

Associated Students, Inc.
California State University, Sacramento
Employee Handbook



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Welcome Message to New Employees

Welcome to Associated Students, Inc. at Sacramento State (ASI). We are pleased that you have been selected to become a part of our team and look forward to you joining our efforts to serve the students at Sacramento State.

Part of our organization's reputation is based on the quality of the people who work here and the quality of the work performed. Earnest effort, application, and quality service to students are as important to us as skill and knowledge. We value your personal and professional growth.

The Employee Handbook is intended to provide employees with a general understanding of the organization's personnel policies, work rules, and benefits. In this regard, all employees are expected to read this manual and sign an Acknowledgement of Receipt.

If you have concerns or questions about the policies and procedures in this handbook, please let your supervisor know. If you would like further clarification, you may contact another supervisor or your manager, the ASI Human Resources and Safety Manager or me. I always remain open to your suggestions and ideas concerning ways to strengthen and improve Associated Students, Inc.

Again, welcome to Associated Students, Inc. at Sacramento State.

Sandra Gallardo
Executive Director

INTRODUCTION

The Employee Handbook of Associated Students Inc. Sacramento State (ASI) is a reference tool for full-time, part-time and student employees, seasonal and temporary employees and members of the Board of Directors of ASI. The handbook is not an employment contract, and is not intended to create contractual obligations of any kind.

This employee handbook is intended to explain the terms and conditions of employment of all employees and supervisors, and summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

This handbook cannot possibly address all work-related situations. In the event that a policy does not specifically address a particular situation, ASI Management may refer to California State University policy, State and federal law, or generally acceptable practices.

Mission Statement

As the recognized voice of Sacramento State students, we enrich lives through experiential learning, student services, and leadership opportunities.

Vision Statement

Be the model student association that creates an empowered community where all can work, learn, and play.

Core Values

Excellence in Service

- We strive to deliver high quality service and representation.
- We are intentional about the programs, services, and opportunities we provide.
- We promote ethical and fiscal integrity and accountability.
- We collaborate with community partners to provide quality programs.

Culture Inclusivity

- We embrace an environment where all people can thrive.
- We honor and celebrate our differences.
- We treat all with respect and dignity.
- We offer resources to address and meet the needs of our diverse student population.

Operational Sustainability

- We stay current with laws, technology, and practices to manage resources responsibly.
- We set high standards for communication, collaboration, and accountability.
- We promote high morale with training and open mindedness.

Personal Wellness and Development

- We embrace a culture of wellness and balance.
- We promote mentorship of both staff and students.
- We foster personal growth and fulfillment through connection building.

Enriching Experiences and Relationships

- We encourage the building of meaningful memories and relationships.
- We value active interpersonal engagement through hands-on learning activities.
- We lead by example.

CURRENT OPERATIONS

ASI Board of Directors – Student Government

ASI is governed by a Board of Directors, which is comprised of a majority of students elected by the student body of Sacramento State. Student representation and advocacy is their primary focus and passion. The Board of Directors is committed to providing students with the opportunity to be fully involved in the governance of the University and the development of an exciting campus life.

Aquatic Center

The Sacramento State Aquatic Center is Northern California's most comprehensive aquatic boating safety center and is celebrating 37 years of service to the students, faculty, staff, and alumni of Sacramento State and the Sacramento community. Located on beautiful Lake Natoma, (only 20 minutes from campus) the center provides high quality boating instruction and safety programs through education, recreation, and competition.

Established in 1981, the Center is a program of ASO and supported by the University Union of California State University, Sacramento. The program has successful partnerships with California Department of Parks and Recreation, the U.S. Bureau of Reclamation and the California Division of Boating and Waterways.

The Aquatic Center's programs include classes for academic credit; leisure classes open to the community in sailing, rowing, kayaking, canoeing, water ski, wakeboard, "jet ski", windsurfing, and stand up paddling. The Sacramento State Aquatic Center is also the home of the Sacramento State Rowing Club and Women's Rowing Team and Sacramento State Wakeboard and Water Ski Clubs. The Aquatic Center prides itself on hiring Sacramento State Students.

The Center is open to the public as well as to Sacramento State students, faculty, staff, and alumni, who can receive a discount on boat rentals and leisure classes by showing their OneCard or Sac State Alumni Affiliation card.

Located next to Nimbus Dam at Highway 50 and Hazel Avenue, the Aquatic Center offers. Beach Reservations, Team Building Activities, Private Lessons, Summer Youth Camps and Youth Groups; additionally, there is an abundance of aquatic equipment available to rent: life jackets, canoes, kayaks, stand up paddleboards, hydro bikes, rowing shells, sailboats, and windsurfers.

The Aquatic Center has hosted the NCAA Women's National Championships, Intercollegiate Rowing Association Championships, US Rowing Youth National Championships, Pac 12 Conference Championships, West Coast Conference Championships, American Athletic Association Championships, Western Intercollegiate Rowing Association Championships and US Rowing Southwest District Rowing Championships. Hosting annual regional and national rowing regattas, water ski tournaments, and special events attracting local, national, and international athletes, the Aquatic Center is a benchmark aquatic and boating safety facility that brings national and international visitors to Sacramento State and Lake Natoma.

Business & Administration

ASI office of Business and Administration serves as the corporate accounting, payroll, human resource, and information technology departments for ASI. We service full-time staff, part-time staff, six internal departments, over 200 clubs and organizations, the Union WELL Inc., campus IRA's and the State Hornet. The business and administration office provides numerous services to ASI community, which includes financial services for clubs and organizations, retail sales of graduation caps and gowns, laptops for check-out, theater tickets, money orders, faxing services, stamps for sale and legal aid with an attorney.

Children's Center

The Children's Center is a Nationally Accredited childcare program dedicated to providing affordable high quality care for children of Sacramento State students. Serving children 6 months of age through Kindergarten, the program integrates current principles of Child Development, exemplifies high quality, and models best practices in the field of Early Childhood Education. The Center serves as an extension of the home and works closely with families to meet children's emotional, physical, intellectual, and social growth needs. The Children's Center has a team of educated full-time staff who train and mentor a large number of Sac State student employees and serves as the field work and observation site for Sacramento State.

Peak Adventures

Peak Adventures is an outdoor adventure program dedicated to providing adventure education and leadership development opportunities for Sac State students and the community through outdoor trips, a full service Bike Shop, team building at the Challenge Center, equipment rentals, and youth camps. They have been guiding people on outdoor adventures since 1989 and have become the most unique, diverse, and affordable outdoor recreation provider within Northern California.

- **Peak Adventures Outdoor Trips** provide Sac State students with personal and leadership development opportunities through meaningful outdoor experiences. Peak Adventures outdoor trip program offers guided trips, classes, clinics, youth camps, and equipment rentals. Outdoor trips offered include backpacking, hiking, cycling, snowshoeing, snowboarding, whitewater rafting, camping, and more! Peak Adventures trips are designed for beginners and are open to the public, all Sac State students receive special pricing.
- **Peak Adventures Bike Shop** is a full-service bike shop that serves Sac State students and the public with friendly and professional service at an affordable price. The Bike Shop also strives to empower people to work on bikes on their own by offering classes and clinics. The Bike Shop ensures Sac State students and the community have a reliable, friendly, and trustworthy bike shop on campus.
- **Peak Adventures Challenge Center** empowers individuals and teams to achieve greater results through a fun and interactive personalized learning experience they won't forget! Skilled facilitators engage participants in challenging problem-solving activities to

strengthen teamwork, interactive games that build relationships, and exciting climbing opportunities to inspire personal growth.

Student Engagement and Outreach

The Student Engagement & Outreach (SEO) department exists to enhance the collegiate experience of Sac State students by increasing their awareness of ASI resources and providing them with meaningful engagement and leadership opportunities. SEO's outreach and programs (KSSU Student Run Radio Station, Safe Rides, and A-Team) offer opportunities that will assist students with personal growth, developing civic responsibility, embracing differences, and establishing connections within ASI and surrounding community.

- **KSSU** provides a student-operated radio station, to serve as a voice for campus organizations, to function as a tool to promote campus events, and to disseminate general University information to the Sac State community.
- **Safe Rides** operates to prevent the incidence of drinking and driving among Sac State students, faculty and staff, as well as to provide safe transportation and promote responsible drinking behavior among the Sac State community.
- **A Team** coordinates and promotes opportunities of engagement specific to student government events, community service events and collaborative events in an effort to increase student's awareness of ASI's resources and involvement opportunities.
- **Food Pantry** exists to provide food and basic necessities at no cost to Sac State students in need. The Food Pantry aims to decrease the impact that food insecurities have on the academic success of Sac State students. It is increasingly challenging students to juggle the costs of living while working to obtain their degree. Many students are finding themselves choosing between basic essentials such as food and basic toiletries and the required costs of tuition, fees, and books. ASI Food Pantry helps to alleviate hunger within our student community.

EMPLOYEE ADVISORY COMMITTEE

POLICY 001

General Purpose

The Employee Advisory Committee (EAC) is designed to provide employees a forum for communication within the organization, to promote staff involvement and to improve the workplace environment through multidepartment representation regarding issues of policy, procedure, and ASI activities.

Membership

One representative from each department appointed by the director before the beginning of the fiscal year. The representative may be a Department Director, if no other staff representation is available. The departments currently are:

- **Voting Members**
 - Business and Administration
 - Aquatic Center
 - Children's Center
 - Government Office
 - Peak Adventures
 - Student Engagement & Outreach (SEO)
 - Human Resources and Safety Manager (Chair)
- **Ex-Officio Members**
 - Director of Finance and Administration
 - ASI President or Designee

Term

One fiscal year beginning in the fall semester (including summer) with the option to extend for an additional year with the Department Director's approval.

Scope

Members of the EAC can make policy recommendations to the Management Work Team; serve as a liaison between employees and management and help plan employee-oriented events.

Absences

If the appointed member cannot attend a meeting, another department designee or Department Director, if available, shall attend and have full voting privileges.

Vacancies

Shall be filled by appointment by the Department Director.

Minutes

Minutes shall be taken at each meeting and approved by the committee at the subsequent meeting.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

POLICY 002

ASI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ASI complies with applicable state and local laws governing nondiscrimination in employment in every location in which ASI has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

ASI is an equal opportunity and affirmative action employer. All ASI personnel and applicants for employment with ASI receive equal consideration and equal opportunity for employment, promotion and assignments regardless of race, ancestry, religious belief, color, sex, national origin, physical or mental disability, medical condition, marital status, sexual orientation, pregnancy, age, or any other basis proscribed by law.

HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION POLICY 003

ASI is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9])
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

ASI complies with California State University System Executive Order 1096 – System Wide Policy Prohibiting Discrimination, Harassment, Retaliation, and Sexual Misconduct. Link to policy: <https://www.calstate.edu/eo/EO-1096-rev-10-5-16.html>

Some specific sections of the policy are listed below:

Employees are prohibited from entering into a consensual relationship with any Student or Employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.

Sexual Misconduct

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity constitutes Sexual Misconduct and is a violation of this policy, whether or not the conduct violates any civil or criminal law.

Sexual Misconduct is a form of Sexual Harassment and may create a sexually hostile environment that affects access to or participation in campus programs and activities. ASI prohibits all such conduct whether or not it also amounts to Sexual Harassment.

Sexual activity includes but is not limited to kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex.

Affirmative Consent

Affirmative Consent means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure Affirmative Consent has been obtained from the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence mean Affirmative Consent. Affirmative Consent must be voluntary, and given without coercion, force, threats or intimidation.

The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed an indicator of Affirmative Consent. A request for someone to use a condom or birth control does not in and of itself, constitute Affirmative Consent.

Affirmative Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious or incapacitated due to the influence of drugs, alcohol, or medication so that the person could not understand the fact, nature, or extent of the sexual activity. A person is incapacitated if the person lacks the physical and/or mental ability to make informed, rational decisions.

Whether an intoxicated person (because of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.

A person with a medical or mental disability may also lack the capacity to give consent.

Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.

It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:

- The person was asleep or unconscious;
- The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
- The person was unable to communicate due to a mental or physical condition.
- It shall not be a valid excuse that the Respondent believed that the person consented to the sexual activity under either of the following circumstances:
 - The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent;

- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the person affirmatively consented.

Consensual Relationships

Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between employees may begin as consensual, they may evolve into situations that lead to Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating or Domestic Violence, or Stalking subject to this policy.

An ASI employee shall not enter into a consensual relationship with a Student, Employee over whom that employee exercises or influences direct, or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. In the event such a relationship already exists, ASI employees are required to follow the Consensual Relationship and Mandatory Reporting Process.

Consensual Relationship and Mandatory Reporting

If any employee of ASI enters into a consensual relationship that is romantic or sexual in nature with a member of their staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Human Resources and Safety Manager or the Executive Director. Because of potential issues regarding quid pro quo harassment, ASI made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to ASI, ASI will review the situation with Human Resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact Human Resources, which will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Duty to Report

Any employee who knows or has reason to know of allegations or acts that violate this policy shall promptly inform ASI Human Resources. If the allegation involves a Sacramento State student, the matter shall be promptly reported to campus to Human Resources who shall contact the Title IX Coordinator. Employees are required to disclose all information, including the names of the Parties, even where the person has requested anonymity. As applicable, ASI Human Resources or Title IX Coordinator will determine whether such confidentiality is appropriate given the circumstances of each such incident.

Harassment Prevention

ASI's policy prohibiting harassment applies to all persons involved in the operation of ASI. ASI prohibits harassment, disrespectful or unprofessional conduct by any employee of ASI, including supervisors, managers, and co-workers. ASI's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom the employee comes into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Non-Discrimination

ASI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. ASI prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of ASI, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, ASI is not obligated to disclose the wages of other employees.

Bullying

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. ASI considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

The following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private in a negative or condescending tone.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual during meetings.
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Anti-Retaliation

ASI will not retaliate against an employee for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees, or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or failing to provide qualified individuals with disabilities an accommodation when the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, ASI will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources or their supervisor and discuss the need for an accommodation.

ASI will engage in an interactive process with the applicant or employee to identify possible accommodations. An applicant, employee, or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Human Resources or their supervisor and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, ASI will make the accommodation.

ASI will not retaliate against an employee for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or co-workers.

COMPLAINT PROCESS

Student Employees: If an allegation of Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating or Domestic Violence, or Stalking arose out of the person's status as a Student and not their status as an Employee, the allegations shall be handled under the CSU Chancellor's Office Executive Order 1097 (*System wide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and System wide Procedure for Addressing Such Complaints by Students*) or a superseding executive order.

ASI Employees: If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or to any of the Department Directors, Human Resources and Safety Manager and the Executive Director as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Human Resources and Safety Manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

ASI encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Human Resources and Safety Manager of ASI so ASI can try to resolve the complaint.

When ASI receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. ASI will reach reasonable conclusions based on the evidence collected.

ASI will maintain confidentiality to the extent possible. However, ASI cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If ASI determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. ASI also will take appropriate action to deter future misconduct.

Any employee determined by ASI to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they could be held personally liable for the misconduct.

HARASSMENT TRAINING

Employees who are in positions that include supervising other staff will be required to attend a 2-hour Anti-Harassment training every 2 years. Employees hired in these positions will need to attend this training within six (6) months of employment.

AT-WILL EMPLOYMENT STATUS

POLICY 004

ASI employees are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or ASI. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of ASI has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Executive Director of ASI at Sacramento State has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

RIGHT TO REVISE

POLICY 005

This employee handbook contains the employment policies and practices of ASI in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

ASI reserves the right to revise, modify, delete, or add to all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be approved by ASI Board of Directors.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

WHISTLE BLOWER – PROTECTED DISCLOSURE

POLICY 006

Reporting Procedures for Protected Disclosure of Improper Activities and/or Significant Threats to Health or Safety.

This policy is established to further the intent of the California Legislature as stated in §8547.1 of the Government Code, a part of the California Whistleblower Protection Act. It establishes a procedure for employees and applicants for employment at ASI to file protected disclosures (as defined in this policy) with ASI or Sacramento State, and provides instructions on how to handle such protected disclosures.

Definitions

- **“Employee”** refers to any person employed by ASI.
- **“Applicant”** refers to an individual who has completed the application process for a specific, available position at ASI.
- **“Complainant”** means an employee or applicant for employment who files a report and makes a protected disclosure under this policy.
- **“Improper activity”** means any activity by an ASI department or employee that is undertaken in the performance of the employee’s official duties, whether or not that action is within the scope of his or her employment, and that (1) is in violation of any state or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, or (2) is economically wasteful, or involves gross misconduct, incompetence, or inefficiency, or (3) is a violation of ASI policies.
- **“Protected disclosure”** means any good faith communication that discloses information that may evidence any condition that may significantly threaten the health or safety of employees or the public if the disclosure or intention to disclose was made for the purpose of remedying that condition.
- **“Working days”** means Monday through Friday excluding all officially recognized ASI holidays or closure of ASI/ASI Department where the complaint originated.

General Provisions

- All time limits refer to working days.
- Time periods set forth in this policy may be extended by the Executive Director of ASI provided she/he informs the complainant of the new time period in writing.
- Complaints, responses, and investigations under this policy shall be shared only with individuals who have a legitimate business reason to know.

Protected Disclosures to ASI Human Resources and Safety Manager

Any employee or applicant for employment may make a protected disclosure to the Human Resources and Safety Manager no later than thirty (30) days after the event-giving rise to the protected disclosure or no later than thirty days after the employee or applicant for employment knew or reasonably should have known of the event.

The protected disclosure shall be in writing and contain the following information:

- The name and mailing address of the complainant, the complainant's working title, or the position applied for.
- A detailed description of the specific actions that constituted the alleged improper activity or condition that may significantly threaten the health or safety of employees or the public, including:
 1. The name(s) and title(s) of ASI employee(s) or official(s) allegedly engaged in the improper activity or responsible for the health or safety condition.
 2. The date(s) the alleged improper activities occurred or the condition developed. Other potential witnesses to the alleged improper activities or condition.
 3. Any documentation that supports the allegations of improper activities or of a threatening condition.
 4. Descriptions of documents that support the allegations of improper activities or of a threatening condition, if the actual documents are not in the possession of the complainant.

The protected disclosure must be signed, dated, and contain a sworn statement under penalty of perjury that its contents are believed to be true.

Response to Protected Disclosures Made to the Human Resources and Safety Manager

The Human Resources and Safety Manager shall acknowledge receipt of the written protected disclosure in writing within ten (10) days of receipt.

- Upon receipt of a protected disclosure complying with the provisions listed above, the Human Resources and Safety Manager may commission an investigation of the matter. Care shall be taken to keep confidential the identity of the complainant in so far as feasible and consistent with the law.
- If the Human Resources and Safety Manager determines that there is reasonable cause to believe that improper activity has occurred or that a condition that may significantly threaten the health or safety of employees or the public exists, the Human Resources and Safety Manager shall report this information with a recommendation for appropriate action to ASI Executive Director. The Executive Director will determine what action, if any, is necessary.
- Within ninety (90) days of receipt of the protected disclosure, the Human Resources and Safety Manager shall issue a formal response to the complainant that includes whether the allegations were substantiated and what, if any, actions were taken. Care shall be taken to protect the privacy interests of those involved.
- ASI will notify the ASI President and the Vice President of Administration and Business Affairs at Sacramento State of all cases of actual or suspected fraud, theft or other irregularities it learns of as the result of any protected disclosures made under this policy.

Whistle Blower Hotline

While ASI employees and applicants for employment may make a protected disclosure directly to the Human Resources and Safety Manager or Executive Director under this policy, they may also make a protected disclosure to the California Whistleblower Hotline at 800-952-5665.

HIRING AND JOB CLASSIFICATIONS

EMPLOYMENT CLASSIFICATIONS

POLICY 007

ASI maintains standard definitions of employment classifications for all employees for the purposes of personnel administration and related transactions. These classifications are not a guarantee of employment for any specified period of time.

There are specific legal tests to determine exempt/non-exempt status. Determination of status is made by Human Resources in conjunction with management of ASI.

Definitions

Fiscal Year: The period beginning on July 1 and ending on June 30.

Classifications

- **Non-Exempt Employees:** A non-exempt employee is one whose compensation (including overtime pay), hours and working conditions are governed by the provisions of the Fair Labor Standards Act and the California Industrial Welfare Commission Wage Orders. For these employees, the following applies:
 - Hours worked in excess of forty (40) per week **or** eight (8) per day **or** on the seventh (7th) consecutive day worked within the work week, will be paid at the overtime rate, and
 - Absences are reported on Dayforce. Overtime is reported on Dayforce or a timesheet.
- **Exempt Employees:** An exempt employee is one whose compensation, hours, and working conditions are governed by the provisions of the Fair Labor Standards Act and the California Industrial Welfare Commission Wage Orders. Exempt employees' salaries are the full compensation for all the time that is required to perform the duties of their positions. This means that:
 - Exempt employees are not eligible for overtime pay, and
 - Absence of less than a day is not reported on Dayforce; leave balances or pay is not docked for these absences.
 - The only exception is when an exempt employee is on leave under the provisions of Family Medical Leave Act or the employee works less than a full week during the initial or final week of employment.

Categories

- **Full-Time Regular Employees:** Full-time regular employees are not in a temporary status and are regularly scheduled to work 40 hours per week for a minimum of a fiscal year. Full-time employees may be exempt or non-exempt, and are eligible for ASI's benefit package subject to the terms, conditions, and limitations of each benefit policy.
- **Part-Time Regular Employees:** Part-time regular employees are not in a temporary status and are scheduled between 30-39 hours per week for a minimum of a fiscal year.

Part-time employees are non-exempt and are eligible for ASI's benefits package subject to the terms, conditions, and limitations of each benefit policy.

- **Part-Time Variable Employees:** Part-time variable employees are scheduled to work variable hours for a minimum of a fiscal year. Since the employee's hours are variable or uncertain based on the facts and circumstances on the employee's start date, Part-Time Variable employees are not eligible for ASI benefits except for state and federal mandated benefits.

Part-Time employees do not include Student Assistants (SA), Federal Work Study Student Assistants (FWS), Bridge Student Assistants (BSA), and Non-Resident Alien Student Assistants (NRA) positions.

- **Temporary Employees:** Employees who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project or for a fixed term not to exceed one year. Temporary employees are not eligible for ASI benefits except for state and federal mandated benefits. See exception under Affordable Care Act Applicable Large Employer Shared Responsibility Mandate policy.
- **Seasonal Employees:** Seasonal employees are defined as those hired to work during a specific time of year. A seasonal employee should not exceed 180 days a year. Seasonal employees are not eligible for ASI benefits with the exception of state and federal mandated benefits.
- **Student Employees:** Student employees are considered part-time temporary employees, and are not eligible for benefits with the exception of state and federal mandated benefits. Student employees include Student Assistants (SA), Federal Work Study Student Assistants (FWS), Bridge Student Assistants (BSA), and Non-Resident Alien Student Assistants (NRA) positions. Student employment not only provides students with a means of earning money, it also provides students an opportunity to develop new skills and develop positive work habits which will ensure professional success. Students are expected to consistently execute job responsibilities in a satisfactory manner. Job duties will vary depending on the department and supervisor.
 - **Eligibility:** Student Assistant's must meet the following requirements:
 - **Undergraduate Student:**
 - Enrolled in a minimum of 6 units at California State University, Sacramento
 - Must be eligible to work in the United States
 - Must maintain a minimum 2.0 GPA overall
 - Depending on the sensitivity level of the job, the student assistant may need to complete a background check. If necessary, the background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with ASI.

▪ **Graduate Students:**

- Enrolled in a minimum of 4 units at California State University, Sacramento
- Must be eligible to work in the United States
- Must maintain a minimum 3.0 GPA overall
- Depending on the sensitivity level of the job, the student assistant may need to complete a background check. If necessary, the background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with ASI.

Work Hours:

Student Assistant work hours are to be on average less than 30 hours per workweek (Sunday – Saturday). In applying this threshold, student work hours should be limited to 20 hours per workweek when classes are in session and 40 hours per workweek during school breaks.

International Students can work up to 20 hours per week during the academic year and up to 40 hours per week during the summer and semester breaks with proper clearance.

FICA Exemption – Social Security Tax (FICA) Exemption

Because ASI is an auxiliary organization of Sacramento State, special Social Security Tax (FICA/MEDI) exemptions are available to students who are enrolled at Sacramento State in six (6) semester units for undergraduates and four (4) semester units for graduate students and who work 30 hours or less per week. If you meet these requirements, you will be exempt from FICA/MEDI taxes for the semester. The student FICA exemption applies to student employment which continues during school breaks of five weeks or less, providing the student was eligible for the student FICA exemption on the last day of classes or exams preceding the break and is eligible to enroll in classes for the first academic term following the break. See campus academic calendar dates on <https://catalog.csus.edu/academic-calendar>

Maintaining FICA Eligibility

All students, including recent graduates' status will be verified by Human Resources to ensure FICA exemption requirements are met each semester at the census date determined by campus. Failure to meet the requirements will result in cancellation of FICA exemption.

○ **Post-Graduation**

Student assistants may maintain employment eligibility for 90 days following the date their degree was awarded based on business needs. If there is a business need to extend employment beyond 90 days, it may be done with the approval of

the Executive Director. The supervisor shall submit an Employee Data Change form to Human Resources to process employment separation.

Inactive Status

Employees who are on federal or state protective leave of absence, work-related or non-work-related, will be placed on inactive status.

CLASSIFICATIONS AND COMPENSATION

POLICY 008

ASI shall develop job classifications and compensation ranges that are substantially comparable to Sacramento State and the employment market for positions that are full time. ASI will regularly evaluate the classifications and compensation ranges.

Job classifications shall be included in the job description which is approved by the Executive Director.

An employee's salary within the salary range shall be determined by the qualifications of the employee and availability of funds. Employees in positions with classification ranges shall be paid at least the minimum of the range. Before making an offer of employment, the Department Director shall make a recommendation to the Human Resources and Safety Manager who will consult with Executive Director for approval.

JOB DESCRIPTIONS

POLICY 009

Job descriptions for ASI positions shall be maintained by Human Resources. The job description is used to establish salary levels, as a guide in the performance evaluation process and as a foundation for recruitment and selection should the position become available.

When a new position is created for which there is no job description on file, the Department Director shall work with Human Resources to develop one. The Executive Director must approve all job descriptions. A standard format shall be used in all approved job descriptions.

VOLUNTEER AND UNPAID INTERNSHIP

POLICY 010

This policy provides general guidance within which departments may establish specific procedures pertaining to Volunteers and Unpaid Interns.

Volunteers

Consistent with definitions and guidance from the U.S. Department of Labor, volunteers are “individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay, are not considered employees of the religious, charitable, or similar non-profit organizations that receive their services.”

Volunteers are uncompensated and provide services without the expectation of pay from the volunteer activity and have no assurance or reason to expect that ASI will offer employment following the volunteer period. Volunteers are not eligible for any ASI benefits, state and mandated benefits including unemployment or workers’ compensation benefits.

To ensure that an individual performing volunteer services is not an employee for purposes of the Fair Labor Standards Act (FLSA), all of the following criteria must be satisfied in order for the individual to be approved as a volunteer:

1. A Volunteer Acknowledgement Form must be signed prior to allowing the volunteers to start.
2. The services are intended to be voluntary and to be rendered without compensation.
3. The services must constitute a bona fide effort of the individual to volunteer for humanitarian or public service purpose or for the benefit of education, training or professional experience.
4. Individuals volunteer their time for their own personal motives, without promise or expectation of compensation or employment.
5. Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

Unpaid Interns under the Learning Center Agreement with CSUS

Individuals who wish to volunteer for the purposes of educational or professional interest as part of a formal or informal educational program must meet the following criteria:

1. An Unpaid Internship Agreement shall be completed with the department and approved by Human Resources prior to the start of the internship.
2. The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in an educational environment.
3. The internship experience is for the benefit of the intern.
4. The intern does not displace regular employees, but works under close supervision of existing staff.
5. The employer that provides the training derives no immediate advantage from the activities of the intern and on occasion, its operations may be temporarily impeded.
6. The intern is not entitled to a job at the conclusion of the internship.
7. The employer and the intern understand that the intern is not entitled to wages for the time spent on the internship. Therefore, unpaid interns are prohibited from applying for a paid position and from being hired for a paid position during the internship period.

Department Directors shall ensure practicum and internship duties and hours are kept separate from student employment duties and hours. This condition and all of the factors listed above must be met to ensure that an employment relationship does not exist under the FLSA. Further, the individual is not eligible for any benefits, including unemployment or workers' compensation for the internship and volunteer hours.

Independent Contractor

Any non-ASI employee who contracts to do work according to that individual's own methods and is not subject to the control or direction of ASI as to the means to be employed in doing such work. As a general guide, most all of the following conditions generally apply to an independent contractor:

- The contractor's services are offered to the general public;
- The contractor is clearly in his/her own business with an opportunity for profit or loss;
- The contractor may employ others or may contract work to others;
- Services are paid on a fee or lump sum basis rather than an hourly or weekly rate basis.
- All independent contractors must have a contract/agreement covering the service to be provided, the time period, and the amount to be paid. Independent contractors must provide a social security number or tax identification number and a valid address. The contract/agreement must be signed by the independent contractor and an authorized agent of ASI prior to the start of work. A separate invoice must be filed for each payment. Independent contractors are not ASI employees and are not eligible for ASI, state or federal mandated benefits.

RECRUITMENT AND SELECTION

POLICY 011

It is the policy of ASI to recruit qualified applicants for employment on a fair and equitable basis. Consistent with affirmative action and equal employment opportunity principles, all qualified applicants will be considered for employment in open positions.

Human Resources is responsible for coordinating all stages of the recruitment process to ensure consistency and to meet state and federal compliance. A recruitment plan will be developed to meet the needs of the hiring department and employ the most qualified individual for the position.

When a vacancy occurs, the hiring manager shall coordinate the hiring process with Human Resources. At a minimum, all regular full-time positions must be opened and posted internally for five business days.

New Position

If a department is developing a new position, there must be prior approval by the Executive Director. Human Resources will not take action in filling a new position without said approval.

Human Resources will maintain solicited applications and related materials, including interview notes for all interviewed candidates, for a period of three years unless a challenge to the selection process requires the file be maintained longer.

Offer letters to selected candidates, as well as rejection letters to unsuccessful interviewees, shall be prepared by Human Resources.

Supplemental Questionnaires

All supplement questionnaires and interview questions must be approved by Human Resources.

Internal Applicants and Disciplinary Record

A current employee may apply for an internal position within ASI if they do not have disciplinary action on record within the preceding 12 months. If the employee is selected for an interview, the hiring manager will have the ability to review the most recent performance reviews (going back three years) to assess prior job performance.

Rehires:

Student Assistants whose status are terminated at the end of the semester do not need to reapply to resume employment. To be eligible for rehire the following conditions must be met:

- Must have had a break in service from ASI of no more than 12 months
- Must be in good standing with ASI with no Performance Improvement Plan or disciplinary action in the last 12 months
- Must meet current minimum job requirements
- Must have met or exceeded all performance standards on their last ASI performance evaluation

Documentation needed for eligible rehires: Written documentation of request to return to work with availability and first day they are able to return to work submitted to their supervisor.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with University policy, all job announcements must include the statement below:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at www.csus.edu/police/cleryact.htm. Reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Sacramento State and on public property within or immediately adjacent to and accessible from ASI, during the last three years are included. The report also includes institutional policies concerning campus security, alcohol, and drug use, crime prevention, the reporting of crimes, sexual assault and other safety matters. Print copies are available in the library, and by request from the Office of Public Safety and the Office of the Vice President for Student Affairs.

Disclosure of Required Background Checks for “Sensitive Positions”

In compliance with University policy, all job announcements for “sensitive positions” must include the statement below:

A background check (including a criminal records check) must be completed satisfactorily after a conditional job offer is extended to the applicant. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

BACKGROUND CHECKS

POLICY 012

Full Policy http://www.csus.edu/hr/docs/employment_services/hr2016-08.pdf

Background checks are required for the following Employees/Groups:

- All new hires.
- Rehires after a break in service of twelve (12) months or more, and who has not had a background check within the past 12 months on the same campus subject to the requirements of the position.
- Current employees in positions for which background checks are required by law.
- Student workers and volunteers in positions that require background checks by law.
- Current employees under voluntary consideration for sensitive positions for which background checks are required.
- For sensitive positions designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

Two Categories of Background Checks

Depending on the status of the applicant (new hire or rehire) and the nature of the position, one or more of the following background checks will be conducted.

Required Background Checks

1. **Employment Verification** – Employment relevant to the position will be verified for the previous five (5) years.
2. **Education Verification** – ASI will verify all educational requirements as appropriate to the position, which may include the high school diploma or General Education Development (GED) certificate, and all post-secondary degrees. Official transcripts may be required.
3. **Reference Checks** – ASI will contact current and former employers with a standardized inquiry to verify the applicant's work history and skills. ASI may send an inquiry to the applicant's current employer if the applicant specifically consents, or if an offer is made on such condition.
4. **Criminal Records Checks** – ASI will perform a criminal records check or will have a third party agency conduct this check.
5. **Fingerprinting**- Fingerprinting is required for all employees and volunteers who have direct contact with minor children in a recreational program or camp operated by ASI.

Checks That May Be Done if Job-Related

6. **Credit Report History Check** – California law prohibits an employer from performing a credit on a candidate unless the type of position is listed in CA Labor Code § 1024.5. ASI allows a credit check to be performed if authorized by that provision and determined to be job-related. ASI's review of the applicant's credit report will comply with the requirements of the Consumer Credit Reporting Agencies Act (CCRAA) Civil Code § 1785.1, et seq. ASI may only obtain the credit history report of a candidate for a position that, on the basis of duties,

responsibilities, or access, could affect the institution financially and the individual is applying for or will work in one of the following positions:

- a. Managerial positions.
- b. Positions for which the information contained in the credit report is required by law to be disclosed or obtained.
- c. Positions that involve regular access (for any purpose other than the regular solicitation and processing of credit card applications in a retail establishment) to all of the following types of personal information of any one person: bank or credit card account information, social security number, and date of birth.
- d. Positions in which the person is, or would be a named signatory on the bank or credit card account or authorized to transfer money on behalf the employer.
- e. Positions that involve access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret that (1) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who may obtain economic value from the disclosure or use of the information, and (2) is the subject of an effort that is reasonable under the circumstances to maintain secrecy of the information.
- f. Positions that involve regular access to cash totaling \$10,000 or more of the employer, a customer, or client, during the workday. ASI may not conduct credit checks based on access to lesser amounts.

7. Motor Vehicle Records/Licensing Check ASI will verify that applicants have a valid California or other State driver's license for employees who drive as a part of their university duties. The license must be appropriate to the vehicle operated (automobile, commercial vehicle, machinery or equipment). For positions that require employees to routinely transport students, faculty and/or staff, ASI may require the applicants to authorize the Department of Motor Vehicles to provide a copy of their past driving record.

8. State/National Sexual Offender Registry Check For all employment positions with regular or direct contact with minors, ASI will verify if applicants have been included in any state or federal sexual offender registry. For a national sexual offender registry search, ASI may access the U.S. Department of Justice's website (www.nsopr.gov) and/or the Federal Bureau of Investigation's website (www.fbi.gov/scams-safety/registry).

9. Professional Licensing, Certification, and/or Credential Verification ASI will verify the applicant's professional licenses, certifications, and/or credentials to ensure that they are current and valid for practice. ASI will also assess if any disciplinary action(s) have been taken against the applicant through the licensing board or other appropriate source.

Records Retention

The **Criminal Offender Record Information (CORI)** should be maintained and destroyed no later than the termination of the new hire's employment or two (2) years from rejection due to the Criminal Offender Record Information (CORI) pursuant to Equal Employment Opportunity Commission (EEOC) Regulation 29 CFR § 1602.49. Records pertaining to the new hire should be kept in accordance with EEOC regulations and kept separate from the employee's personnel file. Access to these records will be restricted to a designated Records Custodian, the person authorized to conduct the criminal records check using Live Scan or equivalent. Release of information to unauthorized individuals can result in civil fines and criminal penalties under California Penal Code § 11142 and 11143.

Background Check Coordinator

ASI will identify the individual(s) responsible for all activities involved with the background check process. The person identified will:

- Determine the types of checks to be performed for each job title, based upon the policy and the job responsibilities;
- Ensure consistency in background check processes and decisions;
- Review documentation and forms received from final candidates to ensure completeness;
- Perform background checks, request that a third party vendor conduct the checks, or request that the Records Custodian initiate Live Scan background checks on final candidates;
- Process background check documentation in accordance with this policy
- Notify the hiring manager if the candidate passes the background check;
- Follow Individualized Assessment and Fair Chance Process per the Department of Fair Employment and Housing regulations.
- Maintain confidentiality of background check information.

Individualized Assessment

If the applicant has prior convictions, an "individualized assessment" must first be conducted by Human Resources to determine whether the conviction has a direct and adverse relationship with the specific job duties that justifies denying employment.

Factors to consider in making the individualized assessment:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense or conduct and completion of the sentence; and
- The nature of the job held or sought.

Fair Chance Process

Human Resources is responsible for coordinating the fair chance process for applicants with criminal convictions.

If an applicant has criminal conviction/s, and the conviction disqualifies the applicant because the position for which the applicant has applied is considered a sensitive position as defined by California State University, two separate written notices will be required.

First, any preliminary decision not to hire the applicant because of a conviction history requires a written notice to the applicant who must be given the opportunity to respond. All responses must be considered. The written notice to the applicant must contain all of the following:

- a. The identity of the disqualifying conviction(s) that are the basis for the preliminary decision to rescind the conditional job offer. ASI through Human Resources has the option, but is not required, to provide an explanation for the preliminary decision;
- b. A copy of the conviction history report, if any;
- c. An explanation of the applicant's right to respond to the notice before a final decision is made;
- d. The deadline for the applicant's response (must provide at least five business days); and
- e. An explanation informing the applicant that the response can include evidence challenging the accuracy of the conviction history report and/or evidence of rehabilitation or mitigating circumstances.

Second, if a final decision is made not to hire the applicant based in whole or in part on the conviction history, ASI through Human Resources must again give written notice to the applicant. The following must be included in ASI's final determination notice:

- a. The final denial or disqualification. ASI may provide an explanation for the final decision, but it is not required.
- b. Any existing procedure the employer has for the applicant to challenge the decision or request reconsideration.
- c. The applicant's right to file a complaint with the Department of Fair Employment and Housing.

NEW EMPLOYEE ORIENTATION

POLICY 013

New employee orientation is designed to introduce new hires on their start date to ASI's mission, programs, policies, and operating procedures. New hires may not start work or complete any required training until after the new hire is on active status on Dayforce.

All newly hired regular full-time, part-time and student employees shall complete new hire orientation with Human Resources and with their department supervisor or manager.

EMPLOYMENT OF MINORS

POLICY 014

If it is necessary to employ a minor (under the age of 18, but at least 16 years of age, who has not completed high school), proof of age and a valid work permit submitted to Human Resources (even during summer) are required. The documents must be presented before the first day of work.

EMPLOYMENT OF RELATIVES

POLICY 015

There shall be no bars to the employment of close relatives in the same or different departments, so long as the following standard is met: No ASI employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, retention, compensation, promotion, termination, other employment status or interest of a close relative.

ASI defines “relatives” as an employee’s or an ASI Board of Director (voting) member’s spouse, registered domestic partner, child(ren), siblings, parents, in-laws, step-relatives, legal guardians, grandparents, grandchild(ren), aunts, uncles, member of the immediate household; or that of the employee or voting Board member’s spouse. Present employees who marry or become registered domestic partners shall notify Human Resources to ensure that no conflict of interest exists .

Employment of Relatives: Voting Board of Director member’s or current employee’s “relatives” may be employed within the same department, division, or facility only when all the following criteria are met:

1. Such employment does not adversely affect safety, morale, security or supervision, and
2. Such “relatives” neither initiate nor participate in making decisions which would directly affect employment status of their spouses or relatives. These decisions include, but are not limited to, selection, appointment, retention, tenure, work assignments, promotion, demotion, or salary. ASI may prohibit assignment or reassign “relatives” if, in its sole discretion, it finds that any of the above criteria is not met.
3. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

If the criteria is not met, one of the “relatives” must change jobs or terminate his or her employment with ASI. The two employees will make a decision within 30 days of the event causing them to become “relatives” as to which of them will change positions or employment. If this decision is not made within 30 days, the employee with the least seniority (based upon his or her total time as an ASI employee) shall be transferred or terminated.

If both employees have the same seniority, ASI’s decision on which employee must be transferred or terminated will be based upon the necessity of operating ASI in an efficient manner. If the Executive Director determines that an overriding business necessity requires the transfer or termination of one particular employee, that overriding necessity shall supersede the foregoing system.

BREAK IN SERVICE

POLICY 016

ASI will give service credit to employees previously employed by ASI, provided the break in service does not exceed **12 months**. Specific provisions of the benefit plans will apply for purposes of eligibility.

MANDATED BENEFITS & LEAVES OF ABSENCE

CA PAID SICK LEAVE HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014

POLICY 020

Eligibility Employees regularly scheduled for at least 30 days of work are eligible to earn sick leave benefits.

Accrual

- **Full-Time Exempt employees** that are exempt under the administrative, executive or professional exemption deemed to work 80 hours per pay period shall accrue up to 3.7 hours per pay period. There is no limit on accrual of sick leave benefits for this category. Sick leave benefits are available for use once they have been accrued.
- **Full-Time Hourly and Part-Time Benefited employees** who earn sick leave do so on a prorated basis at a rate of 3.7 hours of sick leave per 80 hours per pay period. There is no limit on accrual of sick leave benefits for these categories. Sick leave benefits are available for use once they have been accrued.
- **Part-time, Student, Seasonal, Temporary** non-benefitted employees and all other at-will employees anticipated to work for 30 or more days earn one hour of paid sick leave for each thirty hours worked and may not exceed a maximum of 48 hours (or six days) of accrued sick leave. If an employee reaches this cap, no further paid sick days will accrue until the employee falls below the cap. Beginning on the 90th day of employment employees may use up to a maximum of 24 hours (three days) in each calendar year of employment.

Qualifying Reasons for Paid Sick Leave

Paid sick time is used for the following reasons:

- Diagnosis, care, or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee has covered family member. This includes doctor appointments
- For certain specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a **covered family member** includes:

- A child defined as a biological, foster, or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A “child” also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A “parent” defined as a biological, foster, or adoptive parent; a stepparent; or a legal guardian of an employee or the employee’s spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse or a registered domestic partner, grandparent, grandchild and sibling.

Increments

Employees must use paid sick leave in minimum increments of 1 hour. Exempt employee must take sick leave benefits in increments of no less than one working day.

Attendance and Sick Leave

Absences covered by CA paid sick leave are excused absences and do not count against the employee's attendance. The number of sick leave hours credited to an employee indicates a benefit granted and does not establish a guideline for acceptable attendance.

PROCEDURE

These guidelines will be followed by supervisors in administering sick leave:

- **Maintenance of Contact:** During a period of sick leave, an employee is expected to maintain regular contact with the supervisor, or make other suitable arrangements, in order for the supervisor to know the employee's estimated date of return to work. For absences of three days or longer, the supervisor will notify Human Resources of the employee's estimated date of return to work.
- **Doctor and Dentist Appointments:** Employees are expected to schedule these appointments to minimally impact their work or work area.
- **Holiday Pay:** If a paid holiday occurs while an employee is on paid sick leave, the employee will receive holiday pay for that day, not sick leave pay.
- **Overtime:** Paid sick leave shall not count as time worked for overtime purposes.
- **Request for Leave:** If the need for time off is foreseeable, employees must provide reasonable advance notice. If the need for time off is not foreseeable, employees must provide notice of the need for leave as soon as practicable. An employee is not required to search for or find a replacement worker for the time taken as sick leave.
- **Work Restrictions:** It is the responsibility of the employee to notify Human Resources of any work restrictions prior to returning to work to ensure that ASI can accommodate the employee's restrictions. The employee must provide a Work Status Report with information on work restriction and the period of restriction.

CIVIL AIR PATROL LEAVE

POLICY 021

Employees with more than 90 days of service may take unpaid time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of unpaid leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by ASI.

DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE AND ACCOMMODATION POLICY 022

Employees who are victims of domestic violence, sexual assault, and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

Employees may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact Human Resources immediately.

Employees who are victims of domestic violence, sexual assault, or stalking and need a reasonable accommodation for their safety at work should contact Human Resources at 916.278.5484 and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, ASI will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. ASI may request recertification every six months from the date of the previous certification. You should notify ASI if an approved accommodation is no longer needed.

ASI will engage in an interactive process with the employee to identify possible accommodations, if any that are effective and will make reasonable accommodations unless an undue hardship will result.

ASI will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

DOMESTIC VIOLENCE, SEXUAL ASSAULT or STALKING LEAVE FOR TREATMENT **POLICY 023**

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact Human Resources and your supervisor.

ASI will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

FAMILY AND MEDICAL LEAVE ACT (FMLA) AND CA FAMILY RIGHTS ACT (CFRA) POLICY 024

California's California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA) provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with ASI for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- You are employed at a work site where there are 50 or more employees within a 75-mile radius.
- FMLA/CFRA leave run concurrent except as otherwise indicated below. Leave may be taken for one or more of the following reasons:
 - The birth of your child, or placement of a child with you for adoption or foster care (FMLA/CFRA);
 - Incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
 - Your serious health condition that makes you unable to perform your job (FMLA/CFRA);
 - To care for your spouse, child or parent who has a serious health condition (FMLA/CFRA);
 - To care for your registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact the Human Resources and Safety Manager.

12 Month Period Defined and Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in a 12-month period. "A rolling 12-month period measured backward" from the date an employee uses any FMLA leave. No carryover of unused leave from one 12-month period to the next 12-month period is permitted. Contact Human Resources for more information.

Exception: For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (CFRA). However, time off because of pregnancy disability, childbirth, or related medical condition does count as family and medical leave under federal law (FMLA). Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL).

Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, the employee may apply for leave under the CFRA, for purposes of baby bonding, if eligible.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, ASI will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. ASI may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

1. Please contact Human Resources and Safety Manager as soon as you realize the need for family/medical leave. For all foreseeable leave based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, an employee must notify ASI at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of ASI. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
2. For unforeseeable leave of absence involving emergency circumstances where the employee cannot provide 30 days' notice, ASI must be informed as soon as is practical.
3. If the FMLA/CFRA request is made because of your own serious health condition, ASI may require, at its expense, a second opinion from a health care provider that ASI chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by ASI.
4. If the second opinion differs from the first opinion, ASI may require you, at ASI's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and ASI.

Medical Certification

ASI requires you to provide medical certification. You will have 15 calendar days from ASI's request for certification to provide it to ASI, unless it is not practicable to do so. ASI may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks, you need additional leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, ASI may delay approval of the leave, or continuation thereof, until certification is received.

If certification is never received, the leave may not be considered family and medical leave, therefore the absence is unexcused.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If your serious health condition is the reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.
- If the employee is absent because of your own serious health condition, ASI will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work certificate from your health care provider will result in denial of reinstatement until the certificate is obtained.

Both Parents Employed with ASI

When both parents are employed by ASI, and request simultaneous leave for the birth or placement for adoption or foster care of a child, ASI will not grant more than a total of 12 workweeks family/medical leave for this reason.

JURY DUTY AND WITNESS LEAVE

POLICY 025

Any full-time regular employee who is summoned for jury service or to serve on jury duty will be excused from work and compensated for the difference between the amount the employee receives to appear for jury service or jury duty and the regular straight time wage or salary for up to 30 days in a twelve-month period. This applies to regular or grand jury duty.

If an employee is not a defendant, plaintiff, or otherwise interested party to a lawsuit, ASI will grant time off with pay to appear in court.

- The employee shall provide the supervisor with a copy of the jury or witness summons as soon as possible after receiving notification.

If the employee is released from duty so that the employee can still work at least one half of the regular work shift, the employee is required to report to work.

- The employee is required to provide their supervisor with evidence of jury service performed.
- The supervisor shall then attach the proof to the employee's timesheet or absence request.

LACTATION ACCOMODATION

POLICY 026

ASI accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for the employee's child, subject to exception allowed under applicable law.

Employees who need a lactation accommodation will be provided with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor or Human Resources to request accommodations.

Break Time

Break Time is defined as a "net" fifteen minutes, which means that the rest period begins when the employee reaches an area away from the work area that is appropriate for rest. The break time shall, if possible, run concurrently with any break time already provided to the employee. **If the break time exceeds fifteen minutes, the employee shall notify their supervisor of time taken in excess of fifteen minutes.**

Note: Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. In this instance, the employee shall clock out to start the break and clock in upon return.

Penalty

If an employer fails to provide an employee a break time in accordance with an applicable laws, the employer shall pay the employee one additional hour of pay at the employee's regular rate of pay for each workday that the rest period is not provided.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

MILITARY LEAVE OF ABSENCE

POLICY 027

ASI will grant eligible employees military leave as required by applicable state and federal law. State and federal requirement for military leave vary based on a variety of factors. Any employee who requires a military leave must supply Human Resources with all requested information including branch of service, reason for leave, military status, and anticipated duration of leave requested.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered service member. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of “serious injury or illness” for current service members and veterans are different from the FMLA definition of “serious health condition.”

Health and Benefit Plans

If you are taking family medical leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. ASI will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, ASI may recover premiums paid to maintain health coverage if you fail to return to work following family/medical leave. Your co-payment is due when it would be made by payroll deduction.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. Payment is due when it would be made by payroll deduction.

Reinstatement

Under most circumstances, upon return from family/medical leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to ASI's operations;
- The employee is notified of ASI's intent to refuse reinstatement at the time ASI determines the refusal is necessary;
- If leave has already begun, ASI gives the employee a reasonable opportunity to return to work following the notice described previously.

Pay During Leave

Employees may choose to use accrued sick, vacation, personal time, and/or parental leave pay (if eligible) to cover absences while on leave. Sick and vacation will not accrue and personal time will not be given while an employee is on leave; however, employees will be paid for holidays that occur during leave if the employee has requested to receive pay as described above.

There are instances where holidays occur throughout the year but are not observed on the day the holiday occurs. These holidays which include Admissions Day, Columbus Day & Indigenous Peoples' Day, Lincoln's Birthday, and Washington's Birthday, are applied to other days in the year as listed in the Holiday Schedule that is published at the beginning of each calendar year. If an employee is listed as "active" and eligible at the time these holidays occur and is still employed by ASI, they will be paid the holiday in accordance with the Holiday Schedule.

If an employee was listed as "active" and eligible at the time these holidays occur and is still employed by ASI, but on a paid leave of absence, they will receive pay for the holiday. They may choose to use that holiday pay during the day it is observed or during another day in their leave.

NOTE: If an employee is receiving pay from ASI while on leave, it will be their responsibility to notify Employment Development Department (EDD) to ensure they are not being overpaid while there is a coordination of benefits.

Use of Accrued Leave

Accrued sick leave may be used during FMLA/CFRA leave for the employee's own serious health condition or to attend to the illness of a child, parent or spouse of the employee. Vacation, personal holidays, or well leave may be used for any family/medical leave qualifying event.

Time Accrual

Employees on FMLA/CFRA leave will not continue to accrue vacation and sick during leave but will be paid for holidays while on leave if using sick, vacation and/or personal time.

Intermittent Leave

You may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for your serious health condition or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes. See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

ORGAN AND BONE MARROW DONOR LEAVE

POLICY 028

Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, the employees will maintain any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

PAID FAMILY LEAVE WAGE REPLACEMENT

POLICY 029

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll /deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to six weeks when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

PREGNANCY DISABILITY LEAVE

POLICY 030

California provides up to four months (88 working days) of Pregnancy Disability Leave (PDL) for women who become disabled due to pregnancy. There is no length of service requirement to be eligible for PDL.

Leave of Absence

Employees who need to take pregnancy disability leave must inform their supervisors and human resources when leave is expected to begin and how long it will likely last by having their health care practitioner complete a "*Medical Certification Form*". If the need for leave is foreseeable, employees must provide notification at least 30 days before the leave is to begin. If 30 days' advance notice is not possible, notice must be given as soon as practical. Pregnancy leave begins when ordered by the employee's health care provider. The reasons may include morning sickness, prenatal visits, complications, recovery, etc.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in 15-minute increments.

Compensation

Pregnancy disability leave is unpaid; however, employees are entitled to file for State Disability Insurance (SDI) through the Employment Development Department. There is a one-week waiting period before benefits begin. Employees may coordinate accrued sick leave with their disability income so that SDI and sick leave payments do not exceed 100% of compensation. Employees may also use accrued vacation or personal leave. Please contact Human Resources to coordinate SDI with paid leave time.

Benefits

ASI will maintain group health insurance coverage while employees are on PDL (if such insurance was provided before the leave was taken) under the same terms as if the employee continued to work. The employee will be notified if the health insurance costs and coverage changes during insurance renewal periods effective July 1; however, the employee is still responsible for making their "employee" contribution to benefits while on leave. Human Resources will provide the employee with these costs. Payment arrangements can be made with prior approval from Human Resources.

Pay During Leave

Employees may choose to use accrued sick, vacation, personal time, and/or parental leave pay (if eligible) to cover absences while on leave. Sick and vacation will not accrue and personal time will not be given while an employee is on leave; however, employees will be paid for holidays that occur during leave if the employee has requested to receive pay as described above.

There are instances where holidays occur throughout the year but are not observed on the day the holiday occurs. These holidays which include Admissions Day, Columbus Day & Indigenous Peoples' Day, Lincoln's Birthday, and Washington's Birthday, are applied to other days in the year as listed in the Holiday Schedule that is published at the beginning of each calendar year.

If an employee is listed as “active” and eligible at the time these holidays occur and is still employed by ASI, they will be paid the holiday in accordance with the Holiday Schedule. If an employee was listed as “active” and eligible at the time these holidays occur and is still employed by ASI, but on a *paid* leave of absence, they will receive pay for the holiday. They may choose to use that holiday pay during the day it is observed or during another day in their leave.

NOTE: If an employee is receiving pay from ASI while on leave, it will be their responsibility to notify the California State Disability to ensure they are not being overpaid while there is a coordination of benefits.

Return to Work and Modified Duty

Under most circumstances, upon submission of a medical release to return to work, an employee will be reinstated to the same or comparable position. An employee returning from pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

The employee’s work assignment may be changed if necessary to protect the health and safety of the employee and her child. To return to work on modified duty assignment, the employee must provide a *Certification of Physician or Practitioner for Transfer Due to Pregnancy Disability* form completed by the employee’s health care practitioner.

Contact Human Resources if you have questions.

SCHOOL APPEARANCES INVOLVING SUSPENSION OR EXPULSION POLICY 031

If an employee who is the parent or guardian of a child facing suspension or expulsion from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work.

In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose. Time taken is unpaid time. Employees may use personal/vacation time.

SCHOOL AND CHILD CARE ACTIVITIES LEAVE

POLICY 032

In accordance to California Labor Code Section 230.8, employees are permitted to participate in the school or child care activities of their child(ren). The unpaid time off is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described cannot exceed eight hours in any calendar month of the year or exceed 40 hours for the year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence.

STATE DISABILITY INSURANCE (SDI)

POLICY 033

The SDI program is a state-mandated, **partial wage replacement insurance plan** for California employees. SDI is not a leave of absence.

SDI provides short-term, financial benefits to eligible employees who suffer a loss of wages when unable to work due to a non-work-related illness or injury or when medically disabled due to pregnancy or childbirth.

TIME OFF FOR VOTING

POLICY 034

Under the Elections Code Sections 14000, if an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

UNEMPLOYMENT INSURANCE

POLICY 035

In the event that a former ASI employee applies for unemployment insurance from the State of California Employment Development Department (EDD), ASI Human Resources shall respond to the inquiry through ASI's authorized claims representative within the required time period. Claims filed by employees who have voluntarily quit or been terminated for cause or who may be otherwise ineligible for benefits may be contested by ASI.

VICTIMS OF CRIME LEAVE

POLICY 036

An employee who themselves is a victim of a serious crime or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving the rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child, or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact Human Resources.

VOLUNTEER CIVIL SERVICE PERSONNEL

POLICY 037

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training.

Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

If you are an official volunteer firefighter, reserve peace officer, or emergency rescue personnel, please alert your supervisor if you have training. Volunteer firefighters, reserve peace officers, and emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement, or emergency rescue training.

WORKERS' COMPENSATION/SAFETY

POLICY 038

Workers' compensation is insurance that ASI is required by law to carry to assist employees in the event that they are injured on the job or become ill due to their job.

ASI shall maintain an effective Injury and Illness Prevention Program (IIPP). ASI employees are entitled to:

- Information posted in each department stating the name of the current Workers' Compensation carrier and the designated medical facility.
- Know the name of the person in each department who is a member of the Safety Committee;
- Have a system that ensures employees comply with safe and healthy work practices;
- Participate in a communications system that is readily understandable by all employees and encourages all employees to report safety or health hazards in the work environment without fear of reprisal. The communications system shall include periodic meetings, training programs, postings, written communications, and the right to notify ASI President, any other ASI Board member, or ASI Executive Director about safety or health hazards in the work environment without fear of reprisal;

Procedures

In the event of a work-related injury or illness, the employee is required to immediately notify their supervisor, manager, or Human Resources so the employee receives timely and proper treatment. The notification shall be no later than within twenty-four (24) hours of the occurrence of the incident. The employee shall be provided with the necessary first aid or medical treatment. The necessary forms that need to be completed are saved on the S Shared drive S:\HUMAN RESOURCES\Safety and WC\Reporting Accidents or Injuries.

1. Be sure that First Aid is given if needed. Wear proper protection such as gloves. In incidents with blood or other bodily fluid exposure, follow Blood borne Pathogens procedure to avoid contamination
2. Discuss with the injured employee whether the first aid is adequate or further treatment is necessary.
 - a. If the patient thinks further treatment is needed, go to Step #3.
 - b. If you think the patient needs further treatment, go to Step #3.
 - c. If you both agree that first aid is all that was needed, do not go to Step #3.
3. If emergency transport is not necessary, yet you think the employee needs further treatment or assessment, see that the injured employee is seen at Kaiser Occupational Health on Morse Avenue or at US Healthworks at 1675 Alhambra Blvd. Suite B. You or the employee should call ahead for an appointment and identify yourself as an ASI's employee. A supervisor shall accompany or transport the employee if necessary. Call Kaiser Occupational Health on Morse Avenue at 916-973-5499 to make an appointment or US Healthworks at 916-451-4580.
4. Give the form called "[Open 2nd-Workers Compensation Claim Form](#)" to the employee to complete the top section and sign. The supervisor completes the bottom section and gives a copy to the employee within ONE DAY. The form must be faxed to Human

Resources at (916)278-4032 within ONE DAY. Human Resources will Fax the information to Sedgwick Risk Services the same day. If Human Resources is not available, fax the *Workers Compensation Claim Form* directly to Sedgwick Risk Services at 916-851-8079.

5. Next, complete the form called "[Open 3rd- Employers Report of Occup Injury](#)" even if you have not received the *Workers Compensation Claim Form*. Follow up with the employee for completion of the "*Workers' Compensation Claim Form*". The form must be faxed to Human Resources at (916)278-4032 within ONE DAY. Human Resources will Fax the information to Sedgwick Risk Services the same day. If Human Resources is not available, fax the *Workers Compensation Claim Form* directly to Sedgwick Risk Services at 916-851-8079.

6. Do not permit the employee to return to work without an Industrial Work Status report from Kaiser or US Healthworks. The Industrial Work Status report will indicate work restrictions/modified duty if applicable. The direct Supervisor must ensure all restrictions are followed. ASI will accommodate modified duty requirements whenever possible.

7. VERY IMPORTANT —“If there is a serious injury or illness which requires patient hospitalization for a period in excess of 24 hours for OTHER THAN MEDICAL OBSERVATION or the employee suffers loss of a member, disfigurement or DEATH, notify Human Resources at 916.272.5484. The incident is must be reported immediately to 1-800-321-OSHA or (916) 263-2800.”

It is the employee's responsibility to update their manager or the Human Resources & Safety Manager on their status and/or restrictions.

Compensation

Employees are paid for their initial doctor's visit but not to exceed the scheduled work hours. Employees should do their best to schedule appointments around lunchtime or at the beginning or end of the day. On the day of treatment, employees should clock out to attend their appointment.

Personal Injuries/Illnesses

It is the employee's responsibility to notify their manager or the Human Resources and Safety Manager of any injuries or illnesses that would affect their ability to reasonably perform the essential functions of their position. This also includes being prescribed a medication that could impair the ability to perform the essential functions of the job or create an unsafe circumstance. It is not necessary for the employee to disclose their diagnosis or prescription, it is only necessary to inform their manager or the Human Resources and Safety Manager of such instances.

ASI BENEFITS

HEALTH AND WELFARE BENEFITS

POLICY 051

ASI makes health and welfare benefits available to eligible employees. Benefits currently provided are:

- Medical (includes vision)
- Dental
- Life Insurance (full-time only)
- Long Term Disability (full-time only)
- Accidental Death and Dismemberment (full-time only)

ASI reserves the right to make changes to the health and welfare benefits provided to employees. Human Resources will provide adequate notice to affected employees.

Eligibility

- **Full-time** – employees regularly scheduled to work at least 40 hours per week for at least a fiscal year are eligible for ASI benefits.
- **Part-time** – employees regularly scheduled to work between 30-39 hours per week for at least a fiscal year are eligible for ASI benefits.

Grandfather provision: A Part-Time employee hired prior to June 30, 2018 and covered by ASI benefits shall maintain their ASI benefits provided the employee works a weekly average between 21 – 29 hours. The grandfather provision does not apply to Student Employees.

Open Enrollment

Open enrollment is offered annually.

Qualifying Events

Changes, additions, or deletions made outside of ASI open enrollment period must be the result of a qualified status change. **Changes must be completed within 30 days of the qualifying event.**

Qualified Status Changes

- Marriage
- Loss of other “group” coverage
- Divorce or death
- Change to spouse’s employment status
- For specific questions related to status changes and eligibility, contact Human Resources.

Any premium payments to be made by the employee shall be made by payroll deduction. A written payroll deduction agreement will be required.

Specific coverage and eligibility requirements for employees and dependents and the restrictions, exclusions, and deductibles are determined by the criteria established by the insurance provider and described in the specific plan document.

AFFORDABLE CARE ACT MANDATE

Variable Hour Employee

Under ACA, an employee is a variable hour employee if ASI cannot determine whether the employee is reasonably expected to work an average of at least 30 hours per week during the initial measurement period because the employee's hours are variable or uncertain based on the facts and circumstances on the employee's start date.

Employees hired to work under 30 hours for a minimum of a fiscal year are examples of Variable Hour Employee for purpose of health care benefit eligibility.

Temporary Employees

Temporary employees hired between 7 – 12 months are eligible for medical plan coverage from hire date. Therefore, hiring managers must determine the length of service when filling the temporary position. If the anticipated length of service is 6 months or under, the employee is considered a seasonal employee.

MEASUREMENT PERIOD AND STABILITY PERIOD

Measurement Period – The measurement period or look-back period is the length of time an employer must evaluate the hours of variable hour employees to determine whether they are eligible for health coverage in the upcoming coverage year. Initial measurement period begins on the employee's start date and the look-back at hours worked is 12 months to determine if an employee averaged at least 30 hours per week during that period.

Stability Period is a 12-month designated period during which ASI must offer coverage to all individuals identified as full-time employees during the measurement period, regardless of hours worked during the stability period.

During the stability period, employees are locked into full or part-time status based on the hours of service determined during the initial or standard measurement period, regardless of how many hours the employees work during the stability period. Once it has been determined that these employees are full-time employees, they must remain eligible for coverage for the entire stability period.

ASI PARENTAL LEAVE PAY

POLICY 052

ASI full-time, benefitted employees hired May 1, 2016 or after, are entitled to four weeks (20 days/160 hours) paid parental leave for the birth or placement of an adopted child. To be eligible, employees must have at least 12 months of service prior to the first day of leave and have worked full-time during the previous 12-month period.

Paid parental leave may be taken consecutively or intermittently within twelve (12) months from the birth or placement of an adopted child. Parental leave shall run concurrently with family/medical leave and is, therefore, subject to the requirements of those provisions. The proposed schedule for intermittent leave must have prior approval by the Department Director. Parental Leave must be taken in a minimum of one day (8 hour) increments.

Grandfather provision:

Employees hired prior to the May 1, 2016 who are in continuous employment with ASI, will be grandfathered into Policy 465, Revised June 1, 2004, specifics as follows:

ASI benefitted employees are entitled to six weeks (30 days/240 hours) paid parental leave for the birth or placement of an adopted child. To be eligible, employees must have at least 12 months of service prior to the first day of leave and have worked full-time (31-40 hours per week) during the previous 12-month period.

The remaining policy uniformly applies to eligible employees (as defined above) hired prior to, on, and after May 1, 2016:

If the employee is covered by ASI health benefits, the employee is entitled to the continuation of the group health insurance coverage during FMLA leave on the same terms as if he or she had continued to work. The employee must continue to make any normal contributions to the cost of the health insurance premiums.

BEREAVEMENT LEAVE

POLICY 053

Full and part-time benefitted employees are eligible for paid bereavement leave as follows:

- Death in the employees the employee's Qualifying Family – Five (5) days of paid leave
- Death in further removed family – Three (3) days of paid leave

Qualifying Family member is defined as the employee's spouse, registered domestic partner, children, parents, siblings, in-laws, legal guardians, grandparents, grandchildren, great-grandparents or members of the immediate household.

Any days taken beyond those granted may use sick, personal or vacation.

An employee who finds it necessary to use bereavement leave should notify their supervisor as soon as possible and submit an absence request. The time sheet should reflect the total number of hours regularly scheduled and be noted as bereavement leave.

CATASTROPHIC LEAVE DONATION PROGRAM

POLICY 054

The Catastrophic Leave policy allows for employees who have exhausted all forms of paid leave to receive donations of leave from fellow employees.

Eligibility

The employee must have exhausted their own vacation, sick and personal leave benefit. The employee must be totally incapacitated due to a personal catastrophic illness or injury. Family illnesses that are deemed catastrophic, requiring an employee to be absent to care for an immediate family member, are also eligible for the ASI Catastrophic Leave Donation Program. A medical certification shall be provided to Human Resources.

Immediate Family Member includes: Employee's spouse or registered domestic partner, parents, grandparents, great-grandparents, children, grandchildren and siblings (may be biological, adopted, foster, or step).

Catastrophic Leave donations

To donate Catastrophic Leave Credits, complete a Catastrophic Leave Donor Form and submit to Human Resources.

Donating Leave

Any ASI employee who accrues sick leave credits may voluntarily donate up to 16 hours of sick leave in one-hour increments per fiscal year to an employee who has been approved for catastrophic leave. Donations are irrevocable. If a recipient employee returns to work earlier than expected, the remaining balance of donated time shall be returned to the donors on a prorated basis. The employee may donate sick leave one time per a 12-month period to a qualifying employee who has requested catastrophic leave donations.

The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly rate of pay for a period of up to three months. Donated leave credits is used to supplement CA's State Disability and/or Paid Family Leave payments upon the application for these benefits(s) by an eligible employee.

EDUCATIONAL ASSISTANCE

POLICY 055

ASI supports the personal and professional growth of its employees. ASI shall provide educational assistance, within ASI's budgetary constraints, to eligible employees who wish to pursue an undergraduate degree in any field, or a graduate degree applicable to their current or future jobs, or take coursework applicable to their jobs or future ASI positions.

Eligibility

Only full-time regular employees are eligible for educational assistance. Temporary full-time employees (40-hour week schedules) are not eligible for educational assistance. ASI must employ full-time employees for no less than twelve consecutive months prior to the first day of class covered by educational assistance.

Course Requirements

Educational assistance may be used at California State University, Sacramento or in the Los Rios Community College District. If employees desire to enter degree programs that are not offered at Sacramento State or the Los Rios Community College District, they may be eligible for educational assistance with prior approval from the Executive Director.

Work Release

Employees are entitled to three unpaid hours of work-release time per week to attend class. Any time in excess of three hours, non-exempt employees shall either arrange to take the course during non-scheduled work time or have the option to request Make Up Time for missed time or use accrued vacation/personal leave. The supervisor must approve any time off work to attend class. ASI has the right to deny time off to attend class during the regular workday if it interferes with ASI's business or with employees' abilities to perform the essential functions of their jobs.

Application

To apply for educational assistance, interested employees must complete and submit a *Request for Educational Assistance* Form (available in Human Resources and in Shared Files) to their Department Director. The form is then returned to Human Resources to be submitted to the Executive Director for final approval. Approval is also based on the availability of funds. The deadline to apply is 15 days prior to the start of each semester.

Payment

Upon approval, reimbursement payment will be made payable to the employee after providing evidence of earning a C- or better and providing receipt of payment made to the educational institution. Approval for educational assistance must be granted **prior** to beginning the course, however, reimbursement shall not be made until the course is successfully completed and the above-mentioned documentation is received by human resources. Grades and receipts should be provided no later than 30 days after the semester ends.

Available funds shall be equally divided amongst all approved applicants, but shall not exceed the prevailing fees for a part-time (1-6 units) undergraduate/graduate rate at Sac State.

Employees who receive an incomplete grade have up to one year to complete the course and earning a passing grade in order to be reimbursed.

EMPLOYEE PRIVILEGES

POLICY 056

Full-time and part-time benefitted employees are typically entitled to a 20 percent discount off general public fees for specific items and services at each department. A specific list is below:

Aquatic Center – discount applies to programs, classes, rentals, and camps. Discount does not apply to retail or membership services, Adventure, Paddle, Wakeboard, Waterski and PWC Camps.

Business Office – discount applies to cap and gown purchases. Discount does not apply to any items or services outside of cap and gown sales.

Children's Center – discount applies to total cost of services. Contact the Children's Center for details.

Peak Adventures – discount applies to trips, rentals, retail items, camps, and events located at the Challenge Center. Discount does not apply to bike services or bike lockers.

Employees who work in specific departments may have additional discounts for services and products within that department. See the department supervisor or manager for additional details.

If an eligible employee is a student, they may pay either the student rate **or** the discounted rate; only one discount will be applied, not both.

Federal Work Study and part-time non-benefitted employees are not eligible for employee discounts.

All non-student employees of ASI shall be entitled to use the services of ASI legal services attorney, as scheduling and funding permits. Students shall have first priority for scheduling appointments with the attorney. Legal advice may not be sought from ASI legal services attorney on any matter, which could result in a complaint, claim, or litigation against ASI.

Full-time and part-time non-student regular employees are eligible for staff One Cards (first card paid for by ASI), staff parking permits (purchased by employee), staff SacLink accounts, notary services, and laptop rentals. Any exceptions must be approved by Human Resources upon consultation with the Executive Director.

All privileges conclude immediately upon separation of employment with ASI.

FLEX CREDIT

POLICY 057

ASI offers the Flex Credit Plan to help you tailor your benefits package to meet your needs. Full-Time employees who have medical and/or dental coverage outside of ASI are eligible for cash in lieu of ASI coverage, allowing you to receive only the coverages you and your family need.

Flex Credit is an optional benefit plan that allows you to waive medical and/or dental insurance coverage in exchange for cash. If you waive medical and/or dental insurance coverage, you will receive additional cash in your paycheck each month. The Flex Credit payment is treated as taxable income and will be subject to the same payroll taxes (i.e., federal, state, Social Security, Medicare) as regular salary. **However, Flex Credit will not be considered compensation for retirement purposes.** The additional cash income will be reported as income on Form W-2 for the year you receive it. You should ensure your medical and dental needs are met before you choose the Flex Credit Plan. If you decide to waive ASI medical and/or dental coverage, you will be required to provide proof of coverage of medical and dental non-ASI coverage.

Under the Federal Patient Protection and Affordable Care Act (ACA), the IRS has recently prohibited employers from offering cash to employees who choose to waive employer-sponsored medical coverage and enroll in "individual" medical coverage. Employees who are enrolled in individual medical coverage, such as Tricare, Medicare, Medi-Cal, and Covered California, are not eligible to receive cash in lieu of other medical coverage even if the coverage provides minimum value. These requirements do not apply to dental coverage.

Flex Credit Plan Eligibility

- You are a full-time active employee.
- You meet the eligibility requirements for ASI medical and dental benefits.
- You have other, non-ASI medical and/or dental coverage through an individual policy, private group coverage, or coverage related to employment outside ASI system.

HOLIDAYS

POLICY 058

This policy applies to all ASI *benefit eligible* employees.

ASI will generally follow the calendar of holidays established by the University's academic calendar, which normally observes 13 paid holidays.

A calendar of observed holidays shall be approved by the Executive Director and posted in each department annually.

If a holiday falls during an eligible employee's scheduled vacation, no vacation deduction will be made for the holiday.

Full-time and eligible part-time employees shall be paid for the hours regularly scheduled to work on the day of the week the holiday is observed.

Non-exempt employees who are required by their supervisor to work on an observed holiday will be paid for the actual hours worked at their regular base rate plus the holiday pay at the regular rate of pay.

If benefitted non-exempt employee works less than the hours regularly scheduled, the balance of the hours shall be paid at the employee's regular rate of pay. For example, if an employee is regularly scheduled to work from 8 a.m. to 5 p.m. and they are required to work on an observed holiday from 8 a.m. to noon; the employee will be paid 2 times their regular base rate from 8 a.m. to noon and at their regular rate from 1 p.m. to 5 p.m. Overtime hours worked on an observed holiday shall be paid at 1.5 times the holiday rate noted above.

For holiday pay for non-benefitted employees, please consult with your Department Director or Human Resources.

Holiday Pay during Leave or Absences

Benefitted employees who are on a leave of absence when a holiday occurs and/or is observed will be paid for the holiday if they are being paid through the use of sick, vacation, personal time or parental leave pay (if eligible), also known as a *paid* leave of absence.

Benefitted employees who are not working on the last scheduled workday proceeding a holiday will not be eligible for holiday pay unless they are using sick, vacation, and/or personal time. There are instances where holidays occur throughout the year but are not observed on the day the holiday occurs. These holidays which include Admissions Day, Columbus Day & Indigenous Peoples' Day, Lincoln's Birthday, and Washington's Birthday, are applied to other days in the year as listed in the Holiday Schedule that is published at the beginning of each calendar year. If an employee is listed as "active" and eligible at the time these holidays occur and is still employed by ASI, they will be paid the holiday in accordance with the Holiday Schedule. If an employee was listed as "active" and eligible at the time these holidays occur and is still employed by ASI, but on a *paid* leave of absence, they will receive pay for the holiday. They may choose to use that holiday pay during the day it is observed or during another day in their leave.

Personal Holidays

Full-time benefitted employees shall receive twenty-four (24) hours of personal holiday time off with pay per year credited on January 1 of each year. Part-time benefitted employees shall receive twelve (12) hours of personal holiday time off with pay per year credited on January 1 of each year. Exempt and Non-exempt employees may use personal hours in increments of at least 1 hour if time off is approved by their supervisor.

An employee may carry a maximum of eight (8) hours for full-time *and four (4) hours for part-time* of accrued personal holidays from one calendar year to the next. Employees *who become eligible for benefits* after January 1 in any year shall be credited with personal holiday leave on a prorated basis. Scheduling of personal holiday time off must be approved by the supervisor. Unused personal holiday hours are not compensated upon separation of employment from ASI.

PERSONAL LEAVE OF ABSENCE

POLICY 059

A personal leave of absence is an excused leave without pay that is beyond ten 10 working days. The employee may be granted a personal leave of absence after the employee has exhausted all state and federal mandated leave of absence. Personal leaves of absences must not exceed 30 days. Exceptions are subject to approval by the Executive Director.

Personal leaves of absence are unpaid time. A personal leave of absence is a privilege that may only be approved if the absence does not conflict with conducting normal ASI business. There is no guarantee the employee will return to the position held prior to the personal leave of absence.

Eligibility

All full-time and part-time regular employees are eligible to apply for a leave of absence after completing one full year of continuous employment with a satisfactory employment record, meaning there has not been any disciplinary action.

Application

Any eligible employee may submit a written request for a leave of absence. The request should include the reason for the request, any medical or legal documentation which is relevant, and the dates of departure and expected return.

Approval

The request should be submitted to the Department Director who shall review the request, and make and forward a written recommendation to the Executive Director for final approval.

In the event the personal leave of absence request exceeds 30 days, the request may be granted based on business needs and subject to the approval of the Executive Director.

Benefits While on Leave

The employee on an approved personal leave of absence will be responsible for payment of all insurance premiums (medical, dental, vision, life) for leaves that extend beyond 30 days. These premiums include the employee and employer portion of the benefit costs. Vacation, sick, and personal leave benefits are not accrued during an unpaid leave of absence. The period of leave is not considered when determining years of service where length of service is a condition of entitlement.

Return to Work

The employee must contact the supervisor to confirm their return to work at least one week prior to the conclusion of the leave. A failure to return to work without notification and prior approval constitutes job abandonment and is subject to disciplinary action up to and including termination.

ASI RETIREMENT PROGRAM

POLICY 060

Employee Contributions

You join the plan as an active participant for purposes of 403(b) elective deferral contributions on the first day of the month on or after you become an eligible employee. This date is your entry date for purposes of 403(b) elective deferral contributions.

- **Eligibility**

You are an eligible employee **unless** you are one of the following:

- An employee hired to work less than 20 hours per week.

Employees have several investment options to choose from and may change their selections by accessing the plan provider's website or calling their toll free number. Your payroll deduction can be changed at any time by contacting human resources.

Employees are immediately 100% vested in their contributions.

ASI Contributions

ASI contributes a percentage of your compensation to the 403(b) Retirement Plan each pay period. You join the plan as an active participant for purposes of these contributions on the first day of the month on or after you meet the following requirements:

- **Eligibility**

- Work a minimum of 1000 hours in 12 consecutive months.
- Be at least 21 years of age.
- You are not a Student employee

- **Vesting**

There is a three-year vesting period in order for employees to be fully vested in employer contributions based on the table below.

Years of Service	Graded Vesting
1	30%
2	60%
3	100%

If you fail to make an investment election, contributions will be invested in a Qualified Default Investment Alternative on your behalf.

All participants are subject to the laws that govern the plan in addition to the policies of the company managing the funds (the company is designated by ASI).

VACATION

POLICY 061

Eligibility

Full-time and part-time ASI benefit eligible employees are eligible to earn vacation benefits. Vacation benefits are prorated based on the hours worked in a pay period up to 80 (eighty) regular hours. Years of service, for the purpose of vacation accrual is defined as beginning at the time the employee becomes eligible for ASI benefit package.

Full Accrual (40 hours/week):

<u>Years of Service</u>	<u>Vacation Hrs./Pay Period</u>	<u>Maximum Accrual</u>
Up to 3 years	3.33 hours	200 hours
3 up to 6 years	5.00 hours	240 hours
6 up to 10 years	5.65 hours	272 hours
10 up to 15 years	6.33 hours	304 hours
15 up to 20 years	7.00 hours	320 hours
20 up to 25 years	7.65 hours	336 hours
25 years and over	8.00 hours	360 hours

Maximum Accrual

Once an employee has reached the maximum accrual, no additional vacation will be earned until the employee uses his or her accrued vacation leave and reduces the balance to less than the maximum accrual amount.

Scheduling

Vacation leaves must be approved by the employee's supervisor and must not interfere with the business of ASI.

- Management may request vacation be taken at a specific time.
- Employees must take vacation leave in an increment of at least one (1) hour.
- Hourly employees may not work overtime during the same workweek that vacation leave is scheduled or used.
- Employees may not use vacation to complete a scheduled workday with the exception of occasional time off to tend to personal obligations.

Vacation is not earned during an employee's leave of absence.

Holiday Pay

If a paid observed holiday occurs while an employee is on vacation leave, the employee will be entitled to the holiday pay for that day.

Pay Upon Separation

Unused vacation hours shall be paid to the employee upon separation of employment from ASI.

WELL LEAVE

POLICY 062

ASI encourages employees to maintain good mental and physical health. To this end, ASI allows employees to use excess and unused sick leave benefit hours for additional planned days off.

Eligibility

Any employee who has accrued a balance of sick leave benefit hours in excess of 96 hours for full-time or 48 hours for part-time benefitted is eligible to convert sick leave hours at fifty percent (50%) of the value. For example, if an employee has accumulated 100 hours of sick leave, the excess of four (4) hours (over 96) may be converted to two (2) hours of well leave.

Use

Well leave hours may be used for any personal reasons and will be scheduled with the approval of a supervisor in the same manner and with the same restrictions as vacation hours. ***The maximum number of hours that may be converted per calendar year is 80 hours of sick leave for full-time or 40 hours of sick leave for part-time.*** Well leave may be used even if the employee has a balance of sick/vacation/personal leave.

Separation

Unused well leave hours are not compensated upon separation of employment from ASI.

PERFORMANCE STANDARDS

ATTENDANCE

POLICY 070

One of the most important contributions you can make to ASI's success is to report to work regularly and to be on time. Attendance is an essential function of your job. ASI and all employees are required to meet attendance expectations. Being on time means you must be at your work area and ready for work at the start of your shift. Failure to report for work as scheduled results in lost productivity and imposes on your fellow employees.

Attendance and Punctuality Guidelines

The regular, daily attendance of each employee is essential to our business. The attendance of all employees will be monitored, and will be addressed as needed.

Notification Procedure

Employees are expected to notify their immediate or designated supervisor prior to their scheduled starting time each day they are going to be absent from or late to work, unless the absence has been authorized by the employee's supervisor in advance. This notice should include a reason for the absence or tardiness, and specify when the employee expects to report for work.

New Hire

A total of two (2) or more unexcused absences within the first sixty (60) days of employment is considered excessive, and may result in immediate termination of employment.

One Unexcused Absence

One unexcused absence is defined as being absent for a full workday not covered by California sick leave without prior authorization from the employee's supervisor.

Tardiness

Some examples of tardiness are following:

- Reporting to work late and leaving work early ahead of the scheduled workday without prior approval from the employee's supervisor.
- If the employee is not at their work area ready to work at their scheduled start time.
- If the employee has not returned from break or meal period at the required time.

Job Abandonment

If an employee is absent for three (3) consecutive days without notifying his/her supervisor, the employee will be treated as having voluntarily resigned from ASI.

Corrective Action

Unexcused tardiness and absences will be documented and employees will accumulate attendance instances for them. Employees will be subject to corrective action based on the number of instances they accumulate within a floating time-period.

- For corrective action purposes, half-day and full day unexcused absence is considered one instance.
- One tardy is considered as half an instance; therefore, two tardiness is equivalent to one instance.
- If an employee is denied permission to take a day off, and proceeds to be absent, the absence is unexcused and counted as one instance.
- Employees with 20% instances of tardy or unexcused absences within a 30-day floating period may be subject to corrective action.

Example scenarios:

4 instances	If an employee is scheduled to work 20 days in a floating 30-day period, the 20% threshold is 4 instances.
2 instances	If an employee is scheduled to work 10 days in a floating 30-day period, the 20% threshold is 2 instances (20% of 10 work days).

ASI expects employees to improve their attendance and sustain the improvement. Additional unexcused absences may be subject to disciplinary action up to terminations.

Floating Period

A floating time period is the look back period starting on the day an employee had an unexcused absence for corrective action purposes.

12-Month Period

A 12-month period is calculated by counting one year backward from the date of the absence.

Please note that excessive tardiness alone (i.e., not in combination with other absences) may be the basis of corrective action up to and including termination.

In general, five or more unauthorized absences within a 12-month period usually will be considered excessive, and may result in disciplinary action or termination. Depending on the circumstances, fewer unexcused absences may also be considered excessive. An “unauthorized absence” is any absence that does not constitute an “authorized absence” (as described below).

Excused and Authorized Time Off

The following types of time off work constitute an excused or authorized absence.

- Absences covered by CA Paid Sick Leave
- Pre-Approved personal leave of absence
- Absence authorized by federal or state laws such as Pregnancy Disability Leave, Jury Duty, etc.
- Bereavement time off for the death of a qualifying family member, as defined under Policy 53

- Absence resulting from a work-related injury, with supporting documentation from a physician.
- Leave due to the employee or the employee's family member being called to active duty in the military, where such leave is authorized by law.

Absence Patterns

Although an employee may not exceed the established attendance guidelines, other demonstrated patterns of absenteeism within the guidelines may also result in corrective action. Examples of such absence patterns include, but are not limited to:

- Frequent absence on a specific day of the week
- Leaving the work area without prior approval before the end of one's scheduled shift
- A coincidence of absences associated with vacation requests (being absent the day before or after an approved vacation request)
- Absences before and/or after a scheduled holiday

Procedures

- **Inclement Weather:** Employees are expected to report for work during inclement weather conditions unless ASI declares an emergency closing. Non-exempt employees who are unable to report to work because of weather conditions will be granted an authorized unpaid leave. Non-exempt employees who are late because of weather conditions may have the opportunity to make up their missed time provided that work schedules and business needs permit.
- **Return to Work:** Employees must report to their supervisor after being tardy or absent, provide a reason for their tardiness or absence (if not already provided), and, when applicable, provide medical documentation certifying their fitness to return to work.
- **Ready for Work:** Employees who are not properly dressed for work, or who appear, in the supervisor's sole discretion, to be unable to work safely for any other reason, may be sent home either to rectify the matter or for the duration of the scheduled work day, depending on the circumstances. An employee who is sent home from work pursuant to this section will not be paid for the time that the employee does not work.
- **Request for Medical Certification:** Any employee who is absent for three or more days due to illness or injury may be required to submit a doctor's note in order to return to work. This is to ensure that the employee is cleared to work full duty and to ensure that ASI is aware of restrictions, if any.

At-Will Employment

Violations of this policy may result in disciplinary action up to and including termination. Employment at ASI is at-will and may be terminated either by the employee or ASI at any time, with or without cause and with or without notice. The Attendance policy is not intended to affect or change ASI's at-will policy in any way. ASI reserves the right to revise or discontinue this Attendance and Punctuality policy without notice.

CONDUCTING PERSONAL BUSINESS

POLICY 071

Employees are to conduct only ASI business during work hours. Employees may not conduct personal business or business for another employer during their scheduled working hours.

ASI recognizes that there may be instances when an employee may need to attend to personal matters. In this instance, the employee shall notify their supervisor.

Exempt employees may teach up to 3 hours a week during a scheduled workweek, subject to their supervisor's approval.

CONFIDENTIAL INFORMATION

POLICY 072

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding ASI's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners or customers).

You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by ASI.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state, and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

CONFLICTS OF INTEREST

POLICY 073

It is the policy of ASI that employees' outside activities including business or professional activities may not interfere with job performance or employee effectiveness and may not conflict with the business or mission of ASI. Job responsibilities with ASI will have precedence over any other business or activities.

ASI's resources, including an employee's time at work and the property of ASI, may not be used for any non-ASI business or professional purposes. This includes utilizing any information (not a matter of public record) for personal gain not contemplated by the terms of employment, whether the person is or is not employed by ASI at the time the gain is realized.

Employees are expected to avoid situations that create an actual or potential conflict between the employee's personal interests and those of another, such as a competitor. Both the fact and appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the Executive Director for clarification. Any exceptions to this policy must be approved in writing by the Executive Director.

The Conflict of Interest Policy for Associated Students Board Members and Managers shall be signed annually by employees that are in a position to make purchases, acquisitions, contracts, agreements, etc. on behalf of ASI. .

Refer to Financial Policy Manual regarding Conflict of Interest and Acceptance of Gifts.

DRESS CODE

POLICY 074

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Clothing shall not create a safety hazard. Department Directors may issue more specific guidelines.

All employees required to wear uniforms provided by ASI must take care of their uniforms and report any wear or damage to their supervisors. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

This dress code policy will be enforced in a manner that does not discriminate against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state or local law.

For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources and discuss the need for accommodation.

OFF THE CLOCK

POLICY 075

Non-exempt or hourly employees are not permitted to work off the clock. Any work performed before or after your supervisor must approve a regularly scheduled shift in advance.

If you perform any off-the-clock work, please report the work to your supervisor. Non-exempt or hourly employees who work off the clock without the prior approval of their supervisor may be subject to disciplinary action up to termination.

PERFORMANCE EVALUATIONS

POLICY 076

It is ASI's policy to provide its employees with regular and periodic written evaluations of their job performance. The evaluation is designed to:

- Discuss performance for the review period and the ratings earned
- Motivate and guide employees toward job improvement;
- Provide a standard means for supervisors to make salary recommendations;
- Identify training needs and future goals;
- Establish written records of performance

Procedures

Timing

Supervisors shall complete performance evaluations for full-time staff by the date established by the Executive Director prior to the end of the fiscal year or calendar year, depending on the department. Part-time staff evaluations will be conducted after one year of employment or after a position has ended (such as seasonal or academic positions). More frequent evaluations may be conducted if desired by the supervisor or employee.

Merit Increase

To be eligible for a merit increase, the employee must have completed one year with the organization and have received a performance evaluation. If the performance evaluation period exceeds one year, pro-ration of the merit increase if applicable, will be taken into consideration.

Forms

All supervisors must use the standard approved form when conducting an evaluation on full-time regular employees. An alternate form may be used for part-time or temporary employees. Any alternate forms must be approved by Human Resources and/or the Executive Director.

Process

Upon completion of the evaluation form, supervisors shall review the form and discuss any other employment issues in a private meeting with the employee. Peer feedback may be used for part-time and full-time evaluations.

Approval

The employee's evaluation and any accompanying salary increase recommendations must be approved by the Executive Director.

Copies

A copy of the evaluation shall be given to the employee. The original will be placed in the employee's personnel file.

Within 30 days of receipt of their evaluation, employees are welcome to submit to Human Resources feedback (in writing) regarding their evaluation. Feedback will be reviewed and if necessary, followed up on by the Executive Director. The employee's feedback will then be attached to the performance evaluation and placed in the employee's personnel file.

PROGRESSIVE DISCIPLINE AND INVOLUNTARY TERMINATION POLICY 077

Violation of ASI policies and rules may result in disciplinary action. ASI has a system of progressive discipline that may include verbal warnings, written warnings, and suspension.

Progressive Discipline

The progressive discipline system is not rigid, and ASI in its sole discretion, may utilize whatever form of discipline is appropriate under the circumstances, up to, and including, immediate termination of employment. ASI's policy of progressive discipline in no way limits or alters the at-will employment relationship. Human Resources shall review and approve the employee warning before the warning is administered.

STANDARDS OF CONDUCT

POLICY 078

All employees are expected to comply with the minimum standards of employee conduct established by this policy. The behaviors cited below are not intended to be an exhaustive list of unacceptable employee behavior, but merely as guidelines for employee conduct which may lead to disciplinary action, up to and including termination of employment. Accordingly, violations of other conduct not included in this list that are deemed by the management of ASI to be unacceptable workplace behavior can likewise be grounds for disciplinary action, up to and including termination of employment. Examples of unacceptable workplace behavior, which may lead to such disciplinary action, and/or termination of employment are as follows:

- Falsifying information, misrepresenting information or failure to record required information on any ASI document or record, including the application for employment, time sheets, or check requests.
- Violation of “Zero Tolerance” Policies – Harassment, Discrimination, Violence in the Workplace and Drug and Alcohol Use in the Workplace.
- Willfully or carelessly damaging or destroying ASI property. This includes the unauthorized removal of ASI property.
- Negligence in observance of ASI safety standards, policies, procedures, and practices.
- Theft, fraud, gambling or carrying weapons of any type on ASI premises or in ASI vehicles. A weapon is defined as an instrument used in offensive or defensive contact. The use of pocketknives may be required by position but must first be approved by the supervisor and not violate any standards of ASI or law.
- Violation of criminal laws on ASI premises or in ASI vehicles. This includes conviction of a crime related to the individual's employment.
- Insubordination or refusal to comply with instruction or failure to perform assigned duties.
- Violation of policies set forth in this manual.
- Reporting to work dressed in an inappropriate manner. Dress standards will be governed by directors and may vary by department or for specific positions according to task, public interaction, and safety.
- Profane language in the workplace.
- Threatening, intimidating, or coercing behavior. Using abusive or insulting language, or otherwise interfering with the performance of other employees or customers.
- Inability or unwillingness to work in harmony with other employees. Discourtesy to other employees, ASI's customers or other persons doing business with ASI, including contractors.
- Damage, destruction, or unauthorized removal of ASI or State property due to careless or willful acts.

TRAINING

POLICY 079

ASI encourages the personal and professional development of employees. Opportunities to participate in training programs, conferences, or workshops at the Department Director's discretion. These sessions should be directly related to the employee's position and do not need to be at Sacramento State.

Requests to attend such events should be made directly to the program director. Department Directors are encouraged to budget adequate staff development funds to accommodate development needs of their staff.

Pay for Mandatory Meetings/Training

ASI will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

GENERAL POLICIES

COMPUTER NETWORK AND INTERNET ACCESS

POLICY 090

ASI policies regarding employee use of ASI's IT resources are set forth below. All employees, as a condition of employment, are required to comply with this policy statement. At all times employees are responsible for the professional, ethical, and lawful use of Information Systems.

Incidental Use

ASI provides computer systems to its employees to assist and facilitate work-related business. Computer are to be used for business, but incidental or occasional personal use is allowed during work breaks if such use does not interfere with job performance, does not cause undue effect on the computer or campus network, or violate any other policies, provisions, guidelines or standards of this agreement. Personal use of the computer is a privilege that may be revoked at any time.

Copyright and Licensing

Employees may not illegally copy material protected under copyright law. Employees may not agree to any licensing agreements or download any material for which a registration fee is charged without first obtaining the express written permission from the IT manager. Employees are responsible for complying with copyright law and applicable licensing fees that may apply to software, files, graphics, documents, messages, and other material downloaded or copied for personal use.

Confidential data and Trade secrets

Unless expressly authorized, users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets, or other confidential information belonging to ASI. Unauthorized dissemination of such material may result in disciplinary action and civil and criminal penalties under state and federal laws. Before level 1 or 2 data is transferred off ASI network, the data owner must complete the Data Authorization Process (see Data Release Procedure below) and establish written agreements ensuring that authorized users implement appropriate security controls over any transferred data.

Data Release Procedure

1. Identify approved business use of Level 1 and Level 2 data.
2. Contact the Data Owner to discuss data needs.
3. Review available alternatives to release of the data
4. [Request authorization for data release](#) if alternatives are not available.

Data owner will submit a written approval form for data release that must certify that:

5. a) alternatives to release are not feasible; b) the release is required for an approved business need; c) the time period during which the data is available; d) prohibition of further release of the data; and e) procedures for destruction of the data when required work is completed.
6. Submit approval form to the IT Manager.

Data Destruction

All storage devices (hard drive, usb, flash, etc.) must be wiped using campus standards before disposal.

No expectation of privacy

All data composed, transmitted, and/or received using ASI's computer systems are considered ASI's property and recognized as part of its official data. ASI has the right to monitor and log all aspects of its computer systems, including but not limited to, monitoring Internet sites, chats, instant messaging, newsgroups, social media, downloads, and all communications sent and received. Employees should have no expectation of privacy in anything they create, store, send, or receive using ASI's computer equipment. Materials stored in ASI systems are subject to disclosure.

Passwords

Users are prohibited from giving out passwords to anyone including IT. In system where password parameters cannot be electronically enforced due to application limitations, users must comply with the following password requirements:

- Password must be a minimum of 12 characters with at least 1 number and 1 capital letter
- Password must be changed annually

Unacceptable use

- Sending or posting information that is defamatory to ASI, its products/services, colleagues and/or customers
- Sending or posting personal views as representing those of the organization
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using ASI computers to perpetrate any form of fraud
- Using ASI computers for hacking or phishing
- Stealing, using, or disclosing someone else's password without authorization Introducing malicious software onto ASI network and/or jeopardizing the security of the organization's IT systems. Files or applications obtained outside of ASI must be scanned with anti-virus before introducing to the internal network

System modification

Employees may not modify ASI hardware and or software without prior authorization from the IT Manager.

IT support for personal computers

ASI will provide IT support for staff personal computers, with the understanding that the computer is sometimes used for work. It is at ASI's discretion to provide, suspend, or terminate support at any time. Employees are responsible for purchasing hardware and/or software if required to fix a problem. Support is limited to one computer per employee and the computer must be registered with ASI IT (this does not have to be done in advance). Personal computers used for work must have anti-virus with an active subscription and configured to update daily. We conform to ASI IT anti-virus recommendation of using Microsoft Security Essentials for PC's and Sophos for MAC (both are available free and a link to their download

pages can be provided). ASI reserves the right to inspect registered computers annually to ensure compliance with CSUS and ASI security standards. ASI is not responsible for any data loss in the course of troubleshooting.

Vulnerability scans and mitigation

It is ASI's responsibility to scan ASI servers for vulnerabilities and to notify ASI when vulnerabilities are found. ASI will address vulnerabilities immediately upon notification and attempt to resolve within 24 hours. If the issue cannot be resolved within 24 hours, ASI will provide the ISO with an explanation for the delay and a plan to mitigate the problem. If a specific fix is not available, ASI will consult with the ISO office for recommended actions. ASI will notify the ISO office once a fix is applied and request a re-scan or request an exception and provide supporting documentation if the vulnerability is a false positive. ASI's IT manager will notify ASI's executive director and DFA with actions taken to mitigate and or reduce the threat.

Violation of ASI's IT policies may result in disciplinary action up to and including termination.

OPEN-DOOR

POLICY 091

Suggestions for improving ASI are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to ASI.

If you have a complaint, suggestion, or question, speak with your immediate supervisors as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to any other member of ASI's management.

Moreover, if you have raised the issue and if the problem persists, you may present it to Human Resources, who will investigate and provide a solution or explanation. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the Human Resources and Safety Manager.

ASI values your observations and you should feel free to raise issues of concern without the fear of retaliation.

PERSONNEL RECORDS AND PRIVACY

POLICY 092

ASI Records Custodian(s) will ensure the maintenance of a personnel file for each employee. It is the responsibility of the employee to provide timely changes in addresses, phone numbers, marital status, changes in beneficiaries, or other pertinent data.

The following documentation, if applicable, will be included in the employee's personnel file:

- Application for employment (resume) including verifications of past employment, and references;
- Employee information packet;
- Record change orders for compensation, seniority, and other changes of status;
- Payroll authorizations;
- Notices of commendation, warning, discipline, or termination;
- Performance appraisals; and
- Education and training records, if required.

The contents of the personnel file are the property and business records of ASI. ASI, in conjunction with state and federal law, retains sole discretion over what should or should not be placed in the personnel file. Access to personnel files and payroll information is restricted to authorized personnel, payroll employees, managers, supervisors, or directors on a "need-to-know" basis.

Examination

Employees may review their own personnel file upon request through Human Resources. During the review, employees may take notes or make arrangements for photocopies of file materials. No documents may be removed or added by the employee. Personnel files may not be removed from the office where they are located without approval of ASI Executive Director.

Retention

Original personnel files shall be retained for a period of four years beyond an employee's separation date.

SOCIAL MEDIA

POLICY 093

ASI uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which platforms ASI deems to be social media, consult with the Marketing Committee, Department Director, and IT Manager.

Use of Internet based programs such as Facebook, LinkedIn, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of ASI's goals. However, only authorized individuals are allowed to speak/write in the name of ASI using the social media tools of ASI such as:

- Facebook
- Twitter
- Instagram
- LinkedIn

Your Department Director will authorize you if you can use these social media tools or platforms to perform your job duties. Authorized individuals using ASI social media tools shall identify themselves honestly, accurately and completely and comply with all ASI policies in using this media.

Your authorization is limited to business purposes and the personal use of ASI social media tools or platforms is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of Company property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods.

USE OF ASI PROPERTY

POLICY 094

It is ASI's policy that all property owned by the corporation is to be used only for the benefit and economic operation of the corporation. ASI property is not to be removed from the workplace for use (e.g. travel, home) by an employee without explicit prior permission from the Department Director. No employee may authorize their own personal use of facilities, equipment, or programming benefits.

Executive Director must approve any additional departmental "personal use" policies. Employees may not use ASI property or equipment for personal gain (i.e. managing personal business).

WORKPLACE PRIVACY – AUDIO / VIDEO RECORDINGS

POLICY 095

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio alternatively, video recordings in work areas that ASI has identified as confidential, secure or private, unless the employee is required by their regular work functions.

For security of the employees and the customers, ASI uses or may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance will not include sound recording.

PROTECTION OF MINORS ON CAMPUS

POLICY 096

PROCEDURES

For compliance with the Policy for the Protection of Minors on Campus

This document complements and completes the University's policy titled Protection of Minors on Campus and in Associated Students, Inc. (ASI) programs with the exception of the ASI Children's Center which will be governed by the California Department of Social Services Community Care Licensing standards. It is comprised of the following sections:

1. **Definitions**
2. **Guidelines for Working with Minors**
3. **Procedures**
4. **Medical Treatment**
5. **Workplace visits by Children of ASI employees**

DEFINITIONS

Authorized Adult – Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities. This includes but is not limited to staff, volunteers, graduate, and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as camp counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered mandated reporters as defined by California law. Further guidance on reporting child abuse for Sacramento State employees is provided in Executive Order 1083 dated 07/21/2017.

Direct Contact – Providing care, supervision, guidance or control of minors and/or having routine interaction with minors.

Minor or Youth Participant – A person under the age of eighteen (18) or a person currently enrolled in an ASI youth camp or ASI youth program.

One-On-One Contact – Isolated, personal, unsupervised interaction between one adult and one youth/minor participant.

Program Administrator – The individual(s) with overall responsibility for a program. The program's single point of contact.

Programs – Programs and activities offered by various departments of ASI. This includes but is not limited to camps, team building events, lessons and trips with or without overnight stays.

Sponsoring Unit – The administrative unit of ASI which offers a program in which minors participate.

GUIDELINES FOR WORKING WITH MINORS

1. Authorized Adults participating in programs and activities covered by this policy shall not:
 - a. Have isolated one-on-one contact with minors. Authorized adults should be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last child to leave a class). In the case of adults supervising minors overnight, an Authorized Adult should not enter a minor's room, single bathroom facility or similar area without another adult in attendance, consistent with the policy of not having one-on-one contact with minors, unless there is a medical attention and the minor is in need of care.

Should an emergency or unavoidable situation arise that necessitates one-on-one contact with a minor, follow up with your supervisor to ensure notification and transparency. Note any unusual circumstances or observations, where applicable.
 - b. Share a bed, sleeping bag, or other individual sleeping space with a minor.
 - c. Have any direct electronic personal contact with minors in a program not related to the program, lesson or trips without another relevant adult being included in the communication. A relevant adult is a parent, guardian, or other Authorized Adult participating in the same program.
 - d. Engage in the abusive conduct of any kind toward, or in the presence of, a minor. This includes rough or sexually provocative games, including inappropriate horseplay.
 - e. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
 - f. Allow any inappropriate touching, including between children. Examples may include, but are not limited to inappropriate touching, such as wrestling, tickling, lap-sitting, and the touching of buttocks or genital areas. There are times when it is necessary for staff to appropriately assist in applying sunscreen, personal floatation device(s), or harnesses.
 - g. In circumstances where minors shower, no adult may shower in the presence of minors, whether before, during or after the minor has showered, unless all minors have vacated the facility.
 - h. Pick up minors from or drop off minors at their homes, without parent permission and supervisor notification, and having successfully passed a background check conducted by ASI.
 - i. Provide alcohol or illegal drugs to any minor or enable the minor to procure alcohol or illegal drugs. Authorized Adults shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment.

Participants' medicines may be distributed by program staff, following the conditions outlined in the Procedures section of this document.

- j. Make sexually oriented materials in any form available to minors participating in programs or activities covered by this policy or assist them in any way in gaining access to such materials.
- k. Favor one child more than another; do not give personal gifts to any one child in a program; do not accept expensive gifts from any child in the program.
- l. Tell children "this is just between the two of us" or use similar language that encourages children to keep secrets from their parent/guardians.

Note: The above shall be followed to the best of ASI's ability, as appropriate. There are cases where one-on-one contact can be unavoidable; however, it will not be a standard practice and will only occur when no other options are available.

2. California Law related to Suspected Child Abuse or Neglect

- a. All employees and volunteers involved in Youth Activities must abide by California State law and reporting requirements as they pertain to Suspected Child Abuse or Neglect. "Whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect, you must report the suspected incident. Failure to report may result in criminal penalties." See Executive Order 1083 and Penal Code Sections 11164 through 11174.3. Suspected violations of law must be referred to University Police at 916-278-6000. More information regarding the required actions of a mandated reporter can be found in the Procedures section of this document.

3. Minors are not allowed in high-risk areas such as:

- a. Any areas, indoors or out, containing motorized power tools or machinery with exposed moving parts.
- b. No playing in stairwells, doorways or parking lots; no access to rooftops, construction zones, etc.).

PROCEDURES

1. Medical Treatment

- a) Require parents of youth participants who have been prescribed an epinephrine ("epi") pen to 1) furnish their own epi-pen, 2) disclose this information when registering the minor for the camp, 3) disclose the location (pocket, backpack, etc.) of the epi pen to authorized adults, and 4) have the youth participant keep the epi pen with them or in the immediate vicinity during the course of the camp.
- b) Have available during the course of the program a first aid kit stocked as appropriate for the environment of the activity. All ASI departments should stock a first aid kit as

appropriate for the activity and environment of the program, considering distance from emergency medical assistance.

c) Participants' medications *may be* distributed by Authorized Adult or staff member, under the following conditions:

- 1) The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.
- 2) Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
- 3) The staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
- 4) If a minor cannot self-administer a medication, it is the minor's parent's responsibility to make those arrangements, as agreed to and coordinated with program administrators.
- 5) If accommodations cannot be reasonably put into place to administer prescribed medications to a program participant, the Director of the department or program reserves the right to decline the registration of that applicant.
- 6) ASI has emergency protocols in place that include accessing advanced medical care when necessary. Staff are trained in evacuation protocol that is in alignment with wilderness medicine industry standards for our more remote locations. As an additional tool, ASI Peak Adventures uses SPOT devices, a satellite GPS messenger unit that allows for one-way emergency communications from the field.

2. Follow appropriate safety measures.

3. Ensure adequate supervision of minors while they are on University property or are participating in an ASI program. All activities involving minors must be supervised by at least one Authorized Adult or by their parent(s) or legal guardian(s) when available.

- a) Assign a staff member who is at least 18 years of age to be accessible to participants.

4. Develop and make available to participants and parents/guardians the rules and discipline measures applicable to the program. Program participants and staff must abide by all ASI policies and procedures and may be removed from the program for non-compliance. The following is included in program rules:

- a) The possession or use of alcohol and other drugs, fireworks, guns, or any item classified as a weapon is prohibited; except positions that require the use of pocket knives and box cutters. Unless other arrangements are made in advance, the operation of a motor vehicle by minors is prohibited while attending and participating in a youth-oriented program.
- b) The parking of staff and participant vehicles must be in accordance with University parking regulations or California State Parks (specific to the Aquatic Center).

- c) Rules and procedures governing when and under what circumstances participants may leave ASI programs during their operation.
 - d) No violence, including sexual abuse or harassment, will be tolerated.
 - e) No theft of property regardless of the owner will be tolerated.
 - f) No use of tobacco products by minors will be allowed.
 - g) Misuse or damage to ASI property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of University and/or ASI property.
 - h) The inappropriate use of cameras, imaging, and digital devices (including cameras on personal cellphones) is prohibited including the use of such devices in showers, restrooms, locker rooms, or other areas where privacy is expected by participants.
 - i) Participation of parents, siblings and other third parties in youth-oriented programs is at the sole discretion of program managers.
5. Obtain all media and liability releases as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed to third parties, except as provided by law.
6. Require all positions within ASI's Background Check policy to have a current background check on record with ASI at the time of hire and/or beginning work with minors, when necessary. Adults for whom background check results have not been received, or for whom results indicate cause for concern shall not be allowed to participate in the minors-oriented program. Overall guidance for background checks is provided in the ASI Background Check policy #155. The overall background policy is administered by ASI Records Custodians.
7. Require the program to provide and supervise trained counselors/staff (also considered to be Authorized Adults) who must be at least 18 years of age, in accordance with the following:
- a) The ratio of staff to program participants should generally be appropriate in number for the age of the participating minors:
 - b) For resident camps (minors stay overnight on or off campus or at the camp):
 - One staff member for every twelve campers ages 6 to 17
 - c) For non-residential (daytime) camps and programs:
 - One staff member for every twelve participants ages 6 to 17
8. Require that all Authorized Adults who will be participating in a program covered by this Policy will sign an acknowledgement regarding the procedures contained herein, on protecting participants from abusive emotional and physical treatment; and attend annual new hire training on the reporting of incidents of improper conduct to the proper authorities.

9. If a program participant discloses any type of abuse (at any time previously or during the program) or an Authorized Adult has reason to suspect that the participant has been subject to such assault or abuse, the Authorized Adult, as a mandated reporter, shall

- a) Take immediate, appropriate measures to protect the at-risk minor from further harm.
- b) Inform the Department Director or Human Resources immediately, unless the Authorized Adult believes that the Program Director (Department Manager/Director for non-camp activities) may be involved in the allegations of assault or abuse. The Program Director (Department Manager/Director for non-camp activities) and the Authorized Adult shall then call the Sacramento County child abuse hotline (916-8755437) and shall provide written notification through appropriate channels within 24 hours with the follow up of a written report within 36 hours of the incident. If the child abuse hotline is called, University Police shall be called immediately afterward.
- c) Notify the parent(s), unless the Authorized Adult believes that the parent(s) may be involved in the allegations of assault or abuse, of the at-risk minor regarding the allegations or issues of the situation.
- d) Department Director and/or other assigned Authorized Adult shall continue to address the reported situation, taking care to document all actions, preserve evidence, notify appropriate parties (University Police, Public Affairs, University Counsel, Risk Management, etc.), follow up, and ensure the safety of the at-risk minor.

10. Authorized Adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by these procedures, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement. If, in the opinion of the Authorized Adult, a situation presents an immediate danger to a minor, University Police should be called as soon as possible, and then followed with reporting as described above.

11. Immediately discontinue the further participation of any Authorized Adult participating in a program covered by this policy if an allegation of inappropriate conduct has been made against that Authorized Adult. The non-participating status shall remain in effect until all allegations have been satisfactorily resolved.

12. Offer parents of participating minors a photo release for their signature, then ensure that no photos of unreleased minors are published on public sites.

Note: The above shall be followed to the best of ASI's ability, as appropriate. There are cases where one-on-one contact can be unavoidable; however, it will not be a standard practice and will only occur when no other options are available.

MEDICAL TREATMENT, ADMINISTRATION OF MEDICATIONS AND EMERGENCY SERVICES

1. The program administrator shall obtain a Medical Information and Release Form for each program participant and program staff member. All forms must include the following:
 - a) A statement informing the parent/legal guardian that ASI does not provide insurance to cover medical care for the minor.
 - b) A statement authorizing the release of medical information and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
 - c) A list of any physical, mental/emotional or medical conditions the minor may have, including any allergies that could impact his/her participation in the program.
 - d) All emergency contact information including name, address and phone number of the emergency contact.
2. The program supervisor or manager shall obtain a *Medical Consent Form* for each program participant. Distribution of participants' medications by program staff should be handled under the following conditions:
 - a) Program staff shall be responsible for reviewing all forms and assessing needs of each program participant.
 - b) The participant's family provides the medication in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in the manufacturer's container.
 - c) Program staff will be aware of the secured location of the medication, and be aware of the appropriate time for distribution to ensure instructions are followed.
 - d) The program staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
 - e) Parent(s) and/or guardian(s) are expected to make arrangements for the administration of any medication that the participant cannot self-administer.
 - f) Devices for the self-administration of medications which are prescribed by a physician may be carried by the participant during program activities (Examples include personal "epi" pens and asthma inhalers).
 - g) Over-the-counter medications can only be administered with prior approval. Program staff will have basic first-aid kits available if needed. Participants may self-administer over-the-counter medications that they bring themselves.
3. ASI programs shall arrange for medical care appropriate for the nature of program activities. ASI staff are trained in CPR and First Aid. Programs that operate in more remote locations are certified in Wilderness First Aid. All programs carry first aid kits appropriate for the activity.

WORKPLACE VISITS BY CHILDREN OF ASI EMPLOYEES

The following guidelines apply to ASI employees who may want to bring children to the workplace:

1. Employees must always obtain supervisory approval prior to bringing children into the workplace.

2. Children are not to be brought to work on a regular basis in lieu of childcare.
3. Children may be brought to work only occasionally, for the convenience of the employee or due to a family emergency.
4. The child's parent or guardian must provide supervision at all times.
5. Children should not be left unattended or in the care of other employees.
6. Children should not be allowed to interfere with workplace activities.

PAYROLL PRACTICES

GARNISHMENT

POLICY 100

Wage garnishment is a legal procedure through which the earnings of an individual are withheld by the employer for the payment of a debt.

Garnishment of Earnings Withholding Order is the written document issued by a court to an employer to withhold a sum of money from an employee's earnings for payment of a debt.

ASI's payroll shall administer the procedure in accordance with the Order.

Priority shall be given to garnishments for Support over other kinds of debts. If a Garnishment for Support is received when already paying another type of garnishment; ASI payroll will notify the levying officer of the first garnishment. The court will then provide further instructions regarding payment of the orders.

If two or more Garnishment for Support orders or two or more garnishments for other debts are received for the same employee, ASI payroll shall comply with the first order received. However, the second garnishment can be made if the employee's wages are within the acceptable limits as designated by law.

HOURS OF WORK AND PAY DAYS

POLICY 101

Definitions

Hours of Work

Full Time: ASI follows a work schedule of 40 hours per week for full-time nonexempt employees. Daily work schedules may vary by department and function.

Part Time: work hours may vary and based on business needs.

Work hours are not guaranteed, and are subject to change based on business needs.

Work Week: The workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.

Breaks: Non-exempt employees are entitled to a 15 minute paid rest break for each four hours of continuous work. Breaks may not be accumulated or combined with the meal period. Breaks may not be used to offset leaving work early or to compensate for late arrivals.

- **Meal Breaks: Part-time non-exempt** employees who are scheduled to work at least six or more continuous hours are entitled to a 30-minute unpaid meal break. When a work period of not more than 6 hours will complete the day's work, the meal break may be waived with the mutual written agreement of the employee and the supervisor.
- **Full-time non-exempt** employees are entitled to a 30 minute unpaid meal break, however, the employee, with the approval of the program director may have a one-hour meal period. The employee's daily schedule should be made accordingly to allow for eight hours of work plus a 30 minute or one-hour meal period. The meal break may not be accumulated for later time off and may not be combined with any other break periods.
- If a non-exempt employee's position requires that the employee work during their meal break (e.g. supervising children), the employee shall be paid for the meal period. The employee must sign a meal period waiver.
- Non-exempt employees must take Meal breaks by 4.75 hours.

Split Shifts: A split shift is any two distinct work periods separated by more than a 1-hour meal period per IWC Wage Orders sec. 4I. For example, if an employee works a 6-hour shift and has more than a 1-hour break in the day prior to reporting to work, they have satisfied the meal break requirement. If the employee has less than a 1-hour unpaid break between shifts, they must be paid for a missed meal break.

- Employees who take a 30-minute meal break within their first 6 hours of work, have satisfied the split shift requirement, and do not need more than an hour break between shifts.

Pay Periods and Pay Days: ASI employees are paid on a bi-weekly schedule with payday falling on a Friday. An annual payroll schedule listing specific pay dates and pay periods shall be posted at each department as required by law. If a scheduled pay day falls on a holiday, paychecks will be distributed on the last work day prior to the regularly scheduled pay day (see the posted payroll schedule for specific dates).

Time Sheet Submittal: Time sheets shall be submitted to the Payroll Technician in accordance with Timekeeping policy.

Paycheck Distribution: Paychecks shall be released to employees in person at ASI cashier's window after 9:00 a.m. on pay day. Paychecks not picked up within ten (10) calendar days will be mailed to the employee's permanent address on file. If an employee would like a check mailed immediately, the request must be made in writing. If the Business Office has received **written** authorization, the paycheck or direct deposit voucher may be released to another person with proper identification.

Payroll Advances: Payroll advances may be granted in extreme emergencies at the discretion of the Executive Director. The advance may be repaid in full on the next pay period or may be repaid over multiple pay periods, with the balance being paid in full by the end of the fiscal year. The employee must put the request in writing to the Executive Director. The request should include the amount to be advanced and the terms for repayment. The Executive Director shall then notify the employee and the Payroll Technician (if approved) of the decision.

Reporting-Time Pay: ASI will comply with all applicable regulations regarding reporting-time pay for nonexempt employees. **ASI will pay a minimum of two hours of pay to employees who are scheduled to report to work but is not put to work or is given less than half of the hours he/she was scheduled for or usually worked.**

ASI will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond ASI's power to control.

OVERTIME FOR NON-EXEMPT EMPLOYEES

POLICY 102

ASI compensates non-exempt employees overtime hours at one and one-half times the regular rate of pay. Overtime hours are defined as hours worked in excess of eight (8) hours in a workday, forty (40) hours in any work week, or on the seventh (7th) consecutive work day in the work week. On the seventh (7th) consecutive workday, any hours over eight (8) hours are paid double time. Hours worked over twelve (12) hours in a day are paid at two times the regular rate of pay. The workweek is defined as Sunday at 12:01 a.m. through Saturday at 12:00 midnight. Holidays, vacations, sick days, or other days off are not considered hours worked in the calculation of daily or weekly overtime. An employee may not be paid for overtime hours that both exceed eight (8) hours in a day and forty (40) hours in a week. Overtime hours shall be paid by one method only.

No overtime hours may be worked without permission of the supervisor, except that employees should not abandon essential operations or customer services. Unauthorized overtime may subject the employee to disciplinary action or termination.

MAKEUP TIME

POLICY 104

ASI allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Requesting Make-Up Time

1. A written request must be submitted to the employee's supervisor, with the employee's signature, on the ASI-provided form. Requests will be considered for approval based on the legitimate business needs of ASI at the time the request is submitted.
2. A separate written request is required for each occasion the employee requests makeup time.
3. The request must be submitted at least 24 hours in advance of the desired time off.
4. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 24 hours before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. ASI's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. ASI does not encourage, discourage, or solicit the use of makeup time.

Exempt employees are paid a salary for the performance of a job and attending to their duties on a regular, full-time basis. Fluctuations in workloads may require that exempt employees work in excess of forty (40) hours in a work week without overtime pay.

TIMEKEEPING

POLICY 103

Regular exempt employees shall submit vacation, personal, or sick request in Dayforce. The request must be approved by the supervisor prior to submission to payroll.

All hourly employees are required to maintain an accurate record of hours worked and their meal breaks at the end of each work day.

Hourly employees are required to clock in and clock out on time. In instances where a time clock is not available, the employee shall record their work hours on a paper time sheet, which is to be signed by the employee and submitted to the supervisor for approval on a pay period basis (see the posted payroll schedule for specific dates).

Clocking In and Clocking Out

1. Employees shall not clock "In" more than seven (7) minutes prior to the scheduled starting or clock "Out" before the end of the shift. Clock "Out" time may not exceed seven (7) minutes after the end of the shift. ASI time clock will automatically round to a .25 of an hour. Please be aware that this rounding is for timekeeping purposes only, employees still need to be on time at the start of their shift.
2. Time shall be recorded at the beginning and end of each workday, meal period, and/or split shift. Hourly employees are responsible for documenting missed punches every end of the workweek. The employee must provide their supervisor with a reason for missing to clock in or out on Dayforce or via email.
3. Employees must approve their hours on Dayforce by every end of the workweek.
4. A supervisor must approve all changes or corrections.

Overtime work must be approved in advance by a supervisor whenever possible. If a supervisor is not available for approval, then a notation needs to be included on the clock out notation.

Paper Timesheet Specifics

For paper timesheets, the employee must provide name, department and ID number.

- Timesheets should accurately reflect the actual time and days worked by the employee (i.e. arrival/departure times, unpaid meal periods, etc.).
- Benefitted eligible employees should also reflect holidays, vacation, sick or personal time by listing the total number of hours taken with the appropriate designation (i.e. 4 hrs. – sick). In and out times should not be recorded unless they were actually worked.
- Employees must record actual time worked. Payroll will process time accordingly (Time is rounded to the nearest quarter hour).
- Program, location, and docket codes should be used if an employee's wages are to be charged to multiple programs. The hours worked for different program codes should be totaled separately in the space provided. Indicate if a different rate of pay applies for multiple program codes.
- Timesheet **must** be signed by the employee and the supervisor.
- Timesheets are due by 10:00 AM. On the day indicated on the posted payroll schedule.

SAFETY AND HEALTH

DRUG AND ALCOHOL USE IN THE WORKPLACE

POLICY 111

ASI prohibits the unlawful manufacture, distribution, dispensation, possession, promotion, sale or use of illegal drugs or other illegal substances, illegal drug paraphernalia, or simulated illegal drugs while performing work for ASI or while on ASI property or in ASI vehicles.

ASI expects all employees to perform at their best and in a safe manner. ASI employees shall not report to work, or work under the influence of any illegal substance which will in any way affect their work performance, alertness, coordination, or response, or which will affect the safety of others on the job.

Whenever the use of any drug or alcohol affects or interferes with job performance or safety, or undermines the confidence in ASI, ASI may take disciplinary action or may terminate the affected employee.

Employees in positions that involve operation of motor vehicles and those that transport passengers will be enrolled in a random drug testing pool that is administered by a third party facility. For additional information, refer to ASI Drug Free Workplace Policy

If an employee requires medical help in breaking a dependency on alcohol and/or drugs, the employee is urged to seek medical assistance. The employee will not be penalized for seeking help. However, treatment for drug or alcohol abuse will not be an excuse to avoid termination based on independent inadequate performance.

Whenever the illegal use of any drug or alcohol affects or interferes with job performance or safety or undermines the confidence in ASI, ASI may take disciplinary action or may terminate the affected employee.

If any ASI office or department has a contract with the federal government, ASI must comply with the regulations implementing the Federal Drug-Free Work Place Act of 1988.

DRUG-FREE WORKPLACE

POLICY 112

DRIVERS & OPERATORS

Mandatory Screens Required by the United States Department of Transportation and California Public Utilities Commission:

The United States Department of Transportation requires drug testing of employees who transport passengers. This policy applies to those employees of ASI who fall under the Department of Transportation, Federal Highway Administration's Drug Testing Requirements and to those employees who hold safety-sensitive positions. Therefore, this policy includes, but is not limited to, all employees who drive ASI buses, vans, operate watercraft or operate boats pulling water skiers, wake boarders, etc.

Employees can obtain a more complete description of these testing rules in the U.S. Department of Transportation, Federal Highway Administration's Drug Testing Requirements, which is available at www.dot.gov/ost/dapc.

ASI is committed to protecting the safety, health, and well-being of our employees, our clients, and all people who meet our employees and/or who use our services. ASI recognizes that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential.

ASI will not tolerate any drug or alcohol use, which impairs the health and well-being of our employees or threatens our business. ASI is committed to maintaining a safe and healthy workplace, free from the influence of alcohol and drugs. We are also committed to ensuring compliance with the Drug Free Workplace Act of 1988 and all Federal, State and local laws and regulations.

Prohibitions

While in work status, every employee is absolutely prohibited from:

- a. The possession, unauthorized use, sale, or distribution of illegal drugs, alcohol, and controlled or illegal substances, or the paraphernalia associated with such, on premises, including parking areas, or outside ASI/CSUS premises while on ASI business.
- b. Having in his/her body or possession any detectable level of any non-prescribed controlled substance including but not limited to, any narcotics, substances controlled under Federal, State or local law or regulation, designer drugs, mind-altering substances or the metabolites of any drug or substance.
- c. Being in a condition that impairs their work performance due to the use of alcohol or any prescribed drug or controlled substance.

- d. Tampering with, diluting, switching, or attempting to in any way modify or falsify the results of any drug/alcohol test sample, including but not limited to any urine sample, or assisting any person attempting to do the same.
- e. Failing to advise his/her supervisor or manager prior to reporting to work that the employee is taking a prescribed medication that bears a warning such as “may cause drowsiness”, “do not drive or operate heavy machinery”, etc.

Prescription Medications

An employee who is under a doctor’s or dentist’s care and is required to take prescription drugs that may impair his/her ability to safely perform the employee’s duties must notify his/her supervisor or Manager of this requirement prior to reporting to work. An employee will not be allowed to report to work if the prescription drug is one that the employee’s physician, nurse, or physician’s assistant declares unsafe or unsuitable for the employee’s job duties. An employee found to be in violation of this Section shall be subject to disciplinary action, up to and including termination.

Pre-employment Drug Screening Procedure

All applicants, current employees requesting a transfer and rehires who fall under the background check policy will be required to undergo our pre-employment drug screening procedure as a part of the post-offer/pre-employment examination procedure.

Reasonable Suspicion Testing

A “reasonable suspicion” exists when there is some foundation in the surrounding circumstances and in light of the observer’s knowledge or experience to believe that, an individual is in violation of this Policy. For example, a “reasonable suspicion” may exist when an employee displays characteristics of alcohol or drug use at work, including but not limited to diminished normal motor skills, smell of alcohol, slurred speech, abnormally dilated or constricted pupils, and/or abnormal behavior, etc.

Examples of what may trigger a request to submit to a reasonable suspicion test include, but are not limited to, one or more of the following:

- observed suspected drug or alcohol abuse;
- bizarre or erratic behavior (endangerment to self, fellow employees, company property, equipment or services provided), or a pattern of conduct that indicates substance abuse may be a problem;
- observed suspected possession of alcohol, drugs or drug paraphernalia while on ASI/CSUS premises or in ASI vehicles;
- information provided by either a reliable and credible source or independently corroborated;
- a pattern of unexplained absenteeism, tardiness, or other unexplained change in job performance; and/or
- a physical appearance, odor, or symptoms that may indicate drug or alcohol abuse.

Random Testing for Employees Who Transport Passengers

The drug testing company is required to annually pull 50 percent of the consortium for random drug testing and 10 percent for random alcohol testing. The testing company has a software program that will randomly pull employees for their tests each month. This means some employees may test more than once in a given year, while others may not test for multiple years. Employees chosen for random testing must proceed directly to the testing facility with no exceptions. Employees may continue to drive while waiting for the random test results.

Post-Accident Testing

An employee who is involved in a serious accident while working or on ASI/CSUS premises may be asked to submit to a post-accident drug and/or alcohol test as part of our investigation of the incident. "Serious accidents" include those in which significant property damage is incurred (estimated at the time of the accident), or a person is injured to the extent that medical treatment beyond simple first aid is required. Only those employees whose acts, or failure to act, appear to have played a part in the cause of the accident will be tested. All such tests will be conducted as soon as possible after ASI learns of the accident but after any necessary emergency first aid has been provided.

Disciplinary Action and Termination

ASI reserves the right to impose corrective action on any employee, up to and including immediate termination, for violation of this Policy.

Requests to Participate in Alcohol and/or Drug Rehabilitation

An employee who has already been found to have violated this Policy before making the request, or is already under investigation for violating this Policy before making the request, is still subject to corrective action for violating this Policy. *In other words, employees cannot avoid corrective action for violating this Policy by making a request to enter a rehabilitation program.*

ASI encourages employees to seek assistance with drug and/or alcohol concerns and can assist and support employees in locating services and rehabilitation programs that emphasize education, prevention, counseling, and treatment. ASI provides access to an Employee Assistance Program that can conduct evaluations, and make recommendations regarding appropriate counseling, rehabilitation, and education services. You may elect to seek assistance, in confidence, through the Employee Assistance Program by calling 1-800-367-7474. You may also contact your health care provider for rehabilitation services.

ASI will reasonably accommodate an employee who requests time off from work to voluntarily enter and participate in an alcohol and/or drug rehabilitation program, provided that doing so will not impose an undue hardship on ASI. Undue hardship will be decided on a case-by-case basis.

An employee's decision to seek help voluntarily (before being asked to submit to a drug test or being discovered to have otherwise violated this policy) will *not* be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. An employee's decision to seek help will be treated as confidential, and communicated only to those ASI employees and agents with a need to know. Please be aware, however, that a decision to seek treatment can neither absolve nor protect employees

from the consequences of failing to meet job expectations or for engaging in policy violations, so ASI encourages employees to seek assistance before such problems develop.

If the request to enter a rehabilitation program is granted, the employee will be allowed to use accrued sick leave or vacation time, if applicable, and/or may be granted an unpaid leave of absence, while participating in the rehabilitation program. Employees' health insurance may cover the costs of such services. The employee may be placed on State and Federal Medical Leave. (Refer to ASI Policy 460 – Family and Medical Leave.)

Prior to returning to work, as a condition of reinstatement, the employee must provide ASI with proof of having participated in the rehabilitation program, which may include a certificate that the employee completed the rehabilitation program. An employee self-identifying as in need of assistance may return to work only after successful completion of at least the initial stages of a rehabilitation program and after taking and passing a return-to-work drug and/or alcohol test. In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

Questions about this policy should be directed to your supervisor or to the Human Resources and Safety Manager.

VIOLENCE IN THE WORKPLACE

POLICY 113

It is ASI's policy to provide a work environment free from violence. Violence by any person in the work place or at any ASI event is strictly prohibited.

DEFINITIONS

In general, there are three categories of workplace violence.

- Type I — The agent has no legitimate relationship to the workplace and usually enters the workplace to commit a robbery or other criminal act;
- Type II — The agent is either the recipient or the object of a service provided by the affected workplace or the victim. This type includes current and former clients, customers, and passengers, and
- Type III — The agent has an employment-related involvement with the workplace. Usually this involves an assault by a current or former employee, supervisor or manager, a current or former spouse or lover, a relative or friend, or another individual who has a dispute with an employee.

Examples of workplace violence are threats of violence, hitting, kicking, pushing, any unwanted physical touching, or destruction of property.

PROCEDURES

Responsibilities: Supervisors are responsible for maintaining a violence free workplace in accordance with this policy. This includes advising and updating employees as needed about the policy and reporting procedures of workplace violence. Each department shall be responsible for creating written procedures to be followed in the event of workplace violence. The procedures shall be part of the IIPP (Injury and Illness Prevention Plan).

Reporting: Any incident of workplace violence should be promptly reported to a supervisor, Department Director, Human Resources or the Executive Director. Employees are encouraged to report any situation that they believe has the potential to turn violent. Complaints will be investigated as quickly and as confidentially as possible.

Resolution: Any employee who commits workplace violence shall be disciplined according to the nature and severity of the offense. Disciplinary action may range from a written warning to termination. In addition, legal action may be taken against the perpetrator. Any employee who is a victim of workplace violence may be entitled to worker's compensation.

TERMINATION

SEPARATION FROM EMPLOYMENT

POLICY 120

Voluntary Separation: Resignation, with or without notice, is voluntary separation. Two weeks written notice of resignation indicating effective date is requested but not mandatory under ASI's "At-Will" clause. Thirty days' written notice of resignation indicating effective date is requested but not mandatory whenever possible for Department Directors. An exit interview will be scheduled upon notice of each resignation. Exit interviews are voluntary.

To give both the employee and ASI time to attend to transition details, endorse responsibilities, tasks and projects, and assist with training the replacement, employees may not request vacation, well leave or personal holiday, after giving notice of resignation.

Reductions in Force (RIF): Also known as "layoffs", are typically the result of reorganization, reduction in supporting funds or the elimination of work or the department. When the overall number of employees must be reduced, the decision about which positions to be retained shall be determined by the Department Director, Human Resources and the Executive Director.

Dismissal: Separation of employment based on violation of policy, State or Federal law, safety regulations, or unsatisfactory job performance. Dismissal requires prior approval of the HR Manager who will consult with the Executive Director about any involuntary termination.

Procedures: Resignation and Voluntary Termination Exit Checklist

Overview: Department management and supervisors are responsible for immediately notifying Human Resources of employee resignations as soon as the employee gives notice. Supervisors are responsible for providing their direct reports access to informational systems and department tools necessary to fulfill their job duties. Hence, the supervisor has full knowledge of privileges granted to their employees and ASI properties in their employee's possession. To this end, the supervisor in coordination with the department director must ensure that the separation steps outlined below are followed when an employee is leaving ASI.

1. At least three days before the employee's last day of work
 - Supervisor notifies his Manager/Associate Director or Director to initiate termination on Dayforce, ASI HRIS system.
 - Director, Associate Director, Manager initiates Termination on Dayforce with the following:
 - Hours entered on Dayforce and Approved
 - Resignation letter with the employee's signature or pdf of email resignation uploaded and attached with the Termination Form on Dayforce
 - Software User Access Request Form completed and attached to Dayforce
2. On the employee's last day, and before the employee meets with Human Resources to collect the final check, the supervisor meets with the exiting employee to go over a termination checklist.
3. Both the supervisor and the employee must sign and date the form to confirm all exit items that are applicable to the employee either have been returned or have been processed.
4. The supervisor emails the termination checklist to Human Resources prior to the employee's exit meeting with Human Resources.

5. Human Resources uses the termination checklist to complete the exit meeting with the employee.

ASI Department Exit Checklist Profile:

All ASI departments are required to submit a termination checklist for each terminating employee with the exception of the Children's Center Classroom Student Assistants. These group of student employees do not have access to ASI informational systems, are not in possession of any ASI property nor are given copies to the keys of the center.

Human Resources Exit Meeting: Final Check and Termination Notices:

Human Resources meets with the exiting employee to hand the final check, collect applicable items, and to provide mandatory termination notice.

End of Semester and End of Season Separations: To reduce cost in maintaining employee headcount on Dayforce HRIS, student assistants, part-time variable and seasonal employees are placed on termination status at the end of the academic semester or the end of seasonal work. Refer to Recruitment and Selection Policy 011 for rehire eligibility and documentation.

Verification of Employment

By policy, ASI discloses only the dates of employment and the title of the last position held of former employees. All requests for references must be directed to Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees.

HEALTH AND DENTAL INSURANCE CONTINUATION (COBRA)

POLICY 121

ASI complies with the federal law Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and the Health Insurance Portability Accounting Act of 1996 (HIPPA) relative to the continuation of health care coverage for employees and qualified dependents. More comprehensive information shall be provided to employees should they experience a qualifying event.

DEFINITIONS

COBRA: This law requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. For the purposes of this law, the term "group health plans" includes Associated Students' sponsored medical and dental insurance. Covered individuals may elect to extend health benefits for a period generally ranging up to 36 months (under federal and state law) from the date coverage terminated.

Qualifying Events:

Death of the covered employee (coverage for up to 36 months);

- Termination (other than by reason of such employee's gross misconduct) or reduction of hours of the covered employee's employment (coverage for up to 18 months);
- Divorce or legal separation of the covered employee from the employee's spouse (coverage for up to 36 months);
- The covered employee becomes entitled to benefits under Medicare (coverage for up to 36 months);
- The dependent child ceases to be a dependent under the requirements of the plan (coverage for up to 36 months); and
- An employer's bankruptcy, but only as it relates to health care coverage for retirees and their dependents (coverage for up to 36 months).

HIPAA: Federal law requires ASI to provide certificate of prior group health plan coverage to employees and their dependents.

PROCEDURES

- A. Employees are responsible for notifying Human Resources of a divorce, legal separation, or if a child no longer qualifies as a dependent. Human Resources will attempt to notify the effected employee and any qualified dependents under COBRA as soon as possible after receiving notification of a qualifying event.
- B. **Election of Continued Coverage:** Employees have 60 days from the ending date of their coverage to notify ASI of their intent to continue health benefits at their expense. The employee must pay the premium for the elected coverage plus a two percent (2%) administrative charge.
- C. **Duration of coverage:** Continued coverage may end before the appointed time in the following instances:
 - Associated Students no longer provides group health coverage to any of its employees;

- The premium for continuation coverage is not paid;
 - The employee or qualified dependent becomes covered under another group health plan, including Medicare, unless that plan contains any exclusion or limitation with respect to any preexisting condition. In cases where the employee, spouse, or dependent has a preexisting condition not covered by the new plan, COBRA will be offered to the one beneficiary with the preexisting condition;
 - A former spouse subsequently remarries and is covered under the new spouse's group health plan.
- D. **Cancellation:** An individual that has elected COBRA may cancel coverage by submitting written notification of cancellation to Human Resources.
- E. In compliance with HIPAA, ASI will provide certificates to employees and their qualified dependents who lose group health plan coverage or COBRA coverage.

Associated Student Inc.

Receipt & Acknowledgement of Employee Handbook on Dayforce (Revised May 8, 2019)

Please read the following statements and acknowledge on Dayforce to indicate your receipt and acknowledgement of ASI Employee Handbook with revisions effective May 8, 2019.

- I understand I have access to an electronic copy of the ASI Employee Handbook on Day force. Additionally, the ASI Employee Handbook is on the ASI Shared Drive in the Human Resources/Policies Procedure folder.
- I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the ASI Employee Handbook.
- I understand and agree that nothing in the ASI Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at ASI is employment at-will; employment may be terminated at the will of either ASI or myself.
- I understand that except for employment at-will status, ASI can change any policies or practices at any time. ASI reserves the right to change my hours, wages, and working conditions at any time.
- I understand and agree that other than the Executive Director of ASI, no manager, supervisor, or representative of ASI has authority to enter into any agreement express or implied for employment for any specific period. Alternatively, to make any agreement for employment other than at-will; only the Executive Director has the authority to make any such agreement and then only in writing, signed by the ASI President.
- My acknowledgment on Dayforce certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between ASI and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with ASI.

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