



Your Job at the Institute

Employees' Guide to Caltech

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Your supervisor will be your primary source of information regarding Caltech's policies and procedures. Each supervisor has access to Personnel Memoranda book, which contain policies and procedures for staff employees. You may print a copy of the policies and procedures by accessing the web at <http://www.caltech.edu> and clicking on the "Quick Campus Link" of "Policies and Procedures." A copy of the Personnel Memoranda book is also available in Human Resources Customer Services, the Employee Relations Department, and in the Robert A. Millikan Memorial Library. If you have any questions about these policies and procedures or about benefits, or if problems arise during your employment, we encourage you to bring them to your supervisor's attention.

The Caltech Honor System

Caltech Catalog

The Honor System, embodied in the phrase "No member shall take unfair advantage of any other member of the Caltech community," is the fundamental principle of conduct for faculty and students. Although the honor code is not directly applicable to employees, this principle should also guide your interactions with the rest of the Caltech community.

Identification Cards

Campus Card Systems, x6169

Each employee is provided with an identification card. This card permits you to use services such as check cashing, borrowing books from the library, and buying discounted tickets for various public events. You should carry your card with you whenever you are on campus. At the end of your employment, the card must be returned to the Institute.

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Probation Period

PM 9

The probation period applies to all new employees and employees transferring to a new position at the Institute. This period, designed to be mutually beneficial to both Caltech and the employee, will allow you and your supervisor to determine whether or not your assignment to a particular position is appropriate.

The duration of the probation period is determined by the supervisor in consultation with Employee Relations. Normally, the probation period is six months. At any time during probation; and afterward, you should feel free to ask your supervisor how you are doing. If warranted, the probation period may be extended with the approval of Employee Relations.

Attendance

PM 11, PM 15-1, PM 15-2, PM 15-3, PM 15-4, PM 15-5

The ability of the Institute to operate efficiently and to meet its objectives depends on your regular and punctual attendance. Your attendance is also an important measure of your job performance and may be a factor in pay increases, promotions, and disciplinary actions.

If you are unable to report for work because of illness or other unavoidable causes, notify your supervisor as soon as possible and before you are scheduled to begin work. If your supervisor is not available, notify another member of your management, or the person in your organization who is responsible for reporting time and attendance. You should notify your supervisor each day that you are unable to work. The fact that you have notified your supervisor that you will be absent does not guarantee that your absence will be excused or paid. Be sure to adhere to your department's reporting procedures if different than those described here.

When you know in advance that you will be absent, you should make the necessary arrangements with your supervisor.



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Employees should not automatically assume that absenteeism is permissible merely because they have sufficient leave benefits available to cover all or a portion of their time off. Absenteeism that is determined to be excessive, considering the particular circumstances, may lead to disciplinary action up to and including termination.

Lunch Breaks and Rest Periods (Non-Exempt Employees)

PM 15-6

Employees who work an eight-hour schedule normally receive one unpaid hour for lunch. However, certain departments schedule 30 minutes for lunch. If a work schedule is five hours or less, no lunch break is required. Employees who work a six-hour shift may file a written waiver to not take a meal break.

Employees are authorized to take two paid 15-minute rest periods in each eight-hour shift. Rest periods should be scheduled approximately midway through each four-hour portion of the workday. Mutually convenient times for such rest periods should be arranged with your immediate supervisor.

Telephones

California Institute of Technology Personnel Directory

Caltech telephones may be used only for business-related calls, emergency calls, and authorized personal calls.

Personal calls that are toll-free, including 800 calls, are authorized only when they do not adversely affect performance of the employee's official duties or the effective functioning of the employee's department, are of reasonable duration and frequency, and could not have been reasonably made on personal time.

Personal calls that incur toll charges may be made at Caltech expense to locations within the 213, 310, 323, 562, 626, 818, and 909 area codes to speak to your spouse/same-sex domestic partner, your dependents, or those responsible for your dependents' care; or to take care of personal business that can only be

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accomplished during working hours (for example, arranging doctor's appointments, car repairs, and home repairs).

All other personal calls incurring toll charges must be made from pay phones or charged to a personal telephone calling card, the employee's home phone, or the party called.

Excessive use of the telephone for personal calls may adversely affect your ability to perform your duties, and may result in disciplinary action.

Payday

PM 11

Most employees are paid every two weeks, on the Friday following the end of the pay period.

Your supervisor will inform you of the date of your first paycheck. One-half of your authorized monthly deductions--which may include health and dental premiums, charitable contributions, and Credit Union loans/savings--is withheld from each check. If a payday falls on a holiday, you will receive your paycheck on the last working day before the regular payday.

Direct deposit of your check to your financial institution can be arranged by contacting the Records Office at extension 8543.

Working Hours and Overtime

PM 11, PM 11-1

The normal full-time work schedule is 40 hours. As defined by state regulations and the federal Fair Labor Standards Act, certain employees, such as professional and those in supervisory or management positions, are "exempt" employees. If you are an exempt employee, you are not paid for hours worked in excess of 8 hours in a workday or 40 hours per workweek.



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Employees subject to state and federal laws regarding overtime (non-exempt employees) will be paid time and a half for all time worked in excess of 8 hours in a workday or in excess of 40 hours per workweek. If you are scheduled to work on your second scheduled day off, or work in excess of 12 hours on any other workday, you will be paid double time for hours worked.

The supervisor must authorize overtime worked by non-exempt employees in advance. Unless overtime is authorized, non-exempt employees should not report to their stations earlier than 12 minutes before the work shift begins, or leave their work stations more than 12 minutes after the work shift ends. Different schedules than those mentioned above require advance approval by the Human Resources Department. Caltech reserves the right to increase or decrease hours based on business requirements.

Wages and Salaries

PM 10, PM 10-1, PM 10-2, PM 10-3

Caltech continuously tries to recognize the relative values of various jobs; to adopt realistic wage and salary ranges for those jobs; and to make comparative studies of regional and of academic wage rates and changing job conditions to assure that the wage and classification structure is current. The Institute reviews employees' salaries and may recommend appropriate pay levels periodically.

Shift Premiums

PM 11

Non-exempt employees who are regularly assigned to the second shift (swing), which normally begins at or after 3:00 p.m., or to the third shift (graveyard), which normally begins between 11:00 p.m. and 2:00 a.m., will be eligible for hourly shift premiums. Details on this policy are available from your supervisor.

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Career & Personal Growth

PM 15-15 Programs and Support Services

Staff Education & Career Development

Caltech offers a variety of staff development programs. See the *Caltech Staff Education Catalog* for specific programs, dates, and enrollment procedures. This catalog is available on-line at the Staff Education and Career Development site, <http://cit.hr.caltech.edu/training/default.htm>.

Many of these programs are open to all Caltech employees and are announced through campus mailings in addition to the catalog. Employees may take outside courses in their specific fields to increase their professional knowledge and career potential. Employees may wish to use the tuition reimbursement program to assist them financially in taking outside college courses. See the Staff Personnel Memorandum 15-15 for more information on the tuition reimbursement program.

Employees are encouraged to discuss their career goals and plans with their supervisors. Representatives from Employment, Employee Relations, and Staff Education and Career Development are available to discuss career goals and plans with employees upon request. For further information, see your supervisor or contact the Staff Education & Career Development at 3204.

Industrial Relations Center

The Industrial Relations Center develops and offers programs on management strategies and practices, improving the effectiveness of business operations, developing the leadership skills of technical professionals, and encouraging new business ventures. Courses and forums are presented on campus and are open to executives and managers in technology-based organizations, and Caltech students, faculty, and staff. Fees are waived for Caltech students who participate in the center's programs on a space-available basis.



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The center is located on campus at 383 South Hill Avenue. The latest calendar of programs or more information may be obtained at www.irc.caltech.edu or by calling extension 4041.

Career Opportunities

PM 9-2

Recognizing that an employee may wish to transfer to another position for more challenge, a new occupational endeavor, a different environment, or career advancement, the Institute posts employment opportunities on line.

These listings are posted daily on the Caltech website,
<http://cit.hr.caltech.edu/Jobs-HTML/EO.htm>

The listings include a description of duties and the job level and qualifications for each position. Job openings usually are posted for five working days before commitments are made to fill the positions.

Job Transfer Procedures

PM 9-2

Normally, employees who are in their initial probationary period will not be considered for transfer, except in the case of an organizational change or layoff. Employees interested in a posted job opening should use the on-line applicant tracking system. If you do not have access to a computer, you may apply in person at the Human Resources Employment Department located at 399 South Holliston. Human Resources is open from 7:30 a.m. – 5:00 p.m. and can be reached at extension 3300.

A Human Resources Employee Services person will assist you by explaining how to use the Human Resources computer terminals to research career opportunities and apply on-line. The Employment Department also offers career-counseling services to employees and provides confidential information on job postings and transfers.

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Applicants will be considered for a position based on their qualifications, interest, and availability. Factors such as an applicant's previous work experience, related education, skills, past job performance, references, and training may be taken into consideration.

Personnel Records

PM 12, PM 53

The Records Office of the Human Resources Department maintains records of each employee's address, telephone number, emergency contacts, and benefits. It is the employee's responsibility to keep Caltech up to date regarding any changes. The appropriate form, Personnel Change Notice Procedure, PM 53, is available online at <http://cit.hr.caltech.edu/HRForms/default.htm>

Service Awards

PM 31

Caltech recognizes its employees' credited years of service. Department supervisors present service awards to those employees completing five years of service. At the Annual Service Awards Ceremony, the president of Caltech presents awards to employees with 10 or more years of service. The entire Caltech community is invited to attend the ceremony and the reception that follows.