Employee Guide

to the Caltech Community

Caltech
Human Resources is committed to advancing the Institute’s distinguished reputation by attracting, recruiting, and supporting individuals who have extraordinary curiosity, talent, and focus that advances the Institute’s mission.
# Contents

<table>
<thead>
<tr>
<th>Title</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Use This Book</td>
<td>1</td>
</tr>
<tr>
<td>Welcome Message</td>
<td>2</td>
</tr>
<tr>
<td>History of Caltech Timeline</td>
<td>4</td>
</tr>
<tr>
<td>Caltech Administrative Organization Chart</td>
<td>8</td>
</tr>
<tr>
<td>Your First 48 Hours</td>
<td>12</td>
</tr>
<tr>
<td>Navigating Your First 30 Days</td>
<td>16</td>
</tr>
<tr>
<td>Institute Policies for Faculty, Staff, and Students</td>
<td>20</td>
</tr>
<tr>
<td>Additional Policies for Staff (PMs)</td>
<td>23</td>
</tr>
<tr>
<td>Caltech’s Code of Conduct</td>
<td>26</td>
</tr>
<tr>
<td>Timekeeping</td>
<td>30</td>
</tr>
<tr>
<td>Security</td>
<td>34</td>
</tr>
<tr>
<td>The Equity Office and Title IX</td>
<td>38</td>
</tr>
<tr>
<td>Acknowledgment of Receipt</td>
<td>41</td>
</tr>
</tbody>
</table>
This handbook is your guide to your first 30 days at Caltech. This book is but an introduction to a varied and dynamic workplace experience. While the handbook is by no means complete, it is our hope this book will introduce you to the Caltech basics.

In addition, this serves as your link to complete information regarding Institute policies, administrative guidelines, code of conduct and other Institute information. It is your responsibility to read and be familiar with all policies and personnel memoranda which can be found on the Human Resources website. Your supervisor and colleagues will be able to give you more specific information on how things work in your department or division.

The handbook was designed to spark your interest, inform, inspire and introduce you to a world of possibilities. After reading this book, we hope you will go on one of our five self-guided tours, that you will drop by coffee@Caltech, or grab a coffee at the Red Door.

It is our great pleasure to welcome you to the Caltech community.
Welcome Message from the Associate Vice President for Human Resources

Caltech is a remarkable community. It is a community of more than 5,000 people, including staff, faculty, and students who work to pursue excellence every day. Caltech is a community of dedicated individuals who demonstrate a commitment to cutting-edge research and the first-class education of our talented students. Caltech’s excellence and ambition set it apart from its peers.

Human Resources is committed to serving this special community by providing a high level of customer service, innovative programs, quality benefits, resources, and tools to help you thrive professionally and personally. It is a pleasure to be a member of such an amazing endeavor. I hope you will agree, and I encourage you to take advantage of all Caltech has to offer.

—Julia McCallin
Caltech staff members share the passion, commitment to excellence and willingness to take big risks that characterize the institution.
History of
Caltech Timeline
The mission of the California Institute of Technology is to expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.
Caltech is an exceptional community of researchers, educators, staff and students that advances the boundaries of science, engineering and technology and yields outsized impact.
Other institutions have excellent individuals, but Caltech is an extraordinary community of curious and capable minds.
Your First 48 Hours
# Your First 48 Hours

The following is a checklist of actions and items you should complete within your first 48 hours of employment at Caltech. If you have any questions regarding how to complete the tasks, please contact Human Resources at (626) 395-3300.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
<th>TASK COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK IN</td>
<td>Check in with Recruiting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(International employees first check in with international scholar services)</td>
<td></td>
</tr>
<tr>
<td>COMPLETE I-9</td>
<td>Complete your I-9</td>
<td></td>
</tr>
<tr>
<td>SUBMIT TAX</td>
<td>Submit tax forms</td>
<td></td>
</tr>
<tr>
<td>PICK UP ID</td>
<td>Pick up your identification card (ID)</td>
<td></td>
</tr>
<tr>
<td>SET UP EMAIL</td>
<td>Ensure email is set up correctly</td>
<td></td>
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<tr>
<td></td>
<td>(IMSS Room 204 in Central Engineering Services)</td>
<td></td>
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<tr>
<td>INSTITUTE POLICIES</td>
<td>Read the Institute policies</td>
<td></td>
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<tr>
<td></td>
<td>(<a href="http://hr.caltech.edu/resources/institute-policies">http://hr.caltech.edu/resources/institute-policies</a>)</td>
<td></td>
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<tr>
<td>GET ACCESS</td>
<td>Get any access cards/keys you need for your building/workstation</td>
<td></td>
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<tr>
<td>ACTION</td>
<td>DESCRIPTION</td>
<td>TASK COMPLETE</td>
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<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
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<tr>
<td>GET PHONE EXTENSION</td>
<td>Get your phone extension and set up voicemail</td>
<td></td>
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<tr>
<td>GET TIMECARD</td>
<td>Get Kronos timecard training</td>
<td></td>
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<tr>
<td>MEET PAYROLL</td>
<td>Meet your Payroll Activity Monitor (PAM)</td>
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<tr>
<td>MARK CALENDAR</td>
<td>Mark your calendar with coffee@Caltech and benefits orientation dates</td>
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<tr>
<td>MEET WARDEN</td>
<td>Meet your floor warden</td>
<td></td>
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<tr>
<td>LEARN PLAN</td>
<td>Learn your department/division emergency plan</td>
<td></td>
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<tr>
<td>PATENT</td>
<td>Submit patent agreement online</td>
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For questions, contact Office of Technology Transfer & Corporate Partnerships at (626) 395 - 3066
Human Resources is interested in crafting ideas, activities and options that allow the entire Caltech community to strive for excellence. We believe in creating pathways, bridges, and connections between ideas and results.
Navigating Your First 30 Days
# Navigating Your First 30 Days

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
<th>Task Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG IN</td>
<td>Log into access.caltech.edu</td>
<td></td>
</tr>
<tr>
<td>VISIT PARKING</td>
<td>Visit the parking office</td>
<td></td>
</tr>
<tr>
<td>SET UP GYM</td>
<td>Set up your gym membership</td>
<td></td>
</tr>
<tr>
<td>SELECT MEDICAL PLAN</td>
<td>Select your medical benefits at mybenefits.caltech.edu</td>
<td></td>
</tr>
<tr>
<td>RETIREMENT PLAN</td>
<td>Log into mybenefits.caltech.edu and select “Manage myTIAA Contributions”</td>
<td></td>
</tr>
<tr>
<td>SIGN UP FOR W-2</td>
<td>Sign up for online W-2 at access.caltech.edu</td>
<td></td>
</tr>
<tr>
<td>COMPLETE COI</td>
<td>Complete your online Conflict of Interest (COI) at access.caltech.edu</td>
<td></td>
</tr>
<tr>
<td>COMPLETE OBA</td>
<td>Complete the online Outside Business Activity (OBA) form if applicable</td>
<td></td>
</tr>
<tr>
<td>COMPLETE TRAINING</td>
<td>Complete your online harassment training (required for managers and supervisors only)</td>
<td></td>
</tr>
<tr>
<td>COMPLETE KIT</td>
<td>Create a personal emergency kit</td>
<td></td>
</tr>
<tr>
<td>ACTION</td>
<td>DESCRIPTION</td>
<td>TASK COMPLETE</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------------------------------------------</td>
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<tr>
<td>JOIN THE ATHENAEUM</td>
<td>Visit the Athenaeum to learn more about membership</td>
<td>○</td>
</tr>
<tr>
<td>ATTEND ORIENTATION</td>
<td>Attend your orientations (coffee@Caltech, Benefits, and International Scholar)</td>
<td>○</td>
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<tr>
<td>SUBSCRIBE TO NEWS</td>
<td>Visit Caltech Today at <a href="http://www.caltech.edu/today">www.caltech.edu/today</a></td>
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</tr>
<tr>
<td>REVIEW CHART</td>
<td>Review the Institute Administrative Organization Chart</td>
<td>○</td>
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<tr>
<td>VISIT CREDIT UNION</td>
<td>Visit the Caltech Employees Federal Credit Union (Wilson Ave.)</td>
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<tr>
<td>TRY CAMPUS TOUR</td>
<td>Try one (or more) of the campus tours</td>
<td>○</td>
</tr>
<tr>
<td>MYLEARN</td>
<td>Log into MyLearn via access.caltech.edu to see your assigned classes</td>
<td>○</td>
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</table>
As an organization we are curious. Human Resources seeks to know each employee, work group, unit, and division so that we can help you create long-term strategic plans. We call it being curiously strategic.
Institute Policies for Faculty, Staff, and Students

The following are the institute policies. The full policies can be found at http://hr.caltech.edu/resources/institute-policies

1. Acceptable Use of Electronic Information Resources
2. Compliance with Export Laws and Regulations
3. Conflicts of Interest
4. Disability and Reasonable Accommodation
5. Environment, Health, and Safety
6. Nondiscrimination and Equal Employment Opportunity
If you have questions, we encourage you to call Employee & Organizational Development (EOD) at (626) 395-6382.
Institute Staff
Personnel Policies
(Personnel Memoranda)

15-15
Tuition Reimbursement Plan

15-18
Tuition Exemption for Children of Employees

15-22
Domestic Partners

17
Patent Policy

25
Personal Leaves of Absence

26
Employee Medical and Family Care Leave

27
Other Leaves of Absence

31
Service Date

32
Uniforms and Special Clothing

33
Ridesharing

Limited Distribution Personnel Memoranda
At the heart of our mission is unwavering dedication to diversity, integrity, equity, and excellence.
Caltech’s Code of Conduct
Caltech’s Code
of Conduct

1. Strive For Excellence
2. Act With Integrity
5. Foster A Supportive And Diverse Community
6. Commit To Education
9. Provide And Maintain A Safe Environment For Learning And Working
10. Obey The Law And Comply With Institutional Policies
Principles of Ethical Conduct

We are all part of the Caltech community whether we are located on campus, at JPL, at observatories or anywhere else in the universe. As members of the Caltech community, we expect that each of us will embody the high standards that have gained Caltech its worldwide reputation. In 2012, members representing the Caltech community began a conversation on ethical conduct. These discussions focused on the overarching values of our community. As a result of these discussion, we describe, in detail, these values.
Timekeeping

You can view the complete PM here.

Online training
https://finance.caltech.edu/Controllers_Office/Payroll_Services

Call payroll (626) 395 - 8668
It is Institute policy that all employees who are on a bi-weekly payroll accurately record their time worked. Campus overtime eligible employees and JPL hourly/overtime eligible employees are to accurately record any absence, when they start and end work, and when they take meal periods.

Any falsification or misrepresentation of time, effort, or attendance information may result in disciplinary action, up to and including termination.
Caltech Security
For emergencies, call (626)395-5000
For non-emergencies, call (626) 395-4701

Visit the Security website for other important numbers
http://security.caltech.edu/Important_Phone_Numbers

Caltech's Department of Security and Parking Services exists to provide a stable environment for research, education, and employment in which security concerns are balanced with freedom of movement in an open campus atmosphere while protecting the life and property of the faculty, students, staff, visitors, and guests of the Institute.

In the event of an emergency, please visit www.caltech.edu, where information will be posted as quickly as possible.

Caltech has an information phone line for emergencies, at (888) 427-7465, or (626) 395-3291. This line provides recorded information about the impact of an emergency on the campus, including whether or not employees should come to work. This line is for information only.

Caltech's Emergency Notification System
In the event of a fire, earthquake or other emergency, members of the Caltech community need information as quickly as possible: Has the campus been closed? Do we need to evacuate or take shelter? What’s happening?
Caltech has contracted with Everbridge to provide emergency notification to all Caltech students, faculty and staff using the contact information from access.caltech. To be included in the notification process, at least one valid phone number is required for each person.

For this system to be effective, your access.caltech contact information must be current. To verify or update your contact information, please:

Go to [http://access.caltech.edu](http://access.caltech.edu)
Log in with your access.caltech username and password
Go to My Personal Information
Click on Name and E-mail and enter/verify/correct your primary e-mail address
Click on Addresses and Phones and review/edit/add phone numbers

**Mobile App**

Everbridge’s mobile app, “Everbridge ContactBridge,” will give you the ability to communicate via text and to send photographs of suspicious persons/events directly to Security Dispatch.

Please download “Emergency Communications and Everbridge App Instructions” for instructions on how to log into the app.
The Equity Office and Title IX
The Equity Office and Title IX

Equity

Equity concerns itself with fair and impartial treatment and processes that support a community of inclusion, learning, professionalism, safety, care, and respect.

Philosophy

The Equity Office believes in fostering a fair and equitable environment through a clear, communicative, and transparent problem solving and investigation processes.

Approach

The Equity Office strives to:

- be a credible, transparent, and trusted resource
- promote an inclusive learning and working environment free of discrimination, harassment, and violence
- be focused on solutions that support the community and encourage a respectful Caltech culture

Work

The Equity Office investigates, addresses, and educates the entire Caltech community, including staff, faculty, and students on Title VII and Title IX issues such as: unlawful harassment, sexual misconduct and discrimination.
Expectations

You can expect the following from the office:

Equitable and fair treatment
Clear communication
Humane compliance
Solution-based approach to our work
Intent listening
Timely and transparent processes
Strong commitment to a safe campus and working environment
Collegial behavior
Credible resources

Roles

Responsible for development and review of Institute policies related to discrimination and harassment.

Ensure compliance with those policies as well as with federal, state and local discrimination and educations laws.

Charged with receiving, responding to and addressing issues, reports and complaints of discrimination, harassment and sexual violence.

Chief administrator overseeing the Institute's compliance with Titles VI, VII, and IX and has primary responsibility for addressing reports and grievances related to protected classes.
I acknowledge that I have been given a copy of the employee guide to the Caltech community. I understand that this guidebook summarizes Caltech’s personnel guidelines, and that it is furnished to me solely for my information.

I further understand that the statements contained in the guide are not intended to create any contractual or other legal obligations. I also understand that Caltech at any time may change, rescind, or add to any of its policies, benefits, or practices as described in the guide, except for policies required by law.

I acknowledge that it is my responsibility to read and become familiar with Institute policies and personnel memoranda found on the human resources website.

Date

Signature

Printed Name

Department and Mail Code

NOTE TO THE EMPLOYEE:
Please sign the electronic form available through the Taleo Talent Center.
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, disability status, protected veteran status, or any other characteristic protected by law.

The Institute adheres to the policy of employment at will which permits the Institute or the employee to terminate the employment relationship at any time, for any lawful reason, with or without cause or notice.