

# Employee Handbook



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**This Employee Handbook is effective immediately and shall remain in place until superseded. This Handbook supersedes all prior Employee Handbooks.**

**SECTION 1  
INTRODUCTORY POLICIES**

**INTRODUCTION**

The California State University (CSU) Dominguez Hills Foundation (“Foundation”) established in 1968, is an integral component of the educational mission of the CSU Dominguez Hills (CSUDH). The Foundation exists to provide the highest level of services to the campus constituencies. As an employee of the Foundation, we are hopeful you will find your employment to be professionally rewarding and challenging in meeting the needs of the campus community. We are a non-profit, self-supporting 501c(3) auxiliary organization.

Because the quality of our employees is a key factor toward our success in performing our mission, we carefully select our new employees. In turn, we expect employees to recognize the service nature of the Foundation's mission and contribute to the success of our organization.

More information about the Foundation can be found at [www.csudhfoundation.org](http://www.csudhfoundation.org).

**INTEGRATION CLAUSE AND THE RIGHT TO REVISE**

The purpose of this Employee Handbook is to inform all employees about the policies, responsibilities, procedures, guidelines, benefits and work rules that apply to each employee of the Foundation.

This Handbook applies to all employees of the Foundation whether the employee is full time (regular or partially benefited), part time, temporary, seasonal, or a student employee. The benefits provisions of this Handbook apply only to those employees who have been identified and are eligible for particular benefits.

Please read this Handbook carefully - you are responsible for adhering to its contents. While you review this Handbook please keep in mind it is a guideline for employees and only highlights the Foundation's policies, practices, procedures, guidelines, rules and benefits. This Handbook is not intended to be a contract and should not be viewed as creating contractual obligations. Circumstances may require that the policies, practices, guidelines and benefits described in this Handbook change from time to time. The Foundation reserves the right to amend, supplement or rescind any of the provisions of this Handbook, other than its employment at will provisions, as it deems appropriate in its sole and absolute discretion. Change will be communicated as soon as practical. This Handbook is posted on the Foundation’s website and is available at all times. Please ensure it is reviewed when considering employment related policy issues.

The Foundation Human Resources Department will be happy to answer any questions regarding the contents of this Handbook.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Foundation is an equal opportunity employer and will not knowingly discriminate against any employee or applicant for employment in any unlawful manner. If an employee believes they have been subjected to any form of unlawful discrimination, they should inform the Foundation Human Resources Department. The Foundation will not retaliate or permit retaliation against any employee who complains of unlawful discrimination in the work place.

**STATEMENT OF AT-WILL EMPLOYMENT STATUS**

All employment with the Foundation is at-will and shall continue only upon the mutual consent of the Foundation and the employee. This means that an employee may terminate his or her employment with the Foundation at any time with or without cause or prior notice and the Foundation has similar rights. There is no promise that employment

will continue for a set period of time, nor is there any promise that employment will terminate only under particular circumstances. No employee or representative of the Foundation has authority to make promises, representations or agreements inconsistent with this policy of at-will employment, unless explicitly described in a written agreement signed by the Executive Director or Chief Financial Officer/Chief Operating Officer. This policy statement supersedes all written and oral representations that are in any way inconsistent with it and represents the complete and final policy of the Foundation on this subject matter.

**SECTION 2**  
**RECRUITMENT AND EMPLOYMENT PRACTICES**

JOB OPENINGS

Position openings for Full Time Regular Benefited, MSP, and Full Time Partially Benefited positions are generally posted for a minimum of five working days on Foundation’s website, and are listed in a range of public forums. Notices to other organizations and advertising in other places shall be determined jointly by the hiring manager and Foundation Human Resources Department. All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications and apply in accordance with the position announcement in order to be considered for a position. Positions filled through internal promotions, or positions within the same job family and within the specific unit do not require posting.

APPOINTMENT PROCEDURE

The Foundation Director of Human Resources and Payroll shall appoint a search committee to meet and interview qualified applicants and make recommendations for all MSP, Full Time Regular Benefited, and Full Time Partially Benefited positions. Offers of employment must be approved by the Foundation Director of Human Resources and Payroll before an employment offer can be made. Appointment letters will be prepared by the Foundation Human Resources Department and must be approved by Executive Director or Chief Financial Officer/Chief Operating Officer.

IMMIGRATION LAW COMPLIANCE

The Foundation is committed to following all employment laws including immigration laws. Immigration laws require all individuals provide documents proving their identity and legal right to work in the United States. All offers of employment are conditioned upon the candidate's ability to satisfactorily provide the required documentation. Foundation practice requires the prospective employee to provide the required documentation prior to commencing work. Any falsification of documentation required by the immigration laws will result in immediate dismissal. The Foundation participates in the E-Verify program for all newly hired employees.

MANAGEMENT SERVICES PLAN (“MSP”)

The Foundation’s Management Services Plan (MSP) is designed to cover specific Foundation employees who have been designated as directors or managers who have primary responsibility for the development and implementation of policies, procedures, practices, and/or guidelines which apply to the Foundation as a whole, or responsibility for a major operational unit of the Foundation. MSP status qualifies the employee for the same employee benefits that Full Time Regular Benefited employees receive, however the MSP designation includes enhanced vacation accrual and other benefits and programs.

FULL TIME REGULAR BENEFITED EMPLOYEES  
*(Hired to normally work 40 hours per week)*

Certain positions and/or classifications are identified as Full Time Regular Benefited status. Full Time Regular Benefited employees are normally scheduled to work eight hours per day, five days per week. However, all work shifts are scheduled according to business needs and this status does not guarantee any employee a minimum number of hours of work per day or per week. Full Time Regular Benefited status qualifies the employee for employee benefits such as medical, dental, and vision insurance; group life insurance; paid vacation, paid sick leave, and holiday pay; retirement; and other benefits and programs.

FULL TIME PARTIALLY BENEFITED EMPLOYEES  
*(Hired to normally work between 30-39 hours per week)*

Certain positions and/or classifications are identified as Full Time Partially Benefited status. Full Time Partially Benefited employees are normally scheduled to work more than 29 hours per week but less than 40 hours per week. However, all work shifts are scheduled according to business needs and this status does not guarantee any employee a minimum number of hours of work per day or per week. Full Time Partially Benefited status qualifies the employee for medical insurance and any federally or state mandated employee benefits (e.g. paid sick leave, FICA, SDI, unemployment, worker's compensation). Full Time Partially Benefited employees are not permitted to work more than 2,028 hours in any calendar year (January 1 through December 31).

PART TIME EMPLOYEES  
*(Hired to normally work between 0-25 hours per week)*

Part time employees are those hired to work a limited number of hours per week (0-25 hours per week or less) and are subject to lay off during seasonal business closures with no guarantee of being rehired. Part time employees are not eligible for employee benefits outside any federally or state mandated employee benefits (e.g. paid sick leave, FICA, SDI, etc.). Part time employees are not guaranteed a minimum number of hours of work per day or week. Part time employees are not permitted to work more than 1,300 hours in any calendar year (January 1 through December 31).

TEMPORARY EMPLOYEES

Temporary employees are those who are hired for specific project assignments of limited duration. Depending on the length of appointment and number of hours they are normally scheduled each week they may be offered any federally or state mandated employee benefits (e.g. paid sick leave, FICA) or employer sponsored benefits. The length of employment shall be specified, not to exceed six months, and they are not guaranteed a minimum number of hours of work per day or per week.

MINOR EMPLOYEES

Minors are defined as any individual under 18 years of age. This also includes a minor who is currently enrolled at California State University Dominguez Hills. Under no circumstances will Foundation authorize the employment of minors.

STUDENT EMPLOYEES

Student employees are students who are attending California State University, Dominguez Hills, as undergraduate students enrolled in a minimum of 6.0 units each semester, or graduate students enrolled in a minimum of 4.0 units each semester, who may work as a Foundation employee with certain restrictions. Student employee positions may be exempt from FICA and therefore may not make contributions to that program.

Student employees are allowed to work a maximum of 20 hours per week while school is in session. If the student has more than one job, the 20-hour rule applies to total hours worked in combination with all jobs in the Foundation. Student Assistants may not exceed 25 hours per week while school is out of session.

Students who are attending a school other than Dominguez Hills are not eligible to be classified as a student employee, but may be considered for employment as a part time or temporary employment.

Student employees are not permitted to work more than 1,300 hours in any calendar year (January 1 through December 31).



## WORK STUDY STUDENT EMPLOYEES

Students employed through the Federal College Work-Study Program are exempt from the above stated policies and practices. Contact the Financial Aid Office for work-study requirements.

## GRANT/CONTRACT EMPLOYEES AND EMPLOYEES FUNDED THROUGH STATE OR UNIVERSITY SOURCES

Those employees hired under the provisions of grants, contracts, or other funding sources are employed only to the extent that funds are available from the funding source and within the guidelines of the particular grant/contract or other funding source in coordination with Foundation's policies, procedures, and hiring practices. Termination of employment may occur at any time based on the availability of funds, but not limited to such circumstances. These employees may be classified as Full Time Regular Benefited, Full Time Partially Benefited, Part Time, Temporary, or Student Employee and do not guarantee any employee a minimum number of hours of work per day or per week. As stated elsewhere in this Employee Handbook, employment with the Foundation is at-will.

Additional employment of any employee or faculty member with the CSU is limited to 125% effort. Dual employment between the Foundation and CSU is subject to review and approval prior to the start date.

## IDENTIFYING EXEMPT AND NON-EXEMPT EMPLOYEES

Every position is designated as either "Non-Exempt" or "Exempt." This designation has no relationship to whether or not an employee is eligible for a specific benefit, except that employees filling non-exempt positions are eligible for overtime pay (when applicable).

Non-exempt employees are generally scheduled to work no more than eight hours per day, five days per week and receive overtime for all hours worked in excess of eight hours per day or forty hours per week. Double time is paid for hours worked in excess of twelve hours per day and for all hours worked in excess of eight hours on the seventh day of work. Other wage rules may apply given the specific set of circumstances.

Exempt employees typically include executive, managerial, and certain professional/administrative staff, and are exempt from the California and Federal overtime requirements.

## EMPLOYMENT OF RELATIVES

The Foundation will not hire or continue the employment of relatives where actual or potential conflicts may arise regarding supervision, security, safety or morale, or where potential conflicts of interest exist. An employee may not work under the direct supervision of a relative. Relatives are defined as spouses, domestic partners, children, sisters, brothers, mothers, fathers, or any persons who are closely related by birth, marriage or adoption, or persons with a close personal relationship (e.g. intimate or romantic relationships). Relatives may be employed in the same department, but may not participate in any proceeding, evaluation, recommendation or action that affects the employment status of a relative.

Present employees who marry, who become related by marriage, or who enter into a close relationship may be permitted to continue employment only if their employment poses no difficulties for supervision, security, safety, morale, or potential conflicts of interest.

If employees who marry, who become related by marriage, or who have a close relationship (e.g. intimate or romantic relationships) do pose difficulties for supervision, security, safety, morale, or where potential conflicts of interest exist, the Foundation will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, one of the employees may be required to leave the Foundation.

**SECTION 3  
JOB DUTIES AND CLASSIFICATIONS**

**POSITION DESCRIPTIONS**

The essential duties and responsibilities of each position are described in the respective position description provided at the time of hire.

Job responsibilities may change at any time during employment. From time to time, an employee may be asked to work on special projects, or assist with other work necessary and important to the Foundation. Cooperation and assistance from an employee in performing such additional work is expected.

The Foundation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

**CLASSIFICATIONS**

All employees are assigned a position classification consistent with their employment status. The position classifications are designed to describe the broad duties and responsibilities of the position.

**RECLASSIFICATIONS**

If the duties and responsibilities of a position change significantly, the employee or supervisor may request a position reclassification from the Foundation Human Resources Department. This action may result in a change to a higher or lower salary grade or a different classification, or no grade or classification change at all.

**PROMOTIONS**

All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications and apply in accordance with the position announcement in order to be considered for a position involving a promotion to a position in another job family. Promotions to the next higher level position, within a job family and within an operating unit, do not require posting and may be made by the unit manager subject to review by the Foundation Human Resources Department and approval from the Executive Director or Chief Financial Officer/Chief Operating Officer.

**TRANSFERS**

Employees for similar positions may request transfers between units when appropriate openings exist. A transferred employee will normally retain the same classification and pay rate.

**DEMOTIONS**

A demotion is a change from one classification to a lower one. Demotions may result from classification studies, changes in grant or department funding availability, changes in staffing levels resulting in layoffs, a lack of qualifications for the current position and/or disciplinary action. An employee may request a demotion. A demoted employee will be assigned the rate of the lower classification, but may not receive more than the top grade maximum of the lower classification.

**SECTION 4  
WORKING HOURS AND SCHEDULES**

**WORK SCHEDULES**

The Foundation administrative offices are typically open for business between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, throughout the academic year. The work hours of Enterprise or Grants and Contracts units are determined by the requirements of the respective unit. Work schedules will reflect business needs.

Employees are expected to report to work on time as scheduled and ready to perform their work upon arrival.

The Foundation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, alter or change work schedules, or assign additional job responsibilities. All employment with the Foundation is at-will and there is no guarantee any employee will receive a minimum number of hours of work per day or per week.

**MEAL AND REST PERIODS  
(Applicable to “Nonexempt” employees)**

All non-exempt employees are provided with one (1) rest period of at least ten (10) minutes net for each four (4) hours of work, or major portions thereof. Anything over two hours is considered to be a major fraction of four. A rest period may also include recover periods to prevent heat illness. To the extent possible, rest periods will be provided in the middle of work periods. Since break time is paid as time worked, employees must not be absent from the workstation beyond the allotted time. Breaks are not to be added to the beginning or end of the work shift, and may not be accumulated for a later time or used to extend lunch breaks.

Typically, employees working an eight (8) hour workday will be given a one (1) hour unpaid meal period. In some cases, the meal period will be less than one (1) hour, but will not be less than thirty (30) minutes. Employees must start their meal period before the fifth (5) hour of work. Supervisors are to schedule meal periods to accommodate operating requirements and to ensure employees are relieved of all active work responsibilities and restrictions during meal periods.

Employees who use a timeclock (e.g. dining services) are required to clock out and in for their scheduled meal periods.

If an employee has questions about their meal period or breaks, or if an employee has been discouraged from taking their meal period or breaks, the employee must report such activity to Foundation Human Resources in writing for disposition within 2 business days. Additionally, if an employee does not take their meal and rest periods as described, they must notify Foundation Human Resources in writing within two business days and a missed meal break form must be completed.

**REQUIRED OVERTIME  
(Applicable to “Nonexempt” employees)**

Where work activities require additional hours for completion, it may be necessary to work overtime. The Foundation will attempt to notify an employee at least one day in advance when overtime becomes required. Where the need for the overtime is not known one day in advance, an employee is still expected to work the overtime hours unless otherwise excused by the employee’s immediate supervisor.

**WORKWEEK AND WORKDAY**

The workweek begins at 12:00 A.M. Sunday morning and continues for seven consecutive 24-hour periods, ending 11:59 P.M. Saturday night. The workday begins at 12:00 A.M. and continues for 24 consecutive hours ending 11:59 P.M.

## SECTION 5 COMPENSATION GUIDELINES

### MERIT INCREASES

During the employee's annual performance evaluation and contingent on budget approval by the Foundation Board of Directors, the employee may be considered for a merit increase. Merit increase amounts are based on the results of a completed performance evaluation. Wage increases for those employees hired under the provisions of grants, contracts, or other funding sources are subject to the available funding and within the guidelines of the particular grant/contract or other funding source.

### COST OF LIVING INCREASES

On an annual basis and contingent on budget approval by the Foundation Board of Directors, as well as availability of funds within each unit, an employee may be considered for a cost of living increase. Cost of living amounts are based on, but not determined by, external factors such as inflation indexes and what is being offered to employees of the CSU. Cost of living increases for those employees hired under the provisions of grants, contracts, enterprise units, or other funding sources are subject to the available funding and within the guidelines of the particular grant/contract or other funding source.

### EQUITY INCREASES

Employee compensation levels may be analyzed and evaluated on a case by case basis, as needed, in order to determine comparability with similar positions within the Foundation, the CSU system, other auxiliary organizations, and external compensation study sources. Equity increases are subject to review and approval by the Executive Director or Chief Financial Officer/Chief Operating Officer. Equity increases for those employees hired under the provisions of grants, contracts, enterprise units, or other funding sources are subject to the available funding and within the guidelines of the particular grant/contract or other funding source.

### PAY PERIODS

Foundation employees are paid on a semi-monthly basis, typically on the 15th and 30th of the month. However, those employees enrolled in direct deposit typically receive their pay sooner than those who are not enrolled in direct deposit. Please see the Payroll Schedule posted on the Foundation website.

### TIMEKEEPING REQUIREMENTS

The Foundation utilizes a timekeeping system for dining services employees. The Director of Commercial Operations is responsible for accurate timekeeping records for any employee utilizing the timekeeping system.

Nonexempt employees are required to report accurate working hours for each pay period they work (exact arrival and departure times) and when they depart and return from their meal period. Falsifying or making unauthorized changes to any timekeeping record can result in disciplinary action including termination of employment.

Exempt employees are required to report time (including absences) in full day increments.

All time entry problems or errors should be reported immediately to an employee's supervisor.

HOLIDAY PAY  
(Full Time Regular Benefited and MSP Employees ONLY)

Holiday pay is paid at the employee's regular rate of pay. Employees required to work on a holiday will be allowed to take an equivalent amount of time off within the year. Holiday time will not count toward hours used to determine overtime eligibility in the week of the holiday.

PERSONAL HOLIDAY PAY  
(Full Time Regular Benefited and MSP Employees ONLY)

Personal holiday pay is paid at the employee's regular rate of pay. Personal holiday time will not count toward hours used to determine overtime eligibility in the week the personal holiday was taken.

VACATION PAY  
(Full Time Regular Benefited and MSP Employees ONLY)

Vacation pay is paid at the employee's regular rate of pay. Vacation time will not count toward hours used to determine overtime eligibility in the week the vacation time was taken.

SICK PAY

Sick pay is paid at the employee's regular rate of pay. Sick time will not count toward hours used to determine overtime eligibility in the week the sick time was taken.

Medical evidence of illness and/or medical certification of fitness to return to work may be required before an employee may return to work after an absence due to illness or injury. In cases where sick leave has been misused disciplinary action will be taken.

Full Time Regular Benefited and MSP employees should reference Section 6 for information about sick leave/pay.

Employees not in the Full Time Regular Benefited or MSP statuses should reference the Sick Leave Policy for Eligible, Non-Benefited Employees posted on the Foundation website for more information.

OVERTIME PAY

The Foundation provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal laws. For purposes of defining eligibility for overtime each job classification is either nonexempt or exempt. See Section 3, Identifying Exempt vs. Nonexempt Employees.

Overtime compensation is paid to all nonexempt employees at the following rate(s) and in accordance with prevailing federal and state laws:

- One and one-half times straight-time rate for all hours over 8 in a workday.
- Two times straight-time rate for all hours over 12 in a workday.
- One and one-half times straight-time rate for all hours over 40 in a workweek.
- Two times straight-time rate for all hours over 8 on the 7th consecutive workday. A

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action up to and including possible discharge. By signing an individual's Timecard or Reporting Form, the supervisor and/or the Project Director is indicating to payroll that all regular and overtime hours worked were

approved.

JURY DUTY PAY  
(Full Time Regular Benefited and MSP Employees ONLY)

The Foundation encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may receive their regular pay from the Foundation while on jury duty. While an employee is receiving full pay from the Foundation for jury duty they may not also receive compensation from the court or any entity associated with their jury service. If any employee receives pay for their service, while also receiving full pay from the Foundation, then the Foundation will reduce the employees pay by any amount they receive through another source. An employee should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. An employee reporting for jury duty is required to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty, an employee is expected to return to work for the remainder of the work schedule. Part time, Full Time Partially Benefited, temporary and/or student employees do not qualify for jury duty pay.

ADVANCES

The Foundation does not permit advances for pay checks.

**SECTION 6**  
**EMPLOYEE BENEFITS**  
**(Section 6 applies to Full Time Regular Benefited and MSP Employees only)**

**BENEFIT ELIGIBILITY**

Eligibility for benefits depends upon employment status (e.g. Full Time Regular Benefited, MSP, Full Time Partially Benefited, Part Time, etc.). The respective appointment letter and/or corresponding hiring paperwork must specifically denote eligibility for benefits or the employee is not considered to be eligible for benefits. If an employee believes their status is incorrect, the employee should discuss this issue with their supervisor.

This Handbook only summarizes those benefits programs (e.g., health, dental, vision, etc.) that are maintained pursuant to a benefit plan document. If statements in this Handbook conflict with or are otherwise inconsistent with the provisions of an applicable benefit Plan Document, the provisions of the Plan Document will control.

All benefit programs are subject to an annual review and approval process the Foundation Board of Directors. Benefit programs are subject to change at the discretion of the Board.

**RETIREMENT PLANS**

Benefited employees are eligible to participate in a retirement program upon completing a one-year waiting (vesting) period or if the waiting period exception circumstances are met prior to the waiting period being met. For employees hired on or after July 1, 2014 both the Foundation and employee contribute to the retirement program. The employee's contribution is determined by the applicable benefits formula for the plan in which the employee has been enrolled, as determined primarily by the employee's hire date.

**MEDICAL, DENTAL, VISION COVERAGE**

Coverage for medical, dental and vision insurance is effective the first day of the month following full time, benefited employment. Typically, an employee will learn detailed information about these benefits during employee orientation and will also enroll at that time.

**FLEX DOLLARS**

Flex Dollars provides eligible Full Time Regular Benefited and MSP employees with a monthly credit, determined annually by the Foundation Board of Directors that can be applied to their retirement plan. Check with Foundation Human Resources for additional details on this program.

**GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**

Term group life insurance is provided by and paid fully by the Foundation. The amount of coverage for each employee is based on the employee's annual basic earnings.

**VACATION ACCRUAL**

Benefited employees begin to accrue paid vacation the first of the month following date of hire, and accrue vacation according to the accrual schedule included in this handbook. Vacation is not accrued during periods of layoff, unpaid leave or when the employee is not scheduled for certain months of the year. Generally, sick leave cannot be initiated within time frames an employee is on approved vacation.

*Vacation Accrual Schedule:*

| YEARS OF FULL-TIME, FULL TIME REGULAR BENEFITED OR MSP SERVICE | ACCRUAL (IN HOURS PER MONTH) | ACCRUAL (IN DAYS PER YEAR) | MAX UNUSED HOURS |
|--|------------------------------|----------------------------|------------------|
| Up to 3 years  | 6.67                         | 10                         | 160              |
| 3 - 6 years  | 10                           | 15                         | 240              |
| 6 - 15 years   | 13.33                        | 20                         | 320              |
| 15 or more years   | 16                           | 24                         | 384              |
| MSP  | 16                           | 24                         | 440              |

Non-exempt employees may use vacation time in one hour increments when approved by their supervisor.

Exempt employees may use vacation time in 8 hour increments when approved by their supervisor.

Generally, vacations may be requested after six months of active service and when work schedules permit. Vacation schedules must be coordinated with and approved by the employee’s supervisor in advance. It should be recognized that in some cases vacations may have to be temporarily deferred, and in some cases, such as to ensure appropriate staffing levels, the scheduling of vacation may be determined by the employee’s supervisor.

All available vacation time must be used before any type of unpaid leave will be approved.

An employee who terminates employment will be paid all accrued but unused vacation time, consistent with the accrual limitations of this policy.

VACATION ACCRUAL MAXIMUM

Vacation hours accrue up to a maximum number of hours. When an employee's vacation accrual reaches their maximum accrual, additional vacation hours will not continue to accrue until the employee uses vacation time to bring the total accruals below the maximum accrual. There is no retroactive grant of vacation accrual for the period of time the accrued vacation was at the maximum accrual.

SICK LEAVE

On the first day of the month following employment, Full Time Regular Benefited and MSP employees will begin accruing 8 hours of sick leave per month. Overtime hours are not used to calculate sick leave credits.

Sick leave is a form of paid time off that is accumulated mainly for the purpose of providing wage replacement due to personal illness. Other approved uses are stated below. Sick leave is not an entitlement to be used for other purposes and misuse of sick leave will result in disciplinary action, including possible termination. Misuse of sick leave is when an employee uses or attempts to use sick leave in a manner not contemplated below.

Sick leave is approved for any of the following uses:

- (a) The diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or a family member when the employee’s presence is required and no alternate caretakers are available, or
- (b) For an employee who is a victim of domestic violence, sexual assault, or stalking, to take time off (i) to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee’s child, such as a temporary restraining order, restraining order or other injunctive relief, (ii) to seek medical attention, obtain services from a shelter, program or rape crisis center, (iii) to obtain psychological counseling, (iv) to participate in safety planning, or (v) to take other actions to increase safety from future incidents.



“Family member” means (a) a child, (v) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child, (c) a spouse, (d) a registered domestic partner, (e) a grandparent, (f) a grandchild, or (g) a sibling. A “child” includes a biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in loco parentis.

Sick leave is not an entitlement to be used for purposes not identified above. Misuse of sick leave will result in disciplinary action, including possible termination.

Nonexempt employees may use sick leave in one hour increments when approved by their supervisor. There is no maximum limit on the amount of sick leave that can be accrued for Full Time Regular Benefited and MSP employees. There is no pay for unused sick leave at termination for any classification of employee.

For more information on sick leave/pay for employees who do not fall under the Full Time Regular Benefited or MSP statuses (“non-benefited employees”), please view the Sick Leave Policy for Non-Benefited Employees on the Foundation website.

#### HOLIDAYS

Eligibility for holiday pay begins the first day of hire. The Foundation is a service unit to the campus community, and therefore, the holiday schedule is coordinated with the University’s operating schedule. Typically, days designated as holidays by the University will also be observed by the Foundation. A schedule of paid holidays is issued at the beginning of each calendar year and posted on the Foundation website.

Please refer to the current holiday schedule posted on the Foundation’s website.

#### PERSONAL HOLIDAY

Full Time Regular Benefited and MSP employees receive one personal holiday each calendar year. One Personal Holiday must be taken each calendar year, and must be taken as a full day rather than in hourly increments. An employee will not earn an additional Personal Holiday until they have used their Personal Holiday from a prior year.

#### CONTINUATION OF MEDICAL, DENTAL AND VISION INSURANCE

At the beginning of a leave of absence, a Foundation Human Resources representative will explain options for continuance of medical, dental and vision insurance. Refer to Section V, Coordination with Workers' Compensation or State Disability Insurance (SDI) payments.

#### COBRA

COBRA provides eligible employees and certain family members the right to continue health care coverage at their expense under the Foundation's group health plans. The right to continue such coverage will arise when specific events occur that would normally result in the loss of coverage. Such qualifying events include the resignation, termination, divorce or legal separation, end of child dependent status, death of an employee, or a reduction in an employee's hours. Please discuss your specific situation with Foundation Human Resources.

**SECTION 7  
EMPLOYEE DEVELOPMENT**

**EDUCATION ASSISTANCE PROGRAM**

Generally, employees employed by the Foundation for at least twelve months in a Full Time Regular Benefited or MSP position are eligible to receive benefits under this program. Full Time Regular Benefited or MSP employees paid from contract or grant funds and campus programs are encouraged to participate in the Education Assistance Program if funds can be provided by the agency funding the individual contract, sponsored program or grant or if sufficient funds are available through the respective department.

Any employee who is eligible to receive benefits under this program may transfer their benefit to a qualifying dependent. For additional information please contact Foundation Human Resources.

**SEMINARS, LECTURES, TRAINING PROGRAMS**

It is often desirable for employees to attend training programs, seminars, conference, lectures, meetings or other outside activities for the benefit of the Foundation and/or the individual employees. Attendance at such activities may be required by the Foundation or requested by individual employees. However, attendance will not be considered an officially authorized activity unless prior written approval from the respective supervisor has been provided. To obtain written approval, employees wishing to attend an activity must submit a written request to their supervisor detailing all relevant information, including date, hours, location, cost, expenses, nature, purpose and justification for attendance.

Where attendance is authorized by the Foundation, customary and reasonable expenses will be reimbursed upon submission of proper receipts and only with prior approval. Customary and reasonable expenses generally may include registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with your supervisor or Foundation Business and Finance Department in advance.

Employee attendance for authorized outside activities will be considered hours worked for nonexempt employees to the extent such hours coincide with normal work schedules, and such hours will be compensated in accordance with normal payroll practices.

While the Foundation encourages employees to improve their job skills and promotional qualifications, such activities are not subject to this program or reimbursement policy unless prior written approval is obtained as discussed above.

**SECTION 8  
PERFORMANCE EVALUATIONS**

PROBATIONARY PERIOD

The first six months of employment is considered an initial probationary period and extension of the hiring process. The six month probation period provides the Foundation an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of their job, and to observe and evaluate the employee's work conduct, including attendance and professional relationship with coworkers and managers/supervisors.

The six month probationary period is not a term of employment and is not intended, nor does it, impact the at-will nature of the relationship between the Foundation and the employee. Any employee who satisfactorily completes the probation period remains an at-will employee and are not guaranteed employment. Employment for all employees at all times is at the mutual consent of the employee and Foundation and may be terminated by either the employee or the Foundation at will, with or without cause. The Foundation may extend the probation period if more time is needed to evaluate the capacity of the employee to satisfactorily perform the essential functions of their job or to observe and evaluate the employee's work conduct.

PERFORMANCE EVALUATIONS

Employees will receive performance evaluations according to their employment status. Supervisors will prepare evaluations and discuss the contents of those evaluations with the respective employee.

Full Time Regular Benefited and MSP employees may be given their first performance evaluation before the completion of the six month probationary period and the second evaluation will normally be given at the end of the first year of employment. After one year of employment, performance evaluations will typically be conducted annually, on or about June 30.

Full Time Partially Benefited, Part time and/or Student employees may receive performance evaluations at the end of the fiscal year (on or about June 30) or 30 days prior to the summer lay off. Temporary employees do not generally receive a performance evaluation due to the nature of their employment.

The purpose of the performance evaluation is to (1) evaluate and communicate the strengths and weaknesses of an employee's performance, (2) set future performance goals, and (3) to determine the appropriate amount of pay increase or decrease based on merit or salary studies. Positive performance is expected of Foundation employees.

If an employee disagrees with any aspect of the performance evaluation, the employee is provided the opportunity to place comments on the evaluation form, or request a review of the performance evaluation at the next higher level of supervision within the Foundation.

**SECTION 9  
TRAVEL ON FOUNDATION BUSINESS**

TRAVEL

Written approval from the unit manager and concurrence from the Executive Director or Chief Financial Officer/Chief Operating Officer is required in order to travel on Foundation business. The Foundation Business and Finance Department can provide the proper forms for reporting business related expenses or a copy of the Foundation Travel Policy and these forms and documents are also located on the Foundation website.

Travel outside of California requires written prior approval from the Executive Director or Chief Financial Officer/Chief Operating Officer. Briefly, the main areas of the travel policy are presented below.

USE OF PERSONAL VEHICLE

The Foundation insurance policy may not cover damage or liability to personal vehicles used for Foundation business. Whenever personal vehicles are used for Foundation business, the respective employee is required to have automobile insurance in accordance with California state laws and the employee is specifically prohibited from driving their personal vehicle for Foundation business without the required automobile insurance in place.

USE OF FOUNDATION VEHICLE

An employee's motor vehicle record must be checked and cleared through the Foundation insurance company prior to operating a Foundation owned vehicle. Employees with a poor driving record are ineligible to drive Foundation vehicles. State employees may receive authorization to drive Foundation owned vehicles.

COMMERCIAL TRANSPORTATION GUIDELINES

Transportation expenses consist of charges for commercial carrier fares, private car mileage allowance, overnight and day parking of vehicle, bridge and road tolls necessary taxi, bus or streetcar fares.

MEALS AND LODGING

Actual cost of lodging and no more than the allowable meal allowance as set by the Federal Government will be provided.

EXPENSE/TRIP REPORTS

An employee is eligible to claim appropriate per diem expenses for every 24-hour period of travel status if the travel is more than 25 miles from employee's headquarters.

A travel advance must be cleared within thirty days after the traveler's return. No additional advance for travel will be made without the clearance of a prior advance. A travel claim must account for all items of expense by the necessary receipts or support in accordance with the allowance schedule.

**SECTION 10  
LEAVES OF ABSENCE**

**BEREAVEMENT LEAVE**

Full Time Regular Benefited and MSP employees may request up to five days of paid leave due to the death of an immediate family member. An immediate family member is defined as a spouse, registered domestic partner, the spouse's mother, father, grandmother, grandfather, grandchildren, son, son-in-law, daughter, daughter-in-law, brother, or sister.

**PREGNANCY DISABILITY LEAVE (PDL)**

An employee is eligible for Pregnancy Disability Leave (PDL) from her first day on the job. However, for an employee to take leave under the Family Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA) immediately following PDL, she must have worked as least 1,250 hours in the past 12 months. Under PDL the disability period begins the first day the employee is unable to perform the regular or customary work – similar to FMLA and CFRA.

The Foundation Human Services Department will explain eligibility and conditions of leave as well as how State Disability Insurance might be a benefit to an employee using PDL. In all cases, it is prudent to discuss your specific situation with the Foundation Human Services Department.

**FAMILY LEAVE (FMLA & CFRA)**

Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) are unpaid leave of absences available for all employees who meet the minimum requirements. Although there are subtle differences in these two programs, leave under FMLA and CFRA run concurrently at the Foundation.

Employees seeking to use family and medical leave are required to provide: (1) thirty (30) days advance notice when the need for the leave is foreseeable, or as soon as possible when the need is unpredictable; (2) medical certification (both prior to the leave and prior to reinstatement); and, (3) periodic re-certification and reports to Foundation Human Resources during the leave. Any request for an extension of leave must be made at least two weeks prior to the end of the leave.

The primary benefits of taking FMLA/CFRA is that an employee's job is protected for a minimum of 12 weeks and the employee will remain eligible for health care insurance through the Foundation's group plans. Family and medical leave is generally unpaid unless available sick leave or vacation is used to cover some or all of the leave. Other benefits may be integrated when applicable, such as State Disability Insurance. The Foundation maintains group insurance coverage for an employee on family leave for up to a maximum of twelve (12) work weeks, if such insurance is in effect before the leave is taken. Group insurance is maintained on the same terms as if the employee had continued to work. If a leave is approved past the twelve (12) weeks, benefits may be covered if sufficient vacation time is available, to continue the employee's pay while on leave. Vacation or sick leave will not accrue during the unpaid leave. Employees who do not receive continued paid coverage for their medical insurance may continue their group insurance through COBRA.

In order to be eligible for leave under FMLA/CFRA, an employee must have worked for the Foundation for at least 12 months and must have provided at least 1,250 hours of service during that 12-month period prior to beginning their leave.

Generally, approved reasons for FMLA/CFRA include (1) birth of a child or placement of a child with the employee for adoption or foster care; (2) to care for a spouse, child or parent who has a serious health condition; or (3) for the employee's own serious health condition if the employee is unable to perform the essential functions of his or her job.

The maximum combined duration of FMLA/CFRA is 12 weeks in a 12-month period. Computation of the leave period starts with the first date covered after leaves begins.

IMPORTANT NOTE: Any employee who does not return to work on or before the expiration of their FMLA, CFRA, or PDL leave will typically be separated from employment and considered to have voluntarily resigned.

#### PAID FAMILY LEAVE (PFL)

Paid Family Leave (PFL) is a benefit provided through the California Employment Development Department (EDD). Benefits from this program are designed to assist an employee with balancing workplace demands and family care needs, and covers all employees who are covered by State Disability Insurance. PFL has qualifying requirements and does not offer job protection at the Foundation. This program pays a portion of the employee's weekly salary for up to six weeks within a 12-month period. Contact the Foundation Human Resources Department for more information on this program, or visit the EDD website.

#### VICTIM OF DOMESTIC VIOLENCE LEAVE

The Victims of Domestic Violence Employment Leave Act provides an unpaid leave of absence of up to 12 weeks for employees who are victims of domestic violence. In order for eligibility under this program, an employee must have been involved in a judicial action, such obtaining restraining orders, or appearing in court to obtain relief to ensure the employee's health, safety, or welfare, or that of the employee's child.

To take leave under this policy an employee must provide notice and certification to the Foundation Human Resources Department by one of the following methods:

- a) a police report indicating that the employee was a victim of domestic violence
- b) a court order protecting or separating the employee from the perpetrator of an act of domestic violence
- c) other evidence from the court or prosecuting attorney that the employee appeared in court
- d) documentation from a medical professional, domestic violence advocate, health-care provider, or counselor indicating the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

The Foundation Human Resources Department will explain eligibility and conditions of leave on an individual basis.

#### VICTIMS OF CRIME LEAVE

An employee who is a victim, or who is the family member of a victim, of a violent felony or serious felony may take time off from work under the following circumstances: the crime was a violent or serious felony (as defined by law), or when the employee is the victim of a crime, or when an employee is an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. An immediate family member is defined as a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

#### WITNESS SUBPOENA

If an employee is subpoenaed as a witness for The California State University System, any of the 23 CSU campuses, or the Foundation, the employee is paid their regular salary. If an employee is subpoenaed as a witness for the Foundation, all court fees (except travel and/or subsistence) received by the employee are to be reimbursed to the Foundation. When an employee is requested to appear in court for personal reasons, vacation leave must be used for the time off.

#### MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) provides rights to military personnel including the right to take military leave, and reemployment and benefit related rights. To verify eligibility under this program, an employee should provide a copy of the military orders and verification the active duty was served. Please contact Foundation Human Resources for complete information related to employer and employee requirements for military leave.

#### PERSONAL LEAVE

A request for an unpaid personal (non-medical or non-work related) leave may be submitted in written form to the respective unit manager for consideration. Attendance records, length of employment, and needs of the department, among other factors, will be considered on a case-by-case basis in determining approval or denial of such requests. A completion of a "Request for Leave of Absence" form is required and all available vacation time must be used before any type of unpaid leave will be approved.

#### ORGAN OR BONE MARROW DONOR

An employee desiring to donate bone marrow or an organ to another person may use up to 5 days of paid sick or vacation time for bone marrow donations, assuming they have such time available for use. Up to 30 paid days are available to an employee for an organ donation, assuming they have such time available for use. Please discuss your specific situation with Foundation Human Resources prior to making any medical arrangements as restrictions do apply. This section is not intended to interfere with or supersede any employee rights under FMLA/CFRA.

**SECTION 11**  
**TERMINATIONS AND REDUCTIONS IN WORK FORCE**

As stated elsewhere in this policy, all employment with the Foundation is at-will and can be terminated at any time, with or without cause or prior notice by either the employee or the Foundation.

**LAYOFF (REDUCTIONS IN WORK FORCE)**

Under some circumstances the Foundation may need to restructure or reduce its work force. If it becomes necessary to restructure our operations or reduce the number of employees, the Foundation will provide advance notice, if possible, to help minimize the impact on those affected. Generally, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, if applicable.

In determining which employees will be subject to layoff, the Foundation will take into account, among other things, unit operational requirements, the skill of each individual impacted, their respective productivity, ability and past work performance, and where feasible, the employee's length of service.

**SEASONAL/TEMPORARY EMPLOYMENT LAYOFF**

During the summer, extended break periods and other times employees may be placed on "temporary layoff." These layoffs are based on work available, unit operational requirements, the skill of each individual impacted, their respective productivity, ability and past work performance, and where feasible, the employee's length of service.

Benefits will not be continued during seasonal/temporary layoffs, however employees do have the option to enroll in COBRA. Accrued vacation time and personal holiday will be used during periods of temporary layoff. Vacation time or sick leave does not accrue during periods of layoff.

**JOB ABANDONMENT**

Failure to report to work on any scheduled day or during any scheduled period is unacceptable, and unless later excused, will result in disciplinary action. An absence of 3 scheduled work days or more constitutes job abandonment and is considered a voluntary resignation.

All Foundation owned property, keys, uniforms, identification badges, parking permits, etc. must be returned immediately upon separation of employment.

**RESIGNATIONS**

The Foundation requests a written notice of resignation be provided to an employee's supervisor at least two weeks before their last day of work. The notice should state the last day the employee will be working and the reason for leaving.

All Foundation owned property, keys, uniforms, identification badges, parking permits, etc., must be returned on the last day of employment or sooner if requested by the Foundation. A "Separation Clearance" Form should be completed and signed during the exit interview with the Foundation Human Resources Department.



## **SECTION 12 WORKPLACE CONSIDERATIONS**

### **SMOKE FREE WORKPLACE**

Smoking is prohibited in all Foundation facilities or vehicles. The University and other campus entities follow this smoke free workplace policy and smoking is generally prohibited within 25 feet of any building on campus.

### **ILLNESS AND INJURY PREVENTION PROGRAM**

Every employee is responsible for the safety of him/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. To help promote the concept of a safe workplace, the Foundation maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program (IIPP) is available for review by employees in each work location and is posted under the Human Resources section of the Foundation's website.

Any work related injury, illness, or unsafe condition must be reported to the employee's supervisor and Foundation Human Resources immediately. Unless it is an emergency, a "Medical Service Order" signed by the supervisor and/or Foundation Human Resources must be taken to the medical facility in order to receive treatment.

To return to work the employee must have a release from a physician and must follow any work restrictions until authorized to return to full duty. The employee is expected to keep the Foundation Human Resources Department informed of the progress of the injury.

### **DRUG FREE WORKPLACE AND DRUG AND ALCOHOL ABUSE PROGRAM**

The Foundation has a vital interest in maintaining safe and efficient working conditions for its employees and ensuring that all Foundation vehicles are properly maintained and operated in a safe manner. Consequently, the Foundation is concerned about the use of alcohol or illegal drugs as it affects the workplace and as it reflects upon the Foundation. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health, and poses a significant danger to the welfare and safety of other employees and the public. The Foundation is committed to providing an alcohol and drug-free environment and encourages our employees to voluntarily seek help with drug and alcohol problems.

The purpose of the Foundation's Drug-Free Workplace Policy is to establish a drug-free workplace, assure employee fitness for duty, and to protect our employees, the public, and Foundation property from the risks posed by the use of alcohol or drugs in the workplace and to protect the reputation of the Foundation as an organization that respects the law.

All employees must review the Drug-Free Workplace Policy posted on the Policies page of the Foundation website. As part of the employee handbook acknowledgement process, employees will be required to certify that they understand that they must be aware of and comply with the Drug-Free Workplace Policy .

## SOLICITATION AND DISTRIBUTION OF LITERATURE

In order to ensure efficient operation of our business and to prevent disruption to employees, it is necessary to control solicitations and distribution of literature on the campus. The Foundation has established rules applicable to all employees governing solicitation, distribution of written material and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee, who is in doubt concerning the application of these rules, should consult with his or her supervisor immediately.

No employee shall solicit or promote support for any cause or organization, except the CSU or any of its auxiliary organizations, during their working time or during the working time of the employee or employees at whom such activity is directed.

Non-employees are not permitted to solicit or to distribute written material for any purpose on Foundation managed property unless approved by the Executive Director or Chief Financial Officer/Chief Operating Officer.

The above policy does not apply to activities permitted under the National Labor Relations Act.

### KEYS

Employees must follow security policies and procedures regarding all keys issued to them. The loss or misplacement of a key must be reported immediately. On the last day of employment, an employee must return all keys to Physical Plant and show proof of return (physical plant should sign Separation Checklist) to Foundation Human Resources.

### PHOTO IDENTIFICATION

Foundation employees, with the exception of temporary status employees, are eligible to receive a CSUDH ID card. Interested employees should submit an ID Card Request form to Foundation Human Resources.

### PROPERTY, SECURITY, PRIVACY AND SEARCHES POLICY

Desks, storage areas, work areas, lockers, file cabinets, credenzas, all computer systems, office telephones, certain cell phones such as those provided by Foundation, transmission radios, modems, facsimile machines, duplication machines, and Foundation owned vehicles are the Foundation's property and must be used and maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes except as provided in this policy. The Foundation reserves the right, at all times, and without prior notice, to inspect and search any and all Foundation property for the purpose of determining whether this policy or any other Foundation policy has been violated or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. At least two employees must be present during any inspection.

The Foundation's computer systems and other technical resources, including any voicemail, email, or Internet access, cell phones, tablet's, smart devices, and the like, are provided for the use in the pursuit of the Foundation's business and are to be reviewed, monitored and used only in that pursuit, except as provided in this policy. As a result, computer data, voicemail and email are readily available to numerous persons. If, during this course of your employment, you perform or transmit work on the Foundation's computer systems or other technical resources, your work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the Foundation.

The Foundation recognizes that employees may occasionally find it necessary to use the Foundation's telephones for personal business. Such calls must be kept to a minimum and must be made only during break or lunch periods.

All personal calls out of the local zone area and out-of-state telephone calls must be reported to your supervisor in a timely manner and charges remitted promptly. Each individual unit may have more specific policies or procedures in addition to this general policy.

Employees of the Foundation are not permitted to use Foundation's equipment for non-Foundation purposes without permission from their direct supervisors. The employee has no right of privacy as to any information or file maintained in or on the Foundation's property or transmitted or stored through the Foundation's computer systems, voicemail, email, Internet access or other technical resources. For purposes of inspecting, investigating or searching employee's computerized files or transmissions, voicemail, or email, Internet access or any other technical resources, the Foundation may override any applicable passwords or codes in accordance with the best interests of the Foundation, its employees, its clients, customers, visitors, all Foundation documents and communications are the property of the Foundation and may be reviewed and used for purposes that the Foundation considers appropriate.

Only Foundation employees may access files or programs, whether computerized or not, that they have permission to enter. Prior authorization must be obtained before any Foundation property may be removed from the premises. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of the Foundation, or improper use of information obtained by authorized or unauthorized means, may be grounds for disciplinary action, up to and including discharge.

#### VOICEMAIL, EMAIL AND COMPUTER DATA STORAGE SYSTEMS

The following are guidelines for all computer equipment including voicemail, email, computer systems usage and other electronic equipment, as well as an advisory concerning Foundation's access to and disclosure of messages and information stored on these systems.

All above listed equipment used by the Foundation are provided solely to further the Foundation's business operations in conjunction with California State University, Dominguez Hills. These systems and the information stored thereon are owned and belong to the Foundation. Although employee passwords may be used for company-oriented security reasons, the use of such passwords is not intended to assure employees that communications generated by or stored on these systems will be kept confidential. The Foundation maintains the right to access these systems and to retrieve information stored thereon at any time, and all employee passwords must be made known to the Foundation upon demand. Passwords/pass codes are the property of the Foundation and should be kept to appropriate language. These systems should not be used for personal communications.

Once again, employees should keep in mind that messages and all other data stored on the Foundation's voicemail, email and computer systems is subject to access by the Foundation at any time, and is not to be considered confidential or private. We ask you to exercise good judgment in using these systems.

The appropriate use of the Foundation's voicemail, email, computer systems and other electronic equipment are as follows:

Voicemail, email messages, as well as other computer-stored data, are considered business records and can be subpoenaed (and electronically retrieved, even after you "delete" them). Therefore, nothing should be included in a voicemail or email message that you would not consider putting in a memo format.

Employees should exercise good judgment in the use of email distribution lists; these lists are developed for the convenience of the addresses and unnecessary or frivolous messages should not be sent.

Although it is not possible to provide an exhaustive list of all types of misuse of company property, the following are some examples in which company property must not be used. Misuse of company property is not limited to the examples provided below:

- Any illegal, discriminatory, threatening, harassing, abusive or offensive comments.
- Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.) or any activity that is inconsistent with Foundation goals and mission statement.
- Anything in conjunction with commercial ventures, religious or personal causes or other similar non-job-related solicitations.
- Anything relating to such materials considered obscene, in poor taste, sexual, racial, pornographic, including downloading or forwarding of same.
- Messages relating to defamatory remarks.
- Messages related to political.
- Messages or other communications violating a company policy or contrary to supervisory instructions.
- Gossip, including personal information about yourself or others, or forwarding messages under circumstances likely to embarrass the sender.
- Personal announcements (items for sale, requests for roommates, etc.), or other non-business related communications.

Any violations of these guidelines for use or other provisions of this policy may result in disciplinary actions, up to and including possible termination.

As previously noted, the Foundation's voicemail, email, computer systems and other electronic equipment are provided to facilitate the conduct of its business. All messages and other communications generated through and/or stored on these systems are considered business records. Employees who use the voicemail, email, and/or computer systems should understand that information stored on these systems cannot be considered confidential or private. Indeed, the Foundation reserves the right to access any voicemail, email and other computer-stored information at any time in the service of its legitimate business interests.

Employees should understand that the "delete" function of the Foundation's voicemail, email and/or computer systems does not necessarily make the message or other information disappear. While deletions may occur at the user level, copies may remain on one of the system back-up files.

Under certain conditions, employees will need to communicate with clients and other external users via voicemail, email and/or on the Internet. Employees are cautioned to exercise an additional level of discretion and sound judgment when communicating with third parties via these systems.

#### UNIFORM AND EQUIPMENT ISSUANCE AGREEMENT

Uniform or equipment items are provided by the Foundation at no cost to the employee who is required to wear such uniforms or utilize such equipment as a condition of their employment. Such uniforms and/or equipment are maintained by the Foundation. It will be the employee's responsibility for the maintenance, laundry and/or care of these uniform items unless otherwise stated. All uniform items must be kept neat and clean at all times, and all equipment must be kept in working order.

Employees will be asked to review and sign the Uniform and Equipment Issuance Agreement upon receipt of uniform and/or equipment items. This Issuance Agreement explains procedures for replacement of lost, destroyed or damaged uniforms or equipment, replacing of normal wear and tear items, cleaning and caring of articles, and returning of items upon separation.

## **SECTION 13 STANDARDS OF CONDUCT**

All Foundation employees are subject to the Foundation Code of Conduct, posted on the Foundation website and the additional standards described in this section.

### **PERSONAL STANDARDS**

Each employee is a representative of the Foundation. It is important for employees to use common sense in their dress and appearance and they are expected to present a positive and professional image during business hours. Each employee must report to work properly groomed and wearing appropriate business clothing in a manner that is consistent with their responsibilities. Clothing should be neat and clean. Avoid clothing that might create a safety hazard, is a distraction in the work place, or is offensive to others.

In some positions, uniforms or standard work clothes are required. Uniforms furnished by the Foundation are not for use outside of work area. Unit managers may develop more specific guidelines consistent with their operation.

If an employee reports to work with inappropriate attire or does not meet the grooming standards, unit managers have the obligation to take the necessary steps to correct those deficiencies. An example of a necessary step is for the manager to ask the employee to change into acceptable attire. In this example, an employee may be required to go back home, change into acceptable work attire, and then return to work. Under such circumstances, employees may not be compensated for their time away from work.

If an employee is in dispute with the unit manager's determination, the employee may appeal to the Director of Human Resources and Payroll or Chief Financial Officer/Chief Operating Officer for a final determination.

The Foundation will make reasonable accommodations on the basis of religious dress and grooming practices. Employees may dress consistent with their gender identity and expression.

### **CUSTOMER RELATIONS**

The Foundation exists to provide services to campus customers. All employees are expected to be polite, courteous, professional, prompt and attentive to every customer.

Our customers are defined as students, employees of the University, the general public and co-workers of the Foundation. When a situation arises where the employee does not feel comfortable or capable of handling any problems that might arise, the supervisor should be contacted immediately. See the Foundation Code of Conduct for additional information.

### **REPORTING ABSENCES OR TARDINESS**

Generally, an employee's supervisor will provide instructions for reporting absences according to procedures established by the respective department. If an employee is unable to report to work, or when an employee expects to be late, that employee must notify their supervisor, or notify the person the supervisor has designated to receive such calls. Such notice should be given as far in advance as possible so that the supervisor can obtain a replacement or reschedule the department's work.

Employees also must inform their supervisor of the reason and expected duration of any absence. In those rare cases when an employee is unable to reach their immediate supervisor, they should contact their supervisor's boss, and when the employee cannot contact that person, the employee should immediately contact the Foundation Human Resources Department.

Unforeseen absences due to emergency or other uncontrollable circumstances must be reported as soon as possible along with an estimate on when the employee expects to return to work. In cases, where more than one day absence occurs, an employee is required to provide a daily status to their supervisor.

Planned absences must be arranged in advance and approved by your supervisor. All absences are subject to supervisory approval.

Instances of failure to call-in may be grounds for corrective discipline and can result in termination of employment. If an employee fails to report for work without any notification to the employee's supervisor for a period of three consecutive working days, the Foundation will consider that employee as resigned without notice as of the close of the business on the third day.

A verification of illness or appointments may be required if, in the opinion of the supervisor, absenteeism is excessive or questionable.

#### ATTENDANCE AND PUNCTUALITY

As an employee of the Foundation, each employee is expected to be punctual and to have regular attendance. Punctuality and dependability are of prime importance to the efficient operation of the Foundation. Whenever employees are late or absent, the functions of the department cannot continue with the same degree of efficiency that would be possible if every employee were on time and at work. Absenteeism and tardiness place a burden on other employees and are generally disruptive.

Employees are expected to report to work fully prepared for their job duties. Employees are also expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized Foundation business.

Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Excessive absenteeism (unexcused) may be grounds for corrective discipline and/or up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis.

#### CONFIDENTIALITY/TRADE SECRETS

Those employees having access to confidential information, including, but not limited to, financial information, employee data, and trade secrets have an obligation to safeguard all such information obtained in connection with their employment. Each employee is responsible to safeguard such information and in no way reveal or divulge any such information except when it is necessary to do so in the performance of their job duties. Access to confidential information and trade secrets should be on a "need-to-know" basis and must be authorized by management. It is each individual's responsibility to take due care in securing confidential information and trade secrets. Any attempts of bribery must be reported immediately to the Director of Human Resources and Payroll or the Chief Financial Officer/Chief Operating Officer. Any breach of this practice can lead to disciplinary action including termination of employment.

#### CONFLICT OF INTEREST

Situations of actual or potential conflict of interest are to be avoided by all employees. Any type of involvement with a competitor, supplier or subordinate employee of the Foundation, which impairs an employee's ability to exercise good judgment on behalf of the Foundation, creates an actual or potential conflict of interest.

An employee involved in any of the types of relationships or situations described in this policy which creates a real or

perceived conflict of interest should immediately and fully disclose the relevant circumstances to their immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Foundation may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action including termination of employment.

The California Education Code (§89006) has specific requirements for employees of an auxiliary organization regarding conflict of interest. It is unlawful for any person to utilize any information, not a matter of public record, that is received by that person by reason of his or her employment by, or contractual relationship with, the trustees, the California State University, or an auxiliary Organization of the California State University, for personal pecuniary gain, not contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision, which may result in a personal gain for that employee or a relative as a result of the Foundation's business activities.

All management and other employees that have been designated as in positions of decision making authority related to Foundation business activities, are required to annually review the applicable portion of the California Education Code and attest that they do not have any conflicting financial interests.

If an employee, as defined in this policy, suspects that they have a conflict of interest with Foundation business activities, then they will immediately disclose the circumstances to the Foundation Chief Financial Officer/Chief Operating Officer and the Director of Human Resources and Payroll. The Chief Financial Officer/Chief Operating Officer and the Director of Human Resources and Payroll will review all reported conflicts of interest. The Chief Financial Officer/Chief Operating Officer will issue a decision that defines what activities are permissible, not permissible and any special conditions that must be met. The Chief Financial Officer/Chief Operating Officer will inform the Foundation's Finance/HR Committee of all reviews and decisions relative to conflict of interests. An employee may appeal a conflict of interest review and decision to the Executive Committee of the Foundation Board of Directors. In the event that the conflict cannot be resolved in a manner compliant with the California Education Code, the employee shall be subject to disciplinary action, up to and including discharge. If the Executive Director has a conflict of interest with Foundation business activities, he/she will disclose the circumstances to the Chair of the Foundation Board of Directors.

See the Foundation Code of Conduct and Employee Conflict of Interest Statement for additional information.

## PROHIBITED CONDUCT

Like all organizations, the Foundation requires basic order and discipline to succeed and to promote efficiency, productivity and cooperation among employees. For this reason, it may be helpful to identify some further examples of types of conduct that are impermissible and that may lead to disciplinary action, including termination of employment. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some common examples. Prohibited conduct is not limited to the examples provided below:

- Theft, dishonesty, including fraudulent or destructive use of Foundation or University property.
- Fraud in securing Foundation employment.
- Falsification of time records.
- Falsification of individual's application required by the Foundation.
- Conviction of a misdemeanor or felony that is deemed job-related.
- Unsatisfactory performance.
- Excessive or unauthorized absences or tardiness.
- Insubordination (failure to recognize or accept the authority of a manager or administrator).
- Fighting, intimidating, threatening other persons or provoking such action.

- Physical or mental unfitness for the position.
- Unsafe or hazardous work actions.
- Violation of unit or Foundation policies or procedures, including, but not limited to the Code of Conduct.
- Bearing of firearms or other weapons while on campus.
- Making threats or engaging in violent activities.
- Any action that affects the welfare of other employees or the service of the Foundation.

It should be remembered that employment continues only upon the mutual consent of the employee and the Foundation. Accordingly, either the employee or the Foundation can terminate the employment relationship at will, at any time, either with or without cause or advance notice.

#### DISCIPLINARY ACTION

The Foundation supports the use of progressive discipline to address conduct issues such as poor work performance or misconduct, to encourage all employees to become more productive and to conform their behavior to standards and expectations.

The Foundation may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. Use of progressive discipline in no way limits or alters the at-will employment relationship.

The Foundation reserves the right to determine the appropriate level of discipline for any inappropriate behavior and/or violation of any policy, including, but not limited to demotion, verbal and written warning(s), suspension with or without pay, and discharge/termination. Each situation will be dealt with on an individual basis.

#### BUSINESS CONDUCT AND ETHICS

Staff must not ask for or encourage the giving of any form of gift or benefit in connection with the performance of their duties. Receipt of gifts can be perceived as an inducement to act in a particular way, thus creating a real or apparent conflict of interest. However, a staff member may, of course, give or accept an occasional gift of nominal value, which is offered in accordance with social or cultural practice.

No employee may accept a personal gift or gratuity having a value of more than \$50 from any vendor, supplier or other person doing business with the Foundation as it may give the appearance of influence regarding their business decision, transaction or service. Employees who may receive premiums, samples or free specials as a result of buying or business activities is required to turn such items over to their unit manager for disposition.

Expenses paid by such persons, vendors or suppliers for business meals, trips or any other item of value should be discussed with Foundation senior management in advance of receipt.

Vendors, suppliers and all other persons doing business with the Foundation should be advised of this policy against the receipt of gifts or gratuities.

#### WORKPLACE VIOLENCE (Zero Tolerance)

The Foundation is dedicated in providing a safe workplace for all employees and the campus community. The Foundation and the University have a zero tolerance for all threats or acts of violence. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. The complete policy is available on the Foundation's website.

Any potentially dangerous situations must be reported immediately to a supervisor and the Foundation Human



Resources Department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Foundation will actively intervene at any indication of a possibly hostile or violent situation.

Foundation Human Resources takes reasonable risk reduction measures by conducting background investigations on new employees to help reduce the risk of hiring individuals that pose a threat to workplace safety.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment, expulsion from the University, or civil or criminal prosecution, as appropriate. Non-employees engaged in violent acts on the campus will be reported to the proper authorities and fully prosecuted.

#### HARASSMENT AND DISCRIMINATION (Zero Tolerance)

Everyone deserves to be treated with respect. The Foundation takes unlawful harassment and unlawful discrimination seriously and encourages individuals to report any incidents to his or her supervisor or the Director of Human Resources and Payroll. No employee shall be discriminated or retaliated against in any way by the Foundation for reporting incidents of this nature.

Foundation Human Resources will investigate all such incidents and recommend necessary action, including discipline.

#### NONDISCRIMINATION POLICY

The Foundation is committed to equal opportunity for all, regardless of race, color, national origin, gender, disability, age, marital status, sexual orientation, religion, veteran status, or any other protected status. The Foundation's EEO/Affirmative Action policy addresses equal opportunity in employment and recruitment.

The Foundation does not discriminate on the basis of race, color, national origin, gender, disability, age, marital status, sexual orientation, religion, veteran status, or any other protected status in any of its programs or activities it conducts.

Persons who are aggrieved may pursue a complaint or seek information by contacting the Director of Human Resources and Payroll, the Foundation Executive Director, or the Chief Financial Officer/Chief Operating Officer.

#### SEXUAL HARASSMENT

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. The sexually harassing conduct need not be motivated by an individual's sexual desires in order to be classified as harassment. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;

- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding or blocking movements; and
- Retaliation for reporting harassment or threatening to report harassment

The Foundation is committed to preventing sexual harassment from occurring. Any employee who as a result of an investigation facilitated by the Foundation is determined to have engaged in substantiated sexual harassment conduct will be subject to disciplinary action up to, and including, termination. This policy applies equally to all employees, students, and managers at the Foundation. Discrimination on the basis of sex is prohibited by Title VII of the Civil Rights Act as well as California laws. Sexual harassment is a violation of Section 703 of Title VII.

Any employee who believes they have been sexually harassed on the job must should follow the complaint procedure found in Section 14. Additional information on sexual harassment, including filing complaints with the Department of Fair Employment and Housing can be found in the New Hire Information Packet posted on the Documents and Forms section of the Foundation website. All incidents of sexual harassment that are reported to the Foundation will be investigated.

#### RACE, COLOR, NATIONAL ORIGIN

The Foundation complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964 as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the Foundation.

#### DISABILITY

The Foundation does not discriminate on the basis of disability in treatment of or employment in its programs and activities. Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. Inquiries concerning compliance may be addressed to the Foundation Director of Human Resources and Payroll.

If any employee has special needs as addressed by the Americans with Disabilities Act (ADA), please contact the Foundation Director of Human Resources and Payroll; reasonable efforts will be made to accommodate and an interactive process will be used. Employees who believe they have been subject to unlawful harassment or unlawful discrimination under any of the above areas should contact the Director of Human Resources and Payroll, or the Foundation Executive Director.

#### WHISTLE BLOWER PROTECTION

Foundation employees are prohibited from engaging in any improper governmental activities or activities that create significant threats to the health and/or safety of the campus community in the performance of their work duties. Foundation employees and applicants for Foundation employment should be free to report waste, fraud, abuse of authority, violation of law, or threat to public health at the Foundation without fear of retribution. No individual who makes a protected disclosure or participates in an investigation concerning allegations of improper governmental activity or the existence of a condition that may significantly threaten the health or safety of employees or the public shall for that reason be subjected to personnel action in addition to any penalty or civil liability provided by law. Employees or applicants for employment who believe that they have suffered reprisal, retaliation, threats, coercion or similar acts for having made a protected disclosure may file a written retaliation complaint with their supervisor, manager or directly with the Foundation Human Resources Department at extension 2373 or 3306. The complaint alleging retaliation must be signed by the complainant and contain a sworn statement that the contents of the written complaint are true or believed by the complainant to be true, under penalty of perjury.

## COOPERATION DURING AN INVESTIGATION

Although uncommon, it can become necessary for any employee to become involved in an internal investigation regarding a suspected policy violation. At all times, all Foundation employees have a duty to cooperate in any Foundation related investigation. If an employee fails to cooperate in any such investigation, or if an employee gives false or misleading information, or impedes the investigative process, the employee may become subject to disciplinary actions which could include a wide range of actions up to and including a separation from employment.

**SECTION 14**  
**CONFLICT RESOLUTION/COMPLAINT PROCEDURE**

**CONFLICT RESOLUTION**

The Foundation provides employees with a procedure for the resolution of conflicts arising in the course of their employment in a fair and orderly fashion if such problems cannot be resolved informally. In most cases, an employee is encouraged to seek the assistance of their immediate supervisor to resolve the conflict. If the nature of the conflict causes the employee to feel uncomfortable in dealing with their immediate supervisor then the employee is encouraged to contact Foundation Human Resources.

**COMPLAINT PROCEDURE**

Employees are encouraged to bring their complaints about work-related situations to the attention of management. Employees will be provided with an opportunity to present their complaints and appeal decisions by management through a formal complaint procedure. All complaints will be resolved fairly and promptly. The formal complaint procedure is as follows:

1. A complaint may be defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors or other employees. Examples which may be causes of complaints include, but are not limited to:
  - Application of Foundation policies, practices, rules, regulations and procedures believed to be to the detriment of an employee;
  - Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation;
  - Alleged discrimination because of race, color, sex, age, religion, handicap, national origin, military reserve or veteran status, marital status, sexual orientation, or any other non-merit factor; and
  - Improper or unfair administration of employee benefits or conditions of employment such as vacations, fringe benefits, promotions, retirements, holidays, performance reviews, salaries, or seniority.
2. Supervisors are responsible for ensuring the complaint is fully processed by notifying Foundation Human Resources and/or Chief Financial Officer/Chief Operating Officer immediately.
3. No employee will be penalized for using the Foundation's complaint procedure.
4. Except as otherwise specified in this Handbook, any complaint filed shall follow the procedure outlined below and shall adequately set forth the facts pertaining to the alleged violation including details of the incident(s), names of individuals involved, and the names of any witnesses.
  - A. The complaining employee shall present a complaint in writing to Foundation Human Resources or the Chief Financial Officer/Chief Operating Officer. The written complaint will be immediately, or as soon as practically possible, reviewed and investigated by Foundation Human Resources or the Chief Financial Officer/Chief Operating Officer. Foundation Human Resources or Chief Financial Officer/Chief Operating Officer will meet with the complaining employee to determine the alleged facts of the case and will also meet separately with any additional parties named in the complaint. The investigation will be completed and a determination regarding the complaint will communicate to the employee(s) who complained and any accused as part of the complaint.
5. If the Foundation determines that a violation of Foundation policy, state, federal, or other applicable laws has occurred, the Foundation will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future occurrences.
6. A complaint must be brought forward as soon as it might reasonably be known to exist.

**SECTION 15  
PERSONNEL RECORDS**

**RIGHT TO REVIEW**

Employees have a right to inspect certain documents in their personnel file - in the presence of a Foundation Human Resources Representative at a mutually convenient time. A written request should be presented to a representative of the Foundation Human Resources Department to review records. Copies of documents are not permitted with the exception of documents that have been previously signed by the employee. An employee may add their version of any disputed item to the personnel file.

**EMPLOYEE REFERENCES OR VERIFICATIONS**

All requests for references or employment verifications must be directed to the Foundation Human Resources Department. No other manager, supervisor or employee is authorized to release references or employment verifications for current or former employees.

Generally, the Foundation's practice relating to references or employment verification for current or present employees is to confirm the employee's name, position title, dates of employment, rate of pay, and whether or not the employee is eligible for re-hire.

This policy is not intended to interfere with the ability of a unit manager to issue letters of reference when requested by individual current or former employees. Letters of reference, if so written, are voluntary and should not be written on Foundation letterhead.

**CHANGE OF PERSONAL RECORD INFORMATION**

It is each employee's responsibility to update their personal information whenever a change of address, telephone number, legal name, or other important personal information has been changed. A Change of Employee Personal Information form should be submitted to Foundation Human Resources in order to ensure all appropriate records are updated.

**SECTION 16**  
**RECREATIONAL ACTIVITIES AND MISCELLANEOUS PROGRAMS**

The Foundation or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

**403(b) TAX DEFERRED RETIREMENT PROGRAM**

Employees may participate in the Foundation's tax deferred retirement 403(b) plan. Funds withheld in a 403(b) are not taxed as income until it is withdrawn (usually at retirement). If an employee is interested in participating in a 403(b), please contact Foundation Human Resources for more details.

**USE OF CAMPUS FACILITIES**

Employees may use the dining facilities located within the Loker University Student Union.

Library services are also available to all employees who provide appropriate identification.