unit head of the project area
Appropriate Vice President
Vice President, Finance and Administration
Director of Design

The President may require that his or her PDR approval be sought on certain projects.

NOTE: At this stage the appropriate Vice President will identify funding sources in coordination with the Controller.

Step 7: Work Order. The Project Manager will prepare a Work Order, which must identify (1) the scope of the project (including building schematics and other available reference documentation), (2) the project schedule (with milestone dates for the interior design element), and (3) the interior design budget (including a description of the items included or excluded, as specified by the principal user of the project area).

Step 8: Design Plan. The Director of Design will prepare a final Design Plan and will submit it to the Project Manager. The Design Plan will include floor plan and furniture layout, furniture, fixtures, colors, fabrics, floor and wall finishes, and special decorator accessories.

NOTE: At this stage, cost estimates are provided and approved by the President and Vice President for Finance and Administration.

Step 9: Drawings and Specifications. The Project Manager will combine the construction and design plans and will submit them to the architect with a letter of transmittal. The architect will provide construction drawings and specifications to the Project Manager.

Step 10: Final Design Review. The Project Manager will conduct a Final Design Review (FDR) of drawings, schedules, and cost estimates. Approval of the final data package and Work Order must be obtained from the following:

Director, Physical Plant
Requester
Appropriate Dean or unit head of the project area
Appropriate Vice President

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Vice President, Finance and Administration
Director of Interior Design

The President may require that his or her FDR approval be sought on certain projects.

Step 11: Request for Quotation. The Project Manager will return the approved data package to the architect for preparation of the Request for Quotation.

Step 12: Bids, Work Schedule, Final Work Order. The Project Manager will obtain contractor bids and will prepare a work schedule and a Final Work Order for signature.

NOTE: If changes are introduced at any time in the preparation of final documentation that significantly modify the approved PDR data package, additional PDRs are to be scheduled and the changes approved as in Step 6 prior to proceeding further with the development of final working drawings and cost estimates.

Step 13: Final Project Report. The Project Manager will obtain Work Order account codes from the Controller and will issue a final report on the project with copies forwarded to the President, the Vice President for Finance and Administration, and the appropriate Vice President.

Step 14: Final Work Report. After work on the project is completed, the Project Manager will issue a final report.

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All items found on campus are to be turned into the Department of Public Safety. As appropriate Public Safety will attempt to notify identified owners.

Public Safety will hold all items for 90 days. Items not claimed will be disposed of as follows:

- Cash and items of value will be turned over to the University through University Relations.
- Other Items will be donated to local charities as determined by the Director of Public Safety

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Effective June 26, 2007, Policy No. 5.0.1 is no longer in effect. Please see Policy No. 2.5.1 in the University of San Diego's new Policy Manual.

SCOPE

Campus Community

1. General Information. The University Mail Center picks up all incoming mail from the U.S. Post Office each morning at approximately 8:00 a.m. Packages are received from the U.S. Post Office at 10:30 a.m. and UPS delivers at 9:00 a.m. daily. After the sorting is completed, departmental mail is delivered throughout the campus on both a morning and afternoon delivery. At the times of delivery, departmental outgoing mail is picked up and returned to the Mail Center. Outgoing mail is metered and sent off campus while inter-campus mail is sorted to be delivered on the next regular mail delivery.
2. Window Service
 - A. Hours - 9:00 a.m. to 4:30 p.m., Monday through Friday
 - B. Postage stamps, post cards and aerograms are available. Due to a limited amount of petty cash, requests for more than 25 stamps or post cards should be made and paid for in advance of the time needed.
 - C. Packages both domestic and foreign may be sent.
 - D. Certified mail will be accepted. Registered and express mail must be taken to a U.S. Post Office by the sender.
3. Mail Departure Times
 - A. 1:30 p.m. - mail is taken to the Midway Post Office
 - B. 3:45 p.m. - mail is taken to the Midway Post Office
 - C. 5:00 p.m. - mail is deposited in drop box on the west side of Serra Hall
4. Post Office Boxes. Boxes (located in the lobby of Loma Hall) are available for all students residing in Maher and Camino/Founders Halls, as well as the Mission

Crossroads and Alcala Vista apartments. A limited number of mailboxes are available to other USD students or employees. Mailbox rental agreements are for a six-month minimum at a reasonable fee. Mail will be sorted to these boxes Monday through Saturday and should be available for pick up by 12:00 noon.

5. Categories of Out-going Mail

A. Bulk Mail - Third Class mail with a mailing permit (indicia) printed on each piece. Requirements are:

- Each mailing must consist of 200 pieces or weigh 50 lbs.
- Sorted and bundled by ZIP code.
- Accompanied by Form 3602 prepared and signed by a Mail enter employee whose signature is on file at the U.S. Post Office.

An account is kept at the U.S. Post Office for paying the cost of bulk mail. It is the responsibility of each department to inform the Mail Center at least three days in advance of when a bulk mailing is to go out to make sure ample funds are in the account. For large mailings, (1,000 or more pieces) one week's notice is necessary.

Bulk mailings will be checked by Mail Center personnel, but it is the department's responsibility to sort by ZIP code and bundle bulk mail. Anyone not familiar with the proper method of sorting and bundling should contact the Mail Center for instructions.

Only three bulk mailings can be scheduled in any one day. If a mailing arrives at the Mail Center without advance notice, it will be processed at the first opportunity after First Class mail and other scheduled bulk mailings have been processed. Bulk mail should reach the Mail Center early in the day.

B. Business Reply Mail - Usually a card or envelope enclosed with a mailing, which carries a return address and the return postage is paid by USD.

Regulations on size, printing, barcoding, etc., are strictly enforced by the U.S. Post Office because this type of mail is processed by OCR Reader machines.

Prior to having Business Reply mail printed, check with the Mail Center to make sure your mail will be in compliance. The University has also been approved for BRAMAS, which gives us discounted rates on our business reply mail. It is necessary to supply the Mail Center with 25 copies of the business reply mail piece in order to submit it to the post office for BRAMAS approval. Failure to comply could cause the University to lose its discount status.

Business Reply mail is paid by charging against a separate account kept at the U.S. Post Office for this purpose. For mailings which include reply material notify the Mail Center in advance so that funds will be in the account to handle the expected replies. Failure to do this could delay your replies.

- C. Metered Mail - Out-going USD business mail is metered at the first-class rates unless another rate is specifically requested. When sending a mailing of 100 or more pieces, notify the Mail Center in advance to make sure it will go out on the day scheduled. For extra large mailings it may be necessary to reschedule personnel assignments in order to have someone available to do the metering and to ensure enough postage is on the meter. All mail must reach the Mail Center by 3:00 p.m. if it is to go out the same day.
- D. Pre-Sorted First-Class - USD has a permit with the U.S. Post Office which enables us to send first-class mail at a reduced rate (\$.247) when certain conditions are met; however, it must be counted and sorted by ZIP code. Unlike bulk mail the sorting by ZIP code is done by Mail Center personnel. In order to allow sufficient time to prepare and meter the mail, 3:00 p.m. is the latest mail is accepted and guaranteed to be taken to the U.S. Post Office the same day. Mail received after 3:00 p.m. is handled on a first-come, first-served basis and will be metered (at the full rate) the same day, if time allows, and deposited in the "drop box" on the west side of Serra Hall, or will be held until the following workday.

NOTE: Pre-sorted first-class mail saves the University (and the departments) a great deal of money and is given priority by the U.S. Post Office; hence, reaches its destination faster than regular first-class mail.

E. Federal Express and UPS - These services are available to expedite University business mail. They both must be processed through the Mail Center. Necessary forms for each are available at the Mail Center. All items must be received in the Mail Center by 2:15 p.m. for UPS and 3:45 p.m. for Federal Express. It is not necessary to call either company since a pick-up at the Mail Center is a scheduled daily stop for both companies.

A record of all out-going business mail, including packages, is kept by the Mail Center for charging back postage. All mail must carry a return address indicating the department it is from. Failure to show the department name can cause delays in your mail being sent out.

6. Inter-Campus Mail - Inter-campus mail is sorted by department for delivery. Mail is not delivered to every room on campus, but more often to one location within a department. Sorting by individual name is done at the department level. To ensure prompt delivery, it is necessary that the address includes the department it is going to, as well as the individual's name and location. It is impossible for Mail Center personnel to learn the names of all USD employees and where they work. Mail, improperly addressed, is set aside during the sorting process to be "looked up" later.

USD logo envelopes should not be used for inter-campus mail. It is recommended that reusable large envelopes or plain envelopes with "INTER-CAMPUS" stamped or written in large letters in the upper right corner be used. Thousands of pieces of mail are sorted daily and USD logo envelopes are expensive; they can easily be mistaken for out-going mail, inadvertently metered, and sent to the U.S. Post Office.

7. Incoming Personal Mail - The Mail Center is not equipped to handle incoming personal mail for USD employees. Employees are asked to use USD's address for business mail only. Outgoing personal mail, if properly addressed and stamped, will be sent.

8. Forwarding Mail - Incoming mail is sorted by department rather than individual name, and Mail Center employees have no way of determining if mail addressed to former employees is USD business mail. It is the department's decision and responsibility to forward mail to former employees.

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For students who have mail boxes, mail will be forwarded for a limited time when change of address cards are left with the Mail Center prior to their leaving.

9. ZIP Code Directories - For those departments that send mail it is recommended they purchase a ZIP Code Directory. The cost is \$17.00 for a national directory and \$2.00 for a San Diego City- County directory. To obtain a ZIP Code Directory, bring a pre-paid purchase order to the Mail Center. The directory will be purchased at the Post Office and delivered to the department. NOTE: Time does not permit Mail Center personnel looking up telephone zip code requests.

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SCOPE

Campus Community

1. Programming Intended for Home Use. As long as video tapes for sale or rent for home use are legally made, they may be used in USD's carrels or classrooms without permission from the copyright owner. Thus, faculty may continue to use tapes they have rented or purchased in our classrooms and carrels.

2. Off-Air Video Recordings. Educational institutions may record any program from broadcast television as long as the institution adheres to nine guidelines for off-air videotaping. Two of the guidelines specify when the tape may be used: tapes may be shown in class for 10 consecutive school days after the broadcast date; and the tape may be retained for 45 calendar days following the broadcast, but only for teacher evaluation (i.e., no classroom use after 10 teaching days). Placing an off-air recording on reserve for individual student viewing is not allowed. The Media Center will continue to make off-air recordings and seek licensing agreements for them.

Daily network newscasts may be taped and used without permission. In general, documentaries, magazine format programs, or general interest programs are not considered to be newscasts.

Off-air tapings made at home by instructors should not be brought to USD for class use unless fair use can be demonstrated. There are four criteria in determining fair use:

- purpose and character of use (for commercial or educational use?)
- nature of copyrighted work (i.e., is the work published, is the work available for rental?)
- amount and substantiality of the portion used in relation to the copyrighted work as a whole
- effect of use upon the potential market for or value of the copyrighted work

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It is generally difficult to demonstrate fair use of an off-air recording of a program that is commercially available for rental or purchase, especially if tapes are "librared" by faculty rather than being erased shortly after use in class.

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Campus Community

1. Pre-press. This area utilizes a Macintosh computer, laser printer and a scanner with Aldus PageMaker, and Aldus Freehand software. Artists design and produce forms, flyers, invitations, programs, posters, newsletters and brochures. A paste-up service is provided and photographs may be prepared for reproduction using half-tone processing. A Linotronic Typesetter is also available for exceptionally fine detail work.

2. Printing. Any weight of paper from onionskin to heavy card stock can be processed. Size capability ranges from small tickets to 11 x 17 posters. A large selection of ink colors and paper stocks is available for specialized print orders. The Press area includes three AB Dick offset presses, two of which can print two colors at one time. Special effects such as screens, multicolor printing, and specialized papers are also available.

University letterheads, envelopes and business cards are done in accordance with University policy concerning the use of logos, typestyles, etc. Orders are accepted for all University departments and any organizations affiliated with the University. Services are also available to individual employees and off-campus organizations.

3. Bindery. Services include folding, collating, stapling, trimming to size, plastic spiral binding and shrink wrapping.

4. Duplicating. This area utilizes two high-volume and two medium-volume duplicators. Two-sided copying is readily available, costs less and saves paper and space. Originals as large as 11 x 17 can be reduced to 8 1/2 x 11. Unburst tractor-fed computer printouts can be copied on 8 1/2 x 11 paper. All work processed on the copier/duplicator is collated free of charge. Machine stapling is also available.

Most jobs can be completed the same day, or on an as-you-wait basis. Duplicating service may be obtained by completing a duplicating requisition, calling for pick-up (x4890), sending through intra-campus mail, or bringing the order to the Print Shop, located behind Maher Hall.

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All orders are delivered promptly upon completion.

5. Convenience Copying. Convenience copiers can be found at many locations throughout campus. Most of these copiers have a document feeder, which speeds up copying, and also have a reduction/enlargement capability. Department copy cards will activate these machines at a cost of \$.035 per copy.

Convenience copiers are relatively slow-operating, low-volume machines intended to be used for 10 copies or fewer per original.

6. Coin Copiers. Primarily for student use, coin copiers are located at the Legal Research Center, Copley Library, University Center, The Writs, Bookstore, Harmon Hall, Mission Crossroads, Alcala Vista Apartments, Serra Hall and the Mail Center lobby. The cost is \$.05 per copy. Most of these copiers will also accept student value cards, which may be purchased at Printing/Duplicating, the Bookstore, UC Ticket Office or at the card machines located in the LRC and Copley Library.

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GUEST SPEAKERS

NO. 5.0.5
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Effective May 8, 2008, Policy 5.0.5 is no longer in effect. Please see Policy No. 2.6.3 in the University of San Diego's new Policy Manual.

SECTION
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PUBLIC RELATIONS

NO. 5.0.6
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Policy No. 5.0.6 is no longer in effect. Please see the Department of Public Affairs for more information.

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SOFTWARE COPYRIGHT

NO. 5.0.7
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Campus Community

The University of San Diego licenses the use of its computer software from a variety of outside companies. The University of San Diego does not own this software nor its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on machines other than those for which the product is licensed.

With regard to use on university networks or on multiple university-owned machines, software must be used in accordance with the license agreement.

The use or creation of unauthorized copies of computer software or related documentation on university machines is strictly prohibited. Appropriate action may be taken with regard to those found to be making, acquiring or using unauthorized copies of documentation or computer software.

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NO. 5.0.8
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As of June 26, 2007, Policy No. 5.0.8 is no longer in effect. Please see Policy No. 2.5.1 in the University of San Diego's new Policy Manual.

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COMMUNICATIONS AND INFORMATION
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TEXTBOOKS AND REPRODUCED COURSE
MATERIALS

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Faculty

1. TEXTBOOKS

- A. The Bookstore is responsible for ordering all course materials needed for classes. Faculty must submit requisitions by the third Friday of March for Fall Semester and Summer sessions, and by the second Friday of October for Intersession and Spring Semester. This allows the Bookstore to process orders in a timely manner for the following semester, to begin returning excess stock to publishers, as well as to compile a buyback list.
- B. The Bookstore provides requisition forms for submitting orders; forms are also available from faculty secretaries.
- C. No book order is considered as "standing" from one semester to another. Each title must be reordered for the semester in which it is to be used.
- D. Requests for desk copies are to be submitted by the faculty members directly to the publisher. Special forms and publisher's directories are available at the Bookstore for this purpose. If an advance copy is needed, the book may be purchased from the Bookstore. A refund will be issued if a new copy of the same title and the receipt are returned to the Bookstore within the same semester.

2. REPRODUCED COURSE MATERIALS

- A. In compliance with U.S. copyright laws, no materials may be reproduced by the Bookstore without proper copyright approval.
- B. The Bookstore provides copyright permission service under the following guidelines:
 - (1) All materials submitted for copying are original works of the submitting instructor, and the instructor own the copyright, or

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- (2) All materials not original works of the instructor (including legal cases) must be accompanied by full bibliographical entries for each article or item. This includes the author, title, publisher, date of publication, ISBN or ISSN, exact page numbers and, if from a periodical, the volume and series number. This also applies to out of print or not yet printed materials. Only 10% of any publication still in print can be copied. Please include with the request the course number and the number of copies needed.
- (3) The USD Bookstore will seek permission for all anthologies submitted. (Not all publishers grant permission. The Bookstore will notify the affected professor if this occurs.)
- (4) The only exceptions to obtaining copyright permission are for published works less than 1000 words or poems less than 250 words.
- (5) Concerning graphic materials (charts, graphs, drawings, pictures, reproductions, comics, etc.), permission for only one graphic illustration per book or periodical issue may be requested along with the text item. Separate approval must be sought for all additional graphic materials.
- (6) Copyright permission is granted on a "one-time use" basis, and permission must be obtained each term the materials are used.
- (7) Consumable works, including workbooks, exercises, standardized tests, answer sheets, etc., may not be copied.
- (8) A clean copy must be provided that is in a form ready to print.
- (9) All materials to be reproduced must be in the Bookstore no less than ten weeks before the beginning of the term to allow the time needed to obtain permission. The average response time for a request is 3-6 weeks, so accurate publisher information is crucial.
- (10) Faculty must supply an address and phone number where they can be contacted in case of difficulties.

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- C. If a faculty member obtains copyright permission on his/her own, proper documentation of copyright compliance must accompany the course materials when submitted to the Bookstore. The deadline for this procedure is two weeks prior to the start of classes.

- D. Brochures explaining copyright compliance laws are available at the Bookstore.

SECTION
GRANTS AND PROPOSALS
CHAPTER
SUBJECT
MISCONDUCT IN EXTERNALLY
FUNDED RESEARCH

NO. 6.0.1
DATE ISSUED DATE REVISED
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Effective January 31, 2007, Policy No. 6.0.1 is no longer in effect. Please see Policy No. 2.7.1 in the University of San Diego's new Policy Manual.

SECTION
GRANTS AND PROPOSALS
CHAPTER
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NO. 6.0.2

DATE ISSUED DATE REVISED
 P.A.C. 2/99
 Pres. 12/04
PAGE 1 OF 1

As of February 6, 2009, Policy No. 6.0.2 has been superseded and replaced by Policy No. 2.7.2 in the University of San Diego's new Policy Manual.

SECTION
GRANTS AND PROPOSALS
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NO. 6.0.3
DATE ISSUED DATE REVISED
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Policy No. 6.0.3 is no longer in effect.

SECTION
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NO. 6.0.4
DATE ISSUED DATE REVISED
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Policy No. 6.0.4 has been moved to the University of San Diego's new Policy Manual as Policy No. 2.7.3.

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NO. 6.0.5
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Policy No. 6.0.5 is no longer in effect. Copies of forms are available through the Office of Sponsored Programs.

SECTION
REVENUE AND ACCOUNTING SERVICES
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SUBJECT
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NO. 7.0.1
DATE ISSUED DATE REVISED
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As of June 26, 2007, Policy No. 7.0.1 is no longer in effect. Please see Policy No. 2.10.4 in the University of San Diego's new Policy Manual.

SECTION
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NO. 7.0.2
DATE ISSUED DATE REVISED
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Policy No. 7.0.2 is no longer in effect. Please see Gift Acceptance Guidelines available through the Office of Development.

SECTION
REVENUE AND ACCOUNTING SERVICES
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NO. 7.0.3
DATE ISSUED DATE REVISED
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As of June 26, 2007, Policy No. 7.0.3 is no longer in effect. Please see Policy No. 2.10.2 in the University of San Diego's new Policy Manual.

SECTION
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As of June 26, 2007, Policy No. 7.0.4 is no longer in effect. Please see Policy No. 2.10.1 in the University of San Diego's new Policy Manual.

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