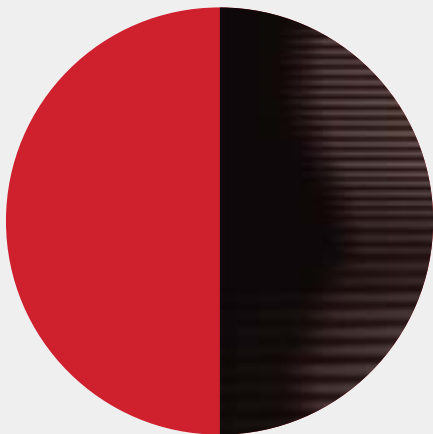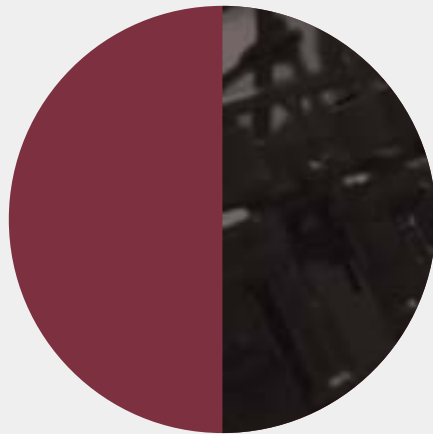# Employee Guide

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

How to Use This Guide

This handbook is a guide to your first 30 days at Caltech. It is but an introduction to a varied and dynamic workplace experience. While the guide is by no means complete, it is our hope that it 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 guide, we hope you will go on one of our five self-guided tours, join our HR Connect virtual employee onboarding session, or grab a coffee at the Red Door.

It is our great pleasure to welcome you to the Caltech community.

Welcome Message
from the Chief Human Resources Officer

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.
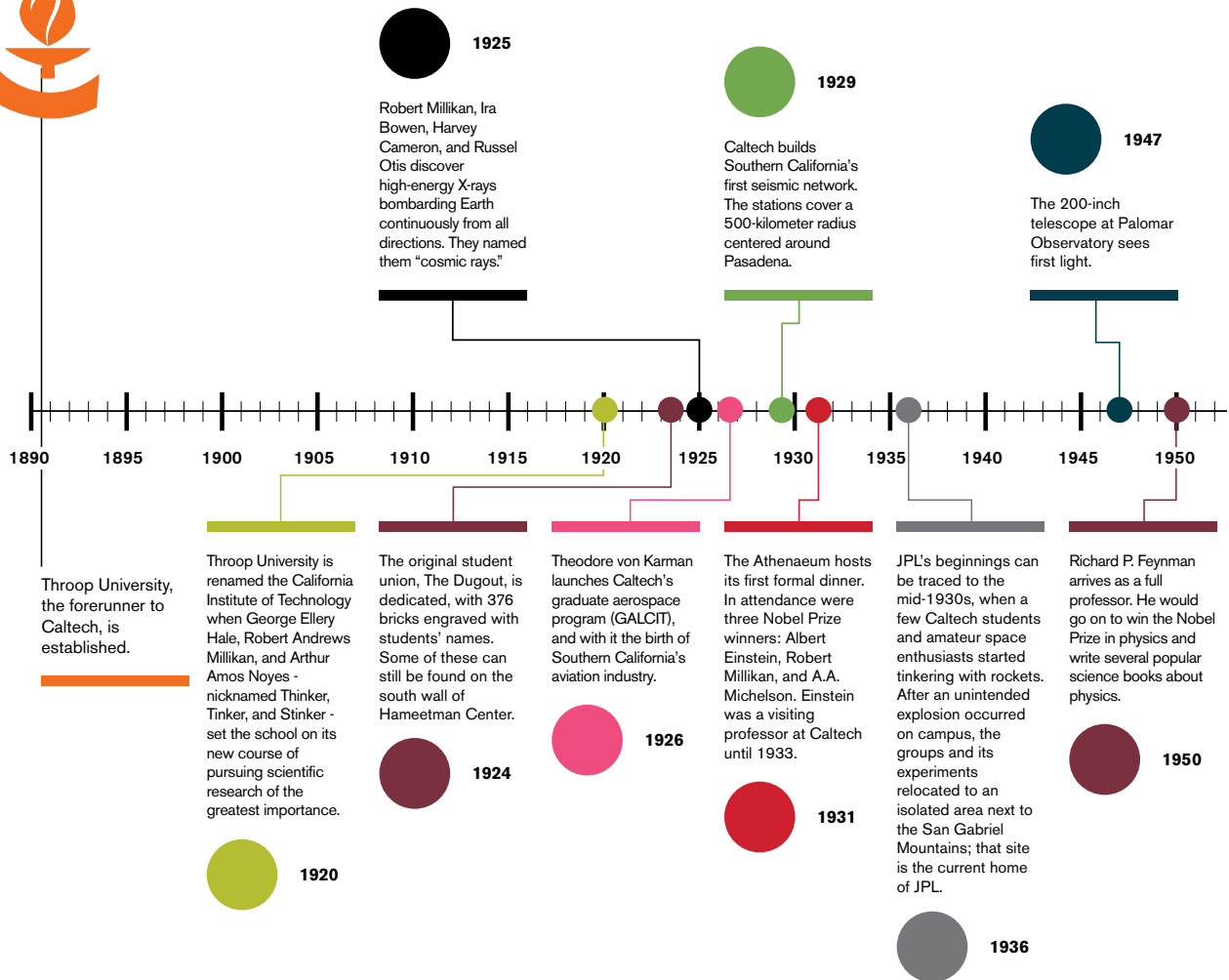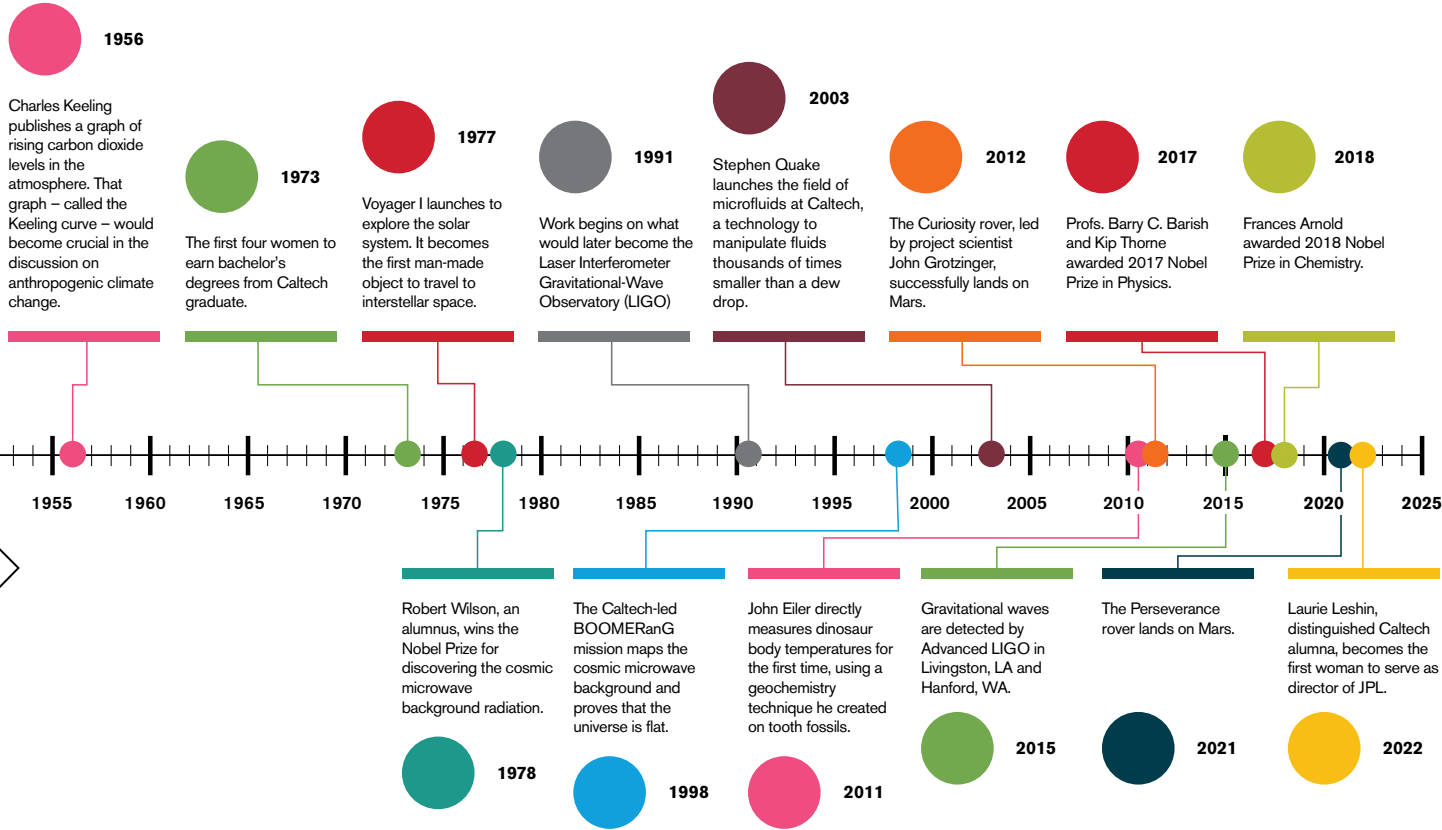
–Julia McCallin

Caltech staff members share the passion, **commitment to excellence and willingness to take big risks that characterize the Institute.**

History of
Caltech Timeline

History of Caltech Timeline

1925

Robert Millikan, Ira Bowen, Harvey Cameron, and Russel Otis discover high-energy X-rays bombarding Earth continuously from all directions. They named them "cosmic rays."

1929

Caltech builds Southern California's first seismic network. The stations cover a 500-kilometer radius centered around Pasadena.

1947

The 200-inch telescope at Palomar Observatory sees first light.

1890   1895   1900   1905   1910   1915   1920   1925   1930   1935   1940   1945   1950

Throop University, the forerunner to Caltech, is established.

Throop University is renamed the California Institute of Technology when George Ellery Hale, Robert Andrews Millikan, and Arthur Amos Noyes - nicknamed Thinker, Tinker, and Stinker - set the school on its new course of pursuing scientific research of the greatest importance.

1920

The original student union, The Dugout, is dedicated, with 376 bricks engraved with students' names. Some of these can still be found on the south wall of Hameetman Center.

1924

Theodore von Karman launches Caltech's graduate aerospace program (GALCIT), and with it the birth of Southern California's aviation industry.

1926

The Athenaeum hosts its first formal dinner. In attendance were three Nobel Prize winners: Albert Einstein, Robert Millikan, and A.A. Michelson. Einstein was a visiting professor at Caltech until 1933.

1931

JPL's beginnings can be traced to the mid-1930s, when a few Caltech students and amateur space enthusiasts started tinkering with rockets. After an unintended explosion occurred on campus, the groups and its experiments relocated to an isolated area next to the San Gabriel Mountains; that site is the current home of JPL.

1936

Richard P. Feynman arrives as a full professor. He would go on to win the Nobel Prize in physics and write several popular science books about physics.

1950

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.
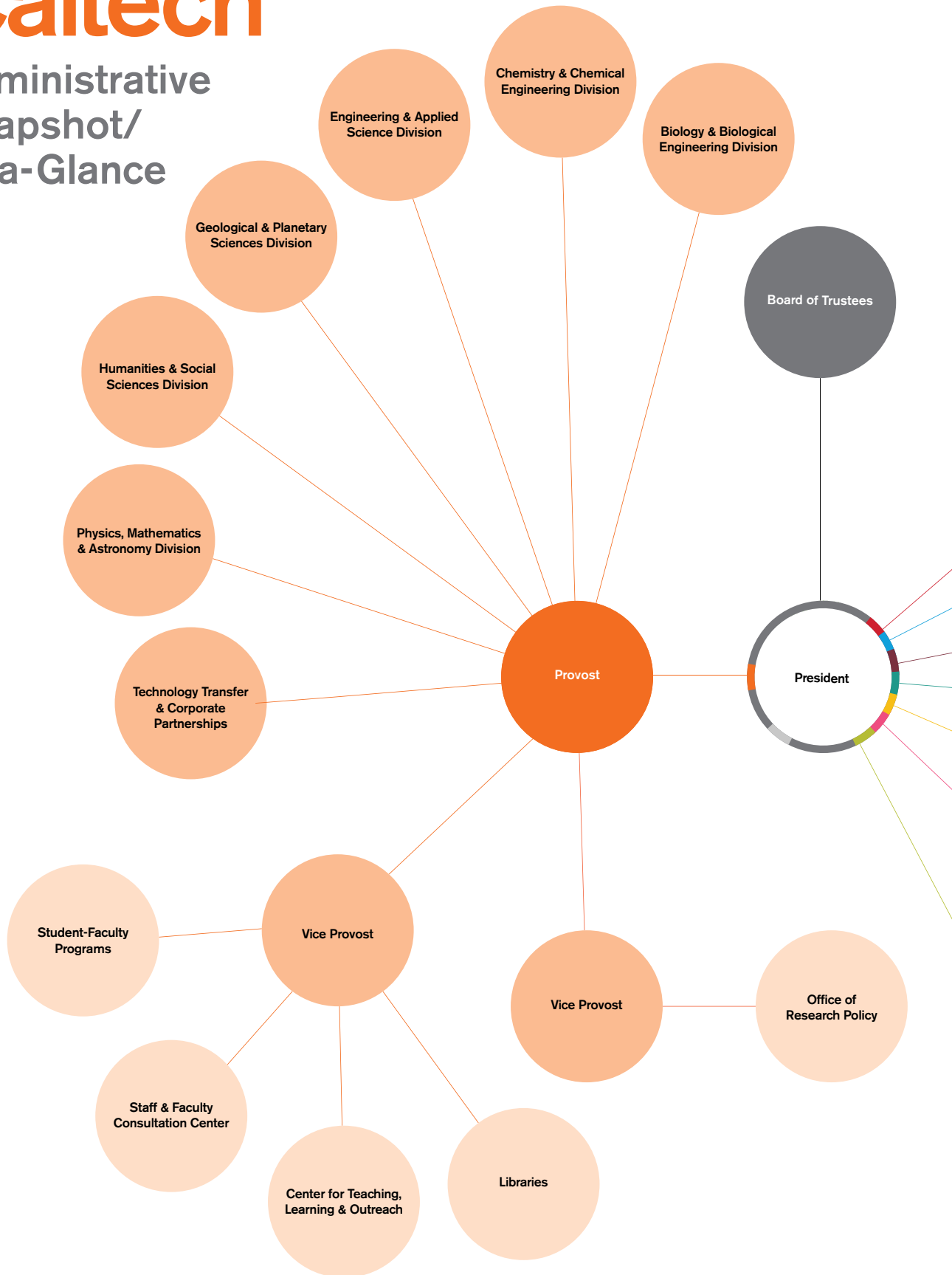
1956
Charles Keeling publishes a graph of rising carbon dioxide levels in the atmosphere. That graph – called the Keeling curve – would become crucial in the discussion on anthropogenic climate change.

1973
The first four women to earn bachelor's degrees from Caltech graduate.

1977
Voyager I launches to explore the solar system. It becomes the first man-made object to travel to interstellar space.

1991
Work begins on what would later become the Laser Interferometer Gravitational-Wave Observatory (LIGO)

2003
Stephen Quake launches the field of microfluids at Caltech, a technology to manipulate fluids thousands of times smaller than a dew drop.

2012
The Curiosity rover, led by project scientist John Grotzinger, successfully lands on Mars.

2017
Profs. Barry C. Barish and Kip Thorne awarded 2017 Nobel Prize in Physics.

2018
Frances Arnold awarded 2018 Nobel Prize in Chemistry.

1955   1960   1965   1970   1975   1980   1985   1990   1995   2000   2005   2010   2015   2020   2025

1978
Robert Wilson, an alumnus, wins the Nobel Prize for discovering the cosmic microwave background radiation.

1998
The Caltech-led BOOMERanG mission maps the cosmic microwave background and proves that the universe is flat.

2011
John Eiler directly measures dinosaur body temperatures for the first time, using a geochemistry technique he created on tooth fossils.

2015
Gravitational waves are detected by Advanced LIGO in Livingston, LA and Hanford, WA.

2021
The Perseverance rover lands on Mars.

2022
Laurie Leshin, distinguished Caltech alumna, becomes the first woman to serve as director of JPL.

Caltech is an exceptional community of researchers, educators, staff and students that advances the boundaries of science, engineering and technology and yields outsized impact.

Caltech Administrative Organization Chart

Caltech

Administrative Snapshot/ At-a-Glance

Engineering & Applied Science Division

Chemistry & Chemical Engineering Division

Biology & Biological Engineering Division

Geological & Planetary Sciences Division

Board of Trustees

Humanities & Social Sciences Division

Physics, Mathematics & Astronomy Division

Provost

President

Technology Transfer & Corporate Partnerships

Student-Faculty Programs

Vice Provost

Vice Provost

Office of Research Policy

Staff & Faculty Consultation Center

Center for Teaching, Learning & Outreach

Libraries

Facilities

Human Resources

Research Administration

Information Management Systems & Services

Audit Services & Institute Compliance

Athenaeum

Vice President for Administration & Chief Financial Officer

Business & Finance

Vice President for Advancement & Alumni Relations

Vice President Student Affairs

Vice President; Director Jet Propulsion Laboratory

Vice President Strategy Implementation

Diversity, Equity & Assessment

General Counsel

External Relations

Chief Investment Officer

Strategic Communications

Other institutions have excellent individuals, but Caltech is an extraordinary community of curious and capable minds.

Your First Week

Your First Week

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

ACTION	DESCRIPTION	TASK COMPLETE
BEFORE YOU START (PRE-BOARDING)		
COMPLETE ONBOARDING TASKS	Visit the Talent Center to complete the documents required for your new role.	◯
ACTIVATE CALTECH CREDENTIALS & EMAIL	Follow instructions found in the Account Activator email to activate your Caltech account.	◯
SCHEDULE BEGIN@CALTECH	A Recruiting representative will contact you to schedule your Begin@Caltech check-in meeting.	◯
FIRST WEEK		
ATTEND BEGIN@CALTECH	Check-in with a Recruiting representative on your first day. **(International employees first check in with International Scholar Services)**	◯
COMPLETE I-9	Complete Form I-9 during Begin@Caltech.	◯
SUBMIT TAX FORMS	Upload W-4 to the Payroll Box account.	◯
COMPLETE PATENTS & DISCLOSURES	Complete Patent & Disclosure of Financial Interests and Commitments	◯
UPDATE PERSONAL INFORMATION	Visit access.caltech.edu to ensure your personal information is current.	◯

ACTION	DESCRIPTION	TASK COMPLETE
SET UP WORKPLACE	**Ensure workspace is functional, safe, and ergonomically correct.**	◯
CONFIRM TECHNOLOGY/EQUIPMENT NEEDS	**Work with supervisor to obtain the technology and/or equipment required for your role.**	◯
CONFIRM COMMUNICATION TOOLS	**Discuss the preferred modes of communication with your supervisor.**	◯
PICK UP ID*	**Pick up your ID card.**	◯
VERIFY BUILDING ACCESS*	**Test building access and obtain keys (if necessary).**	◯
DETERMINE TRANSPORTATION NEEDS*	**Contact the parking office to obtain a parking pass or learn about other commuter services.**	◯
SCHEDULE TIMECARD TRAINING	**Meet your Payroll Activity Monitor (PAM) and schedule Kronos timecard training.**	◯
COMPLETE COMPLIANCE TRAINING	**Access Harassment & Discrimination Prevention training via MyLearn.**	◯
REVIEW INSTITUTE POLICIES	**Read the Institute policies at https://hr.caltech.edu/resources/institute-policies.**	◯
LEARN EMERGENCY PLAN	**Understand your department/division emergency plan.**	◯

*indicates if working on-campus

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 Month

First Month

ACTION	DESCRIPTION	TASK COMPLETE
ATTEND BENEFITS ORIENTATION	**Hosted bi-weekly by the Benefits Department.**	
ATTEND HR CONNECT	**Hosted the first Wednesday of each month by the HR team.**	
SELECT MEDICAL PLANS	**Sign up for benefits through MyBenefits.**	
ENROLL WITH TIAA	**Take advantage of the voluntary retirement savings plan, elect your contribution amount and choose investment(s).**	
CONNECT WITH COLLEAGUES	**Schedule time to introduce yourself to team members and/or other contacts across campus.**	

Explore Caltech

ACTION	DESCRIPTION	TASK COMPLETE
REVIEW ORG CHARTS	Understand Institute and your department/division organizational structure.	
TAKE A TOUR	Participate in a self-guided campus walking tour.	
SUBSCRIBE TO NEWSLETTERS	Sign up for Institute, department, and/or division newsletters.	
ATTEND A CCID PROGRAM	Participate in one of the many programs hosted by the Caltech Center for Inclusion & Diversity.	
CONSIDER A GYM MEMBERSHIP	Sign up for a gym membership at the Braun Athletic Center.	
JOIN ATHENAEUM	Learn more about an Athenaeum membership.	
LEARN ABOUT THE CREDIT UNION	Consider joining the Caltech Employees Federal Credit Union.	

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.

Policies and Personnel Memoranda

Institute Policies for Faculty, Staff, and Students

The following are the institute policies. The full policies can be found at https://hr.Caltech.Edu/services/policies

1 Acceptable Use of Electronic Resources

2 Compliance with Export Laws and Regulations
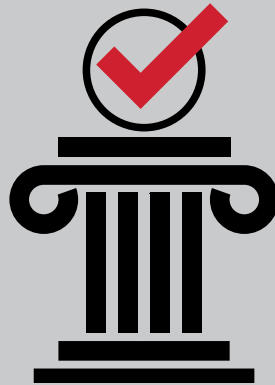
3 Conflicts of Interest

4 Disability and Reasonable Accommodation

5 Environment, Health, and Safety

6 Nondiscrimination and Equal Employment Opportunity

7 Sex- and Gender-Based Misconduct

8 Substance Abuse

9 Unlawful Harassment

10 Violence Prevention

11 Whistleblower Policy
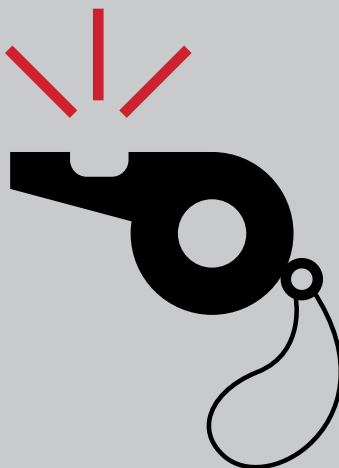
If you have questions, we encourage you to call Employee & Organizational Development (EOD) at (626) 395-6382.

Institute Staff Personnel Policies (Personnel Memoranda)

8 Motor Vehicle Use Policy

9 Employment

9-1 Minors

9-3 Outside Activities

10-1 Rate Ranges by Classification

10-1.1 Student Ranges (Undergraduate and Graduate)

10-4 Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Laboratory Assistants

11 Hours of Work, Workweek, Workday, Shifts, Overtime, Pay Premiums

11-3 Employee Timekeeping

11-4 Alternate Workweek Schedules for Overtime Eligible Employees at Campus and JPL

11-5 Remote Work

12 Employee Personnel Records

13 Problem Resolution Policy and Process for Campus Staff and Employees at JPL

14 Terminations

15-2 Paid Time Off for Benefit Based Employees

15-7 Military Leave

Institute Staff Personnel Policies (Personnel Memoranda)

15- 8
Paid Time Off for Non-Benefit Based Employees

15-15
Tuition Reimbursement Plan

15-18
Tuition Exemption for Children of Employees

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

At the heart of our mission is unwavering dedication to diversity, integrity, equity, and excellence.

Caltech's Code of Conduct
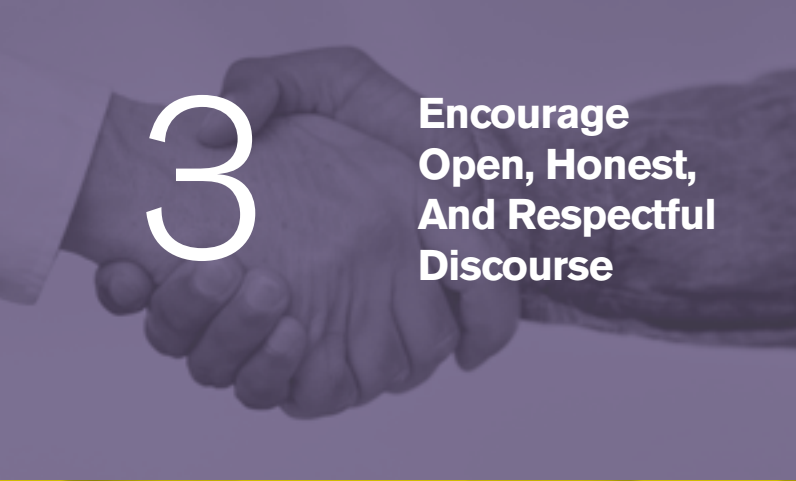
Caltech's Code
of Conduct

1 Strive For
Excellence

2 Act With
Integrity

3 Encourage
Open, Honest,
And Respectful
Discourse

4 Respect And
Promote
Freedom
Of Inquiry

5 Foster A
Supportive
And Diverse
Community

6 Commit To
Education

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.

7 Conduct Work Responsibly

8 Protect The Interests Of Those Who Place Their Trust In Us
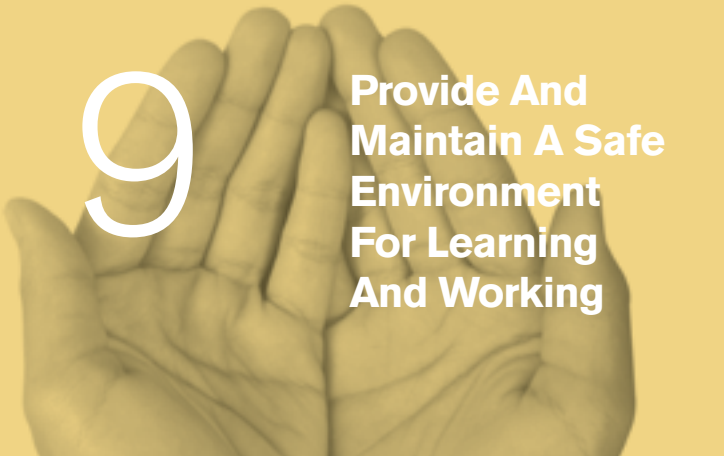
9 Provide And Maintain A Safe Environment For Learning And Working

10 Obey The Law And Comply With Institutional Policies

11 Represent Caltech

Caltech

Caltech Timekeeping

Timekeeping

You can view the complete PM here.

Online training here.

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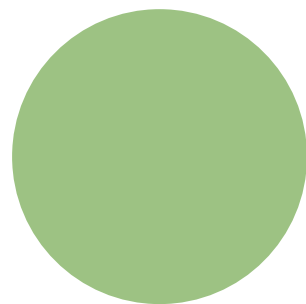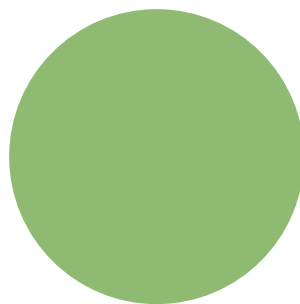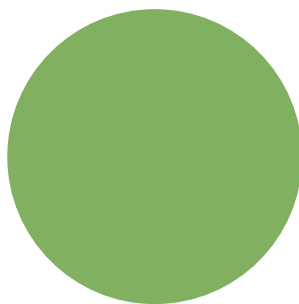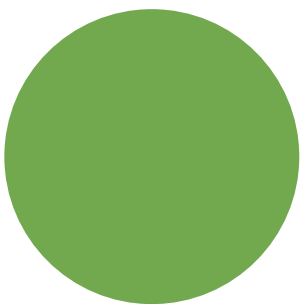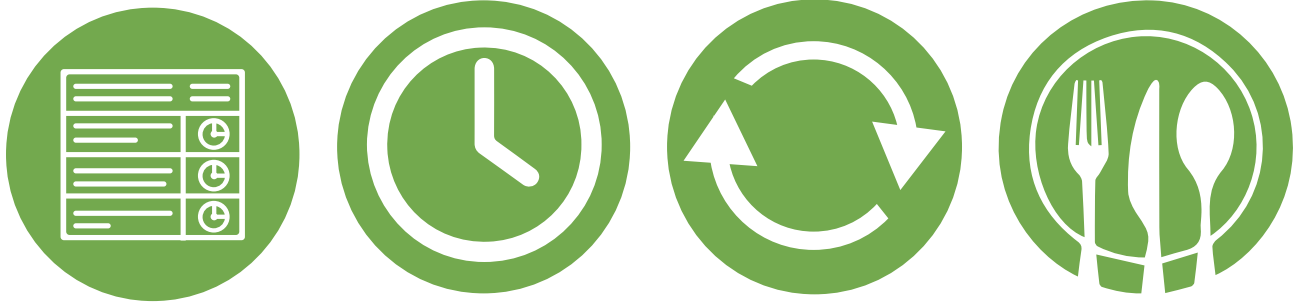
It is Institute policy that all employees who are on a bi-weekly payroll accurately record their time worked. Campus overtime-eligible employees and JPL hourly/overtime-eligible employees are to accurately record any absence, when they start and end work, and when they take meal periods.

Any falsification or misrepresentation of time, effort, or attendance information may result in disciplinary action, up to and including termination.
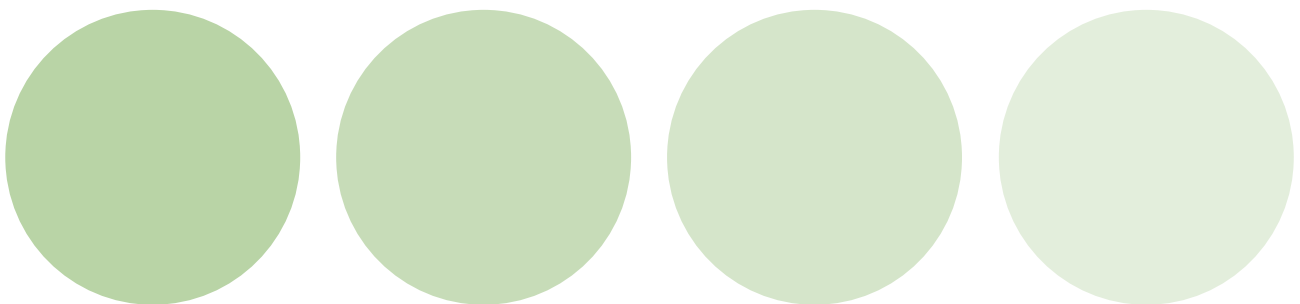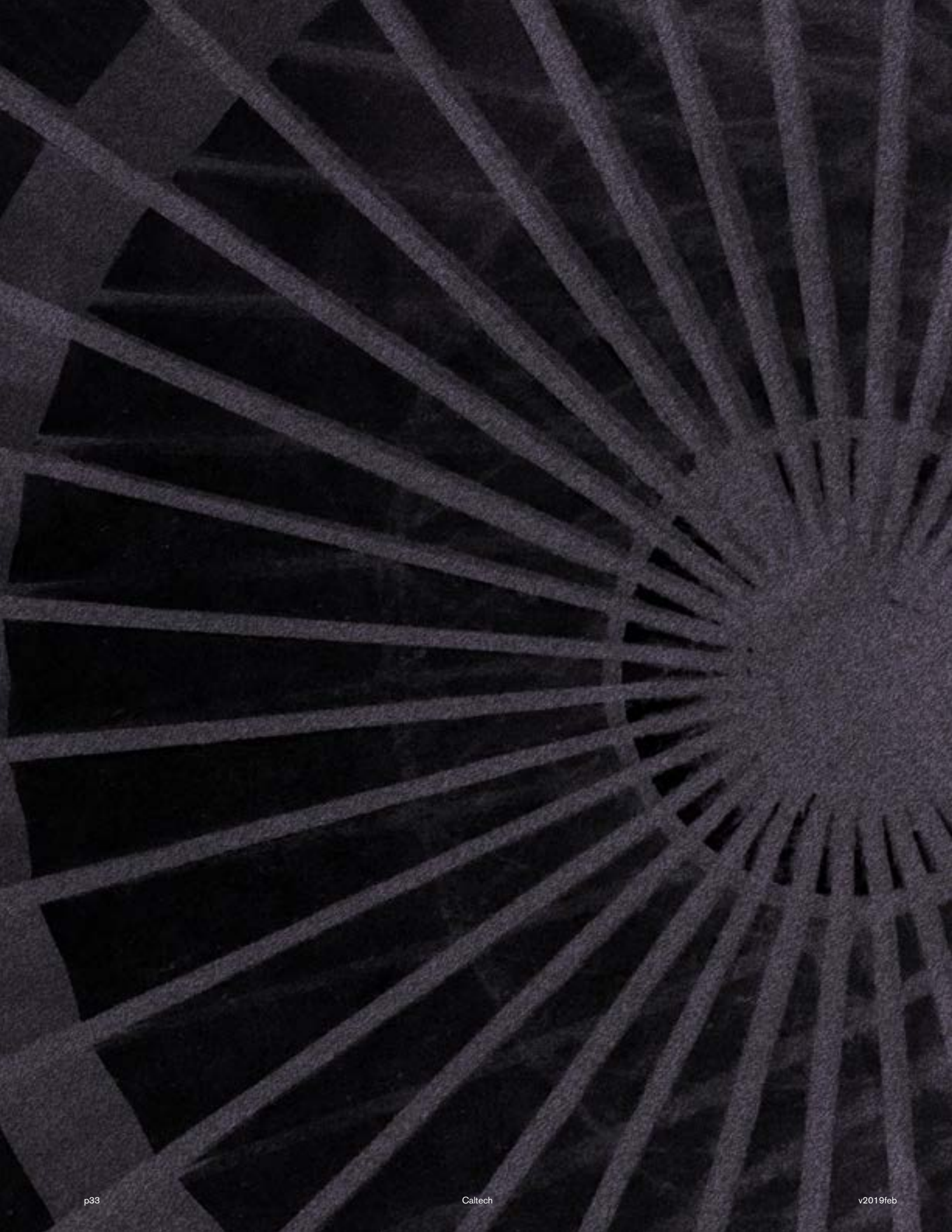
Caltech
Security

Security

For emergencies, call (626) 395-5000.
For non-emergencies, call (626) 395-4701.

Visit the **Security website** for other important 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 **https://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.
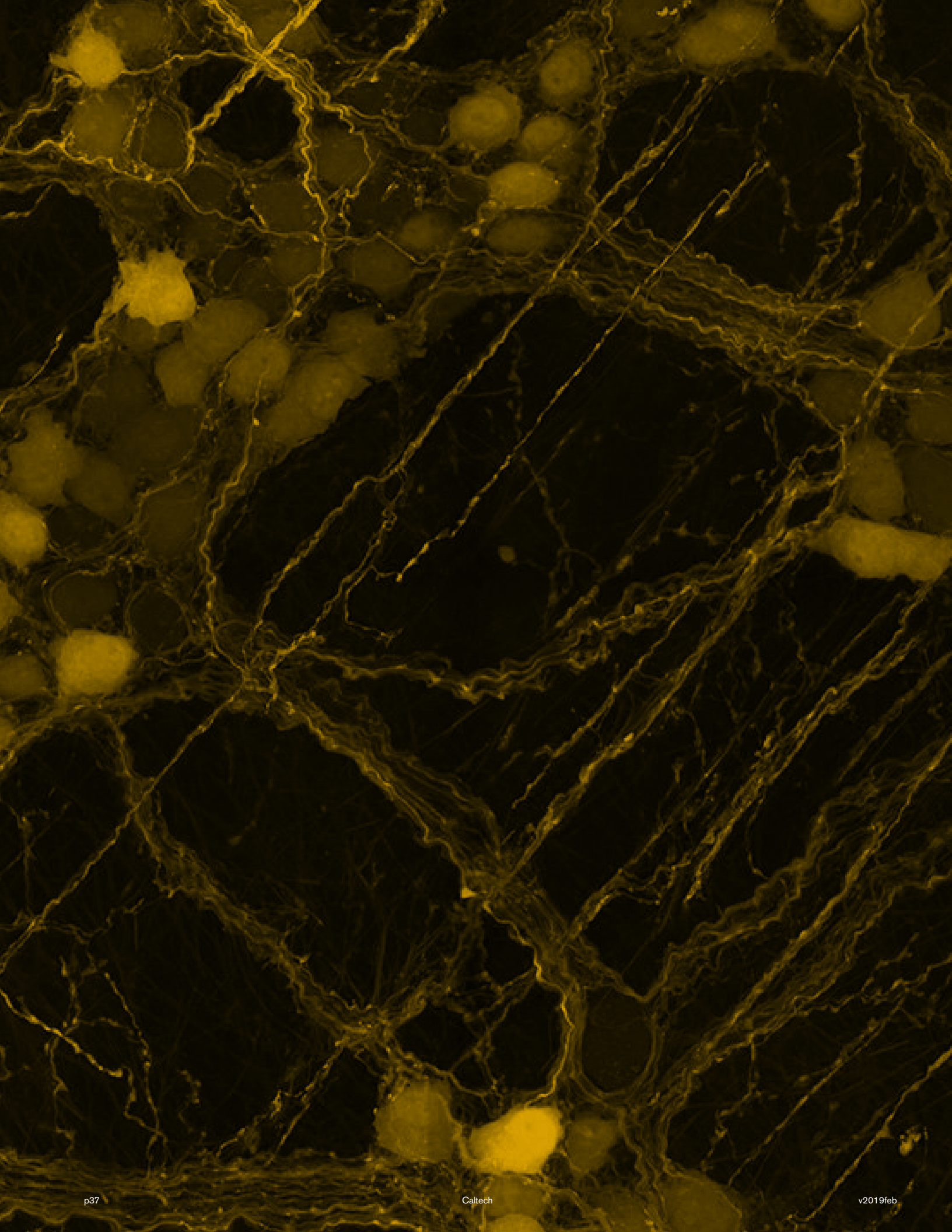
The Equity
Office and
Title IX

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.

Digital Employee Guide to the Caltech Community
Acknowledgment
of Receipt

Caltech

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.