DEFINITION OF TERMS

Active duty or call to active duty status. For purposes of Family and Medical Leave Act Qualifying Exigency Leave, "active duty or call to active duty status" is defined as duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation, as defined under the FMLA.

Administrator

Affirmative Action Plan (AAP). A written document by which the University is committed to eliminate and remedy past discrimination against protected classes and underutilization of women and minorities, disabled persons, and veterans.

Applicant Anyone who applies for a position open for recruitment. The campus does not have the responsibility to collect applicant flow data for all applicants, only for those applicants that are defined as "candidates."

Applicant Flow Data The gender/ethnic demographic profile of all candidates for a position open for recruitment. As a federal contractor, the University is required to maintain applicant flow data.

Call Back The period an employee is called back to work without prior notice after completing his or her regular work schedule and having left the premises.

Candidate An applicant who meets the minimum requirements for the job and will be considered further in the selection process. The campus has the responsibility to collect applicant flow data on all candidates considered for a position open for recruitment.

Class. The term "class" applies to an established job title, published in the University wide Title and Pay Plan, and designated by a four-digit title code.

Classrooms Includes but are not limited to, rooms provided for instruction or other activities related to the learning experience, as well as laboratories, libraries, auditoriums.

Company Premises Includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Charles R. Drew University or on any site on which the Company is conducting business.

Conflict of Interest Conflict of interest occurs when a University member in a position to influence decision on policy, activities or purchases where he/she might directly or indirectly receive financial benefit or give improper advantage to associates. Conflict of interest is also considered to exist when the conflict prevents an employee from exercising the care, skill and judgment on behalf of the University in the performance of her/his assigned duties.

Covered military member For purposes of Family and Medical Leave Act Qualifying Exigency Leave, a covered military member is a member of the reserve components (Army National Guard of the United States, Army Reserve, Navy Reserve, Air National Guard of the United
States, Air Force Reserve, and Coast Guard Reserve) or a retired member of the regular Armed Forces or Reserve who is on "active duty or call to active duty status" in support of a contingency operation.

**Delegation of Authority** The transfer of authority for specific administrative functions from a central office level to an organizational level.

**Demotion** The change of an employee from one position to another position which has a lower salary range maximum is termed a demotion.

**Department Head** The chairperson of a department or the head of an administrative or other unit as designated by the Campus Organizational Hierarchy.

**Designee.** Representative to whom the Organization Head has re-delegated authority.

**Direct Threat to Safety** A significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

**Domestic Partner.** A domestic partner means the individual designated as an employee's domestic partner under one of the following methods: (i) registration of the partnership with the State of California; (ii) establishment of a same-sex legal union, other than marriage, formed in another jurisdiction that is substantially equivalent to a State of California-registered domestic partnership; or (iii) filing of a Declaration of Domestic Partnership form with the University. If an individual has not been designated as an employee's domestic partner by any of the foregoing methods, the following criteria are applicable in defining domestic partner: each individual is the other's sole domestic partner in a long-term, committed relationship with the intention to remain so indefinitely; neither individual is legally married, a partner in another domestic partnership, or related by blood to a degree of closeness that would prohibit legal marriage in the State of California; each individual is 18 years of age or older and capable of consenting to the relationship; the individuals share a common residence; and the individuals are financially interdependent.

**Dual Employment.** Employment status that permits a full-time employee to work overtime in another department, or in a different class in the same department.

**Essential Job Function.** Those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

**Exempt Employee.** Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Because of hourly pay practices, an employee appointed to a per diem position in an exempt title shall be treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions.

Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt employees are not eligible
to receive overtime compensation or compensatory time off, and are not required to adhere to
strict time, record keeping, and attendance rules for pay purposes. Exempt titles are identified in
University wide title and pay plans.

**Illegal Drug.** A substance whose use or possession is controlled by federal law but that is not
being used or possessed under the supervision of a licensed health care professional. (Controlled
substances are listed in Schedules I-V of 21 C.F.R. Part 1308.).

**Interview Pool.** The interview pool consists of the candidates who will be interviewed for the
position. The UCLA *Affirmative Action Form A-Interview and Hire Record* must be completed
and retained within the department for three years.

**Merit Increase.** A within range salary increase granted to employees in career positions based
on performance and other factors.

**Near Relative.** For the purpose of this policy, a near relative is defined as a spouse, domestic
partner, parent, child (including the child of a domestic partner), or siblings. In-laws and step-
relatives in the relationships listed, including relatives of the domestic partner who would be
covered if the domestic partner were the employee’s spouse, are also defined as near relatives.

**Next of kin.** For purposes of Family and Medical Leave Act Military Caregiver Leave, next of
kin is defined as (a) the nearest blood relative of the covered servicemember (other than the
covered service member’s spouse, domestic partner, parent, son or daughter) or (b) the person
who the covered servicemember has designated in writing as his or her nearest blood relative, for
purposes of Military Caregiver Leave.

**Non-Exempt Employee.** Non-exempt employees are defined as employees who, based on duties
performed and manner of compensation, shall be subject to all FLSA provisions. Because of
hourly pay practices, an employee appointed to a per diem position shall be treated as a non-
exempt employee subject to FLSA minimum wage and overtime provisions.

Non-exempt employees shall be required to account for time worked on an hourly and fractional
hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-
one-half) rate. Non-exempt titles are identified in title and pay plans.

**Occupational Injury or Illness.** Any injury or illness arising out of, in the course of, or during
the course of employment with Charles R. Drew University and compensable under the WC laws
of the State of California.

**Organization Head.** The head of each organization (e.g., Vice Chancellor, Provost, Dean or
Librarian), as defined by the *Campus Organizational Hierarchy.*

**Outpatient status.** For purposes of Family and Medical Leave Act Military Caregiver Leave,
"outpatient status" is the status of a servicemember assigned to a military medical treatment
facility as an outpatient, or assigned to a unit established for the purpose of providing command
and control of members of the Armed Forces receiving medical care as outpatients.
Overtime. Time worked that exceeds the hours of a full-time employee's regular daily schedule on pay status or exceeds 40 hours on pay status in a workweek. Pay status includes time worked and paid leave such as sick leave, vacation leave, holidays, military leave, compensatory time off, and administrative leave with pay. Overtime shall be reported and compensated on the basis of the nearest 1/4 hour.

Parent of a covered military member. For purposes of Family and Medical Leave Act Qualifying Exigency Leave, a parent of a covered military member is a biological, adopted, or foster parent or any other individual who stood in loco parentis to the covered military member. The definition does not include parents "in law".

Parent of a covered servicemember. For purposes of Family and Medical Leave Act Military Caregiver Leave, a parent of a covered servicemember is a biological, adopted, or foster parent or any other individual who stood in loco parentis to the covered servicemember. The definition does not include parents "in law".

Pay Status. Pay status includes any period of time for which an employee receives pay for time worked, including compensatory time off, or for time on paid leave. Paid leave time includes sick leave, extended sick leave, vacations, administrative leave with pay, holidays, or military leave with pay.

Period of military conflict. For purposes of Military Spouse/Domestic Partner Leave, a period of military conflict is a period of war declared by the United States Congress, or a period of deployment for which a member of a reserve component is ordered to activity duty as defined in Military & Veterans Code Section 395.10.

Permanent & Stationary (P&S). A medical statement from the injured employee's treating physician (TP) stating that the employee's condition is now stable and will not get appreciably better or worse. At this point, the injured employee is released to return to work with or without work restrictions, or is medically determined to be precluded from engaging in his/her usual and customary occupation or the position in which s/he was engaged in at the time of injury.

Personal Information. That information which is not confidential or non-personal, and the disclosure of which would constitute an unwarranted invasion of personal privacy of the individual.

Probationary Employee. A probationary employee is an employee in a career position who has not completed the probationary period.

Procedures. Processes or practices used to implement policy, and generally describe "how" the university intends to carry out its policies. Procedures have narrow application and prone to change as new tools emerge, new processes are designed, and as a response to internal or external environmental changes.

Promotion. The change of an employee from one position to another position which has a higher salary range maximum is termed a promotion.
Protective Work Clothing. Attire worn over or in place of regular clothing to protect the employee's clothing from damage or abnormal soiling or to maintain a sanitary environment. This includes such items as serving aprons, laboratory coats or dresses, shop coats, and surgical gowns.

Qualified Individual with a Disability. An individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

Qualified Member. For purposes of Military Spouse/Domestic Partner Leave, a "qualified member" is a person who is (1) a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, (2) a member of the National Guard who has been deployed during a period of military conflict, or (3) a member of the Reserves who has been deployed during a period of military conflict.

Reasonable Accommodation. Making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.

Reclassification, Lateral. The movement of an employee's current position to a different class having the same salary range maximum is termed a lateral reclassification.

Reclassification, Upward. The movement of an employee's current position to a different class or salary grade having a higher salary range maximum is termed an upward reclassification.

Re-delegation of Authority. Authority transferred to the next level.

Refuse to Cooperate. Means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

Re-grading. An action to move an employee's current position to a different salary grade based on market analysis or job evaluation.

Regular Rate. The regular rate of pay applicable to non-exempt employees only is specifically defined in the provisions of the Fair Labor Standards Act and is integral to the formula used to calculate premium overtime pay. The regular rate of pay is derived by dividing the total remuneration in a workweek (excluding pay for sick leave, vacation leave, holidays, premium overtime, and other types of non-productive pay) by the total number of hours actually worked in that workweek. The regular rate of pay is an hourly rate, either actual or derived.
Regular Status Employee. A regular status employee is a career employee who is not required to serve a probationary period, or a career employee who has successfully completed a required probationary period and any extension thereof.

Rehire. Any return to pay status of a person following a break in service is a rehire. Prior University service is not included for purposes of staff personnel policy, retirement policy, or employee group health and insurance plans, unless specifically provided in the appropriate policy.

Safety Equipment. Protects the employee and includes such items as head covers, gloves, goggles, prescription safety glasses, safety shoes, handguns, batons, and handcuffs.

Salary Grade. A salary grade consists of a group of job classifications in a given salary range.

Salary Range:

Minimum Salary — The lowest salary rate within a given job title. No individual salary shall fall below the minimum.

Salary Midpoint — Calculated sum of the salary range minimum and maximum divided by two.

Maximum Salary — The highest salary rate in the range within a given job title. No individual salary shall be above the maximum salary rate in the range of a job title.

Segregation of Duties. Means roles and responsibilities have been divided between employees so that no single employee will have the ability to both initiate and approve financial transactions.

Serious injury or illness. For purposes of Family and Medical Leave Act Military Caregiver Leave, a serious injury or illness is an injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

Smoking. Includes but is not limited to, the combustion of any cigar, cigarette, pipe, or any similar item, using any form of tobacco or other combustible substance.

Son or daughter of a covered military member. For purposes of Family and Medical Leave Act Qualifying Exigency Leave, a son or daughter of a covered military member is of any age and is a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered military member stood in loco parentis.

Son or daughter of a covered servicemember. For purposes of Family and Medical Leave Act Military Caregiver Leave, a son or daughter of a covered servicemember is of any age and is a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis.
Temporary Partial Disability (TPD). A disability resulting from an industrial injury or illness which prevents an employee from performing one or more of his/her regular job duties, but does not prevent the employee from performing work that is dependent on capabilities not affected by the disability.

Transfer. The change of an employee from one position to another position which has the same salary range maximum is termed a transfer.

Treating Physician/Treating Health Care Professional (TP/THP). A physician or other health care professional who has examined the injured employee at least once for the purpose of rendering or prescribing treatment and has thereafter monitored the effect of the treatment. In the event of a conflict between the medical disability information provided by treating physicians or health care professionals, disability medical information provided by the Primary Treating Physician (PTP) as defined in Labor Code Section 9785, shall control.

Trial Employment. Temporary employment which may be offered under the following circumstances:

to a disabled employee or former employee who was medically separated, when recommended by the Vocational Rehabilitation. Such trial employment may be offered to evaluate the disabled individual's interests and abilities.

TRTW Job Assignment. A temporary work assignment within the injured employee's department, which complies with all medical restrictions indicated by the employee's treating physician or treating health care professional (TP/THP). A TRTW Job Assignment may involve:
- Modification of the injured employee’s job duties, i.e., tailoring work duties to the injured employee’s medical limitations and vocational abilities to maximize recovery, or
- Alternate work that is compatible with the employee's job skills and experience, and is in compliance with the employee's temporary medical restrictions.

The TRTW Job Assignment is documented by a Transitional Return-To-Work Agreement (Attachment D) that is written for a period not to exceed 90 calendar. The TRTW Agreement is signed by the injured employee and Department Supervisor or Representative (DS/R).

Under the Influence of Alcohol. An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

Under the Influence of Drugs. A confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization).

Undue Hardship. An action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable
accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the company; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire company; and (8) the relationship of the particular facility to the company. These are not all of the factors but merely examples.

Uniforms. Attire, excluding shoes, which are worn for the purpose of ready visual identification of personnel, such as those used in the police, parking, and guard occupations. Uniform components include items such as shirts, ties, pants, dresses, skirts, blouses, and jackets which are of the same design, color and style.

University Policy. Is a rule that generally has university-wide applicability. A policy may include governing principles, it may either mandate or constrain action, it may ensure compliance with laws, or it may mitigate the university's risk. It must be approved by the President and Executive Council and the Board of Trustees before it becomes official policy.

Work Areas. Includes but are not limited to, areas normally reserved for the exclusive use of faculty, staff, or students (e.g., office or desk), as well as conference/meeting rooms, adjacent common areas, restrooms and elevators.

Workweek. A workweek for non-exempt employees is generally a fixed period of seven consecutive 24-hour periods.
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<thead>
<tr>
<th>ACRONYMS</th>
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<tbody>
<tr>
<td>ACR. American College of Rheumatology</td>
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<tr>
<td>APM. Administrative Policy Manual</td>
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<tr>
<td>COI. Conflict of Interest</td>
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<tr>
<td>COM. College of Medicine</td>
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<tr>
<td>COSH. College of Science and Health</td>
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<tr>
<td>DFEH. Department of Fair Employment Housing</td>
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<td>DHHS.</td>
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<td>DOL. Department of Labor</td>
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<td>DS/R. Department Supervisor or Representative</td>
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<td>DWC. Division of Worker’s Compensation</td>
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<td>DWC1. Worker’s Compensation Claim Form</td>
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<tr>
<td>EDD. Employment Development Department</td>
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<tr>
<td>EEOC. Equal Employment Opportunity Commission</td>
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<td>EPAF. Electronic Personnel Action Form</td>
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<td>EPAFS. Electronic Personnel Action Form System</td>
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<tr>
<td>ESIGA. Electronic Signatures in Global and National Commerce Act of 2000</td>
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<tr>
<td>FCE. Functional Capacity Evaluation</td>
</tr>
<tr>
<td>HCO. Health Care Organization</td>
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<tr>
<td>HR. Human Resources</td>
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<tr>
<td>INOA. Notice of Award</td>
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<tr>
<td>JA. Job Analysis</td>
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<tr>
<td>MIDARP. Minority Institution Drug Abuse Research Program</td>
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<tr>
<td>MRO. Medical Review Officer</td>
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<tr>
<td>OA. Office of Administration</td>
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<tr>
<td>OSP. Office of Sponsored Programs</td>
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<tr>
<td>PA. Physician Assistant</td>
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<tr>
<td>PAF. Personnel Action Form</td>
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<tr>
<td>PCP. Primary Care Physician</td>
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<tr>
<td>PD. Permanent Disability</td>
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<tr>
<td>PI. Principal Investigator</td>
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<tr>
<td>PIF. Payroll Inquiry Form</td>
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<tr>
<td>P&amp;S. Permanent and Stationary</td>
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<tr>
<td>PTP. Primary Treating Physician</td>
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<tr>
<td>OHF. Occupational Health Facilities</td>
</tr>
<tr>
<td>OT. Occupational Therapist</td>
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<tr>
<td>OTC. Over the counter drugs</td>
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<tr>
<td>QID. Qualified Individual Disability</td>
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<tr>
<td>QIW. Qualified Injured Worker</td>
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<tr>
<td>RTRN.</td>
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<tr>
<td>RTW. Return-To-Work</td>
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<tr>
<td>SESC. Student Education Services Center</td>
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<tr>
<td>SDI. State Disability Insurance</td>
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<tr>
<td>SJDB. Supplemental Job Displacement Benefit</td>
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<td>SON. School of Nursing</td>
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</table>
TEP. Transitional Employment Program
THP. Treating Healthcare Physician
TP. Treating Physician
TPA. Third Party Administrator
TPD. Temporary Partial Disability
TRTW. Transitional Return-To-Work Program
TTD. Total Temporary Disability
UECC. United Employee Concerns Council
UR. Utilization Review
USERRA. Uniformed Services Employment and Reemployment Rights Act
VR. Vocation Rehabilitation
VRC. Vocational Rehabilitation Counselor
WC. Worker’s Compensation
WCCC. Workers’ Compensation Claims Coordination
WCPM. Workers’ Compensation Program Manager