

*Em*PLoyee  
HANDBOOK

# TABLE OF CONTENTS



## A Message from the Executive Director

### At-Will Employment

<b>Employment Categories .....</b>	<b>1-1</b>
Nonexempt.....	1-1
Exempt .....	1-1
Full-time.....	1-1
Part-time .....	1-1
Hourly.....	1-1
Hourly – Professional Level / Irregular Schedule.....	1-2
Salaried.....	1-2
Negotiated.....	1-2
Temporary.....	1-2
Casual.....	1-2
Student Assistants.....	1-2
10/12 or Academic Year.....	1-3
Regular .....	1-3
Probationary.....	1-3



<b>Compensation .....</b>	<b>2-1</b>
Salary Program Administration – Regular Employees .....	2-1
Hours of Work and Pay Days.....	2-1
Timekeeping.....	2-2
Garnishment.....	2-2
Overtime For Nonexempt Employees.....	2-2



<b>Benefits .....</b>	<b>3-1</b>
Health and Welfare Benefits.....	3-1
Health and Dental Coverage Continuation (COBRA and HIPAA).....	3-1
Retirement Benefits .....	3-2
Retirement Health and Dental Benefits.....	3-2
Deferred Compensation Plans 403(b) and 457) .....	3-3
Workers’ Compensation .....	3-4
Training .....	3-4
Employee Assistance Program.....	3-4
Educational Assistance .....	3-4
Unemployment Insurance .....	3-5



<b>Time Off .....</b>	<b>4-1</b>
Vacations.....	4-1
Holidays.....	4-2
Personal Holiday .....	4-2
Sick Leave .....	4-2
Donation of Vacation or Sick Leave.....	4-3
Pregnancy Disability Leave .....	4-4

Family Medical Leave .....	4-5
Bereavement Leave .....	4-6
Jury Duty and Court Appearance Leave .....	4-6
Military Leave .....	4-7
Personal Leaves of Absence.....	4-7
Disability Leave.....	4-7
Extraordinary Leaves of Absence.....	4-8
Fitness For Duty Examinations.....	4-8



<b>Employment Processes</b> .....	5-1
Employment of Relatives .....	5-1
Employment of Minors .....	5-1
Personnel Files .....	5-1
Job Posting .....	5-1
Promotions .....	5-1
Demotions.....	5-2
Safety and On-the-Job Illness or Injury .....	5-2
Performance Evaluations .....	5-2
Employee Separation .....	5-2
Reduction in Force and Recall.....	5-2
Severance Pay .....	5-2
Exit Interview .....	5-3
Bulletin Boards.....	5-3

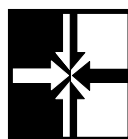


<b>Equal Opportunity Employment</b> .....	6-1
Unlawful Harassment.....	6-1
Sexual Harassment.....	6-1
Accommodation of Individuals with Disabilities .....	6-2

<b>Complaint Procedures and Responsibilities</b> .....	7-1
Wages, Hours, and Working Conditions Complaint Procedure .....	7-1
Discrimination and Harassment Complaint Procedure .....	7-1
Informal Complaint.....	7-2
Formal Complaint.....	7-2
Reporting of Fiscal Improprieties .....	7-3



<b>Standards of Conduct</b> .....	8-1
Conflict of Interest.....	8-1
Use of University Enterprises Computers, Computer Networks (Internet), E-mail, and other Computer Network Based Communication Systems.....	8-1
General Work Rules and Standards of Conduct.....	8-2
Employee Discipline .....	8-3
Attendance .....	8-4
Smoke-free Workplace.....	8-4
Drug-free Workplace .....	8-4



<b>Conclusion</b> .....	9-1
-------------------------	-----

---

## **A MESSAGE FROM THE EXECUTIVE DIRECTOR**

Dear University Enterprises Employee:

This handbook has been designed to help University Enterprises, Inc. employees understand their privileges and responsibilities, and to quickly acquaint employees with personnel policies, work rules, and benefits. It contains general summaries of personnel policies approved by the University Enterprises' Board of Directors. This handbook is not a contract and does not create contractual obligations of any kind. Neither you as an employee nor University Enterprises is bound to continue the employment relationship if either chooses, as its will, to end the relationship at any time for any reason.

From time to time, University Enterprises' personnel policies and procedures may be changed and revisions to this handbook will be distributed to employees. It is your responsibility, as an employee, to read this handbook and to include any revisions to the handbook as you receive them.

University Enterprises employees are our most important asset. The dedication and hard work of our employees is reflected in the excellent service we provide while accomplishing our mission to support the University's endeavors in teaching, research, and public service. Your participation is vital and your suggestions for improving our procedures are welcomed and appreciated. I look forward to a mutually successful and rewarding relationship with you as an employee of University Enterprises, Inc.

Please take the time to read this material as soon as possible. If you have any suggestions or questions, please call the Director, Human Resources.

Sincerely,

Executive Director



## **AT-WILL EMPLOYMENT**

Employment in all positions with University Enterprises, Inc. is dependent upon the mutual consent of University Enterprises and the employee. This means that either University Enterprises or the employee can, at any time, terminate the employment relationship at will, for any reason.

---

## EMPLOYMENT CATEGORIES



There are various categories of employment at University Enterprises, Inc. All employees are identified as either exempt or nonexempt from minimum wage and overtime laws. The information contained in this handbook is written to comply with regulations in effect at the time of the writing. University Enterprises' policies and procedures will be adjusted to comply with any changes to laws and regulations, as the changes become effective.

### NONEXEMPT

Employees whose positions are covered by the state and federal minimum wage and overtime laws are nonexempt employees. For these employees, the following applies:

- Hours worked in excess of forty (40) hours per week are considered overtime;
- Overtime pay is calculated at one-and-a-half times the regular rate of pay as required by law;
- Hours worked and absences are reported on the time sheet;
- Pay may be docked under certain conditions.

### EXEMPT

Exempt employees are those employees that are not covered by state and federal minimum wage and overtime pay laws. Their regular salaries are the full compensation for all the time that is required to perform the duties of their positions. This means that:

- Work in excess of the minimum 40-hour-work-week is not payable as overtime, and
- Absences of less than a day are not reported on time sheets and leave balances or pay is not docked for these absences.

Beyond the two main categories of exempt or nonexempt, employees may belong to one or more of the following categories.

### FULL-TIME

You are considered an at-will full-time employee if you are regularly scheduled to work 40 hours per week.

### PART-TIME

You are considered an at-will part-time employee if you are regularly scheduled to work fewer than 40 hours per week. Those part-time employees regularly scheduled for less than 20 hours per week are not eligible for University Enterprises benefits.

### HOURLY

You are considered an at-will hourly employee if you are regularly scheduled to work full-time during a regular 12-month, 10-month, or academic year, or part-time (that is, less than 40 hours but not less than 20 hours per week) and are paid for the number of hours actually worked. Hourly employees are generally eligible for all University Enterprises benefits except PERS Retirement or Long Term Disability Insurance.

---

## **HOURLY – PROFESSIONAL LEVEL / IRREGULAR SCHEDULE**

You are considered an at-will hourly professional level employee if you are paid by the number of hours worked and you work an on-call, irregular, or sporadic schedule. Employees in this classification are paid time and a half for hours worked over forty (40) in a workweek. Employees are not eligible for health insurance, dental insurance, life insurance, Public Employees' Retirement System benefits, long term disability insurance, holiday pay, sick leave, or vacation benefits. Appointments in this classification are contingent upon the director or department head obtaining the appropriate approvals as defined in the Personnel Policy and Procedures Manual. Continuation of employment in this classification is contingent upon the director or department head obtaining the appropriate approvals every six (6) months through the same process as required with the initial appointment.

## **SALARIED**

You are considered an at-will salaried employee if you are paid a monthly salary and maintain a regular 12-month, 10-month, or academic year schedule. Salaried employees in positions that are funded for two years or less are not eligible for Public Employees' Retirement System benefits or long term disability insurance.

## **NEGOTIATED**

You are considered an at-will negotiated employee if you are working in a position covered by the collective bargaining agreement with the Service Employees International Union (SEIU). Your benefits are defined in the Memorandum of Understanding (MOU) between University Enterprises and SEIU. The employment of negotiated employees is subject to the terms and conditions of the MOU when it conflicts with the University Enterprises' Personnel Policy and Procedures Manual or this handbook.

## **TEMPORARY**

You are considered an at-will temporary employee if you have been appointed to a position with a regular schedule, for a period no longer than 120 calendar days. Temporary employees are not eligible for benefits other than those required by law.

## **CASUAL**

You are considered an at-will casual employee if you do not maintain a regular work schedule and generally work less than twenty (20) hours per week. Casual employees are not eligible for benefits other than those required by law.

## **STUDENT ASSISTANTS**

You are considered an at-will student assistant employee if you are a currently enrolled student meeting the unit requirements for your position, and you generally do not consistently work more than 30 hours per week during school terms. Student assistant employees are not eligible for benefits other than those required by law.

---

## **10/12 OR ACADEMIC YEAR**

You are considered an at-will 10/12 or academic year employee if you work 10 months of the year or you work during the academic year but receive your salary and benefits over a 12 month period.

## **REGULAR**

You are considered an at-will regular employee if you are not in an hourly – professional level/irregular schedule, temporary, casual, or student assistant position and have successfully completed your probationary period. Regular employees are generally eligible for all University Enterprises benefits (subject to the terms, conditions, and limitations of each benefit program). Regular employees may be part-time (20 hours or more per week) or full-time (40 hours per week), hourly, salaried, or negotiated.

## **PROBATIONARY**

You are designated an at-will probationary employee if you are new, recently transferred, or recently reclassified in a regular position. All regular at-will employees serve a probationary period. The probationary period is a step in University Enterprises' hiring process, and allows you and University Enterprises to determine if your new job is the right job for you, and/or you are the right person for the job. The following elements characterize the probationary period.

- The new employee “tries” the job and is evaluated by supervisors;
- For nonexempt employees, the probationary period is normally six (6) months;
- For exempt employees, the probationary period is normally one (1) year.
- Probationary employees are generally eligible for the same benefits (subject to the terms, conditions, and limitations of each benefit program) as persons in the same employment categories who have completed probation (with the exception of Educational Assistance);
- A probationary period may be extended by the Executive Director or his or her designee;
- If an employee accepts a different position with University Enterprises, he or she must serve a new probationary period for that position;
- If a probationary employee successfully completes the probationary period, he or she may be offered regular at-will employment.

---

## COMPENSATION

### SALARY PROGRAM ADMINISTRATION – REGULAR EMPLOYEES



Employees' pay rates reflect their positions in the pay ranges for their levels of employment. Salary increases are not automatically granted. University Enterprises maintains a salary system for regular employee salary increases using a compensation package consisting of various components. Typical components include Pay For Performance, General Salary Increases, and Benefit Costs Adjustments. Employees must have been in their current or reclassified positions by December 31 of the previous year to be eligible for a recommendation for a Pay For Performance salary increase. Salary increases are contingent upon approval by the University Enterprises' Board of Directors and are charged to the department's or project's budget. Funds must be available before any increases are approved.

A Pay For Performance (PFP) salary increase may be granted based on overall demonstrated job performance as documented on the employee's performance evaluation, recommendation of the supervisor, and approval by the director or department head, and the Executive Director.

A General Salary Increase (GSI) may be granted to an employee when a general salary increase is approved for regular University Enterprises employees.

Benefit Cost Adjustments (BCA) may be made by University Enterprises from funds available for salary increases when the cost of health, dental and life insurance increases to a level deemed necessary for the adjustment. This may result in less money being available for the Pay For Performance or General Salary Increases.

Approved salary increases are generally effective at the beginning of the fiscal year (July 1).

In rare cases, an employee may be paid an amount in excess of the maximum rate for his or her level. In these cases, the Executive Director may approve "red circling" an employee's salary. If an employee's salary is "red circled", his or her salary will not be reduced. However, the employee may be ineligible for a pay increase (i.e. be "red circled") until the salary range for the position exceeds the red circled amount.

### HOURS OF WORK AND PAY DAYS

University Enterprises workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. Full-time employees work a forty (40) hour week. Some employee schedules vary by function.

Lunch breaks vary according to schedule. Full-time non-exempt employees regularly scheduled to work eight (8) hours per day receive either a one-hour or a 30-minute unpaid lunch break each day depending upon their schedules. Non-exempt employees who work six (6) or more continuous hours per day must take at least a 30-minute unpaid lunch break within the first five (5) hours of the shift. Non-exempt employees using a time clock must punch out for the unpaid lunch break. Non-Exempt employees shall also

---

be given a 15-minute break or rest period for each four (4) hour interval worked or major fraction thereof. For example, a 15-minute break shall be given to employees who work at least three-and-a-half (3 ½) hours, but less than seven-and-a-half (7½) hours. Employees who use a time clock should not punch out for these 15-minute breaks. Breaks may not be accumulated and used as excused time off.

University Enterprises pay periods are semi-monthly from the 1st through the 15th and the 16th through the last calendar day of the month. Pay days for all employees are generally the 7th and 22nd of each month, respectively. The dates may deviate because of weekends and holidays.

### **TIMEKEEPING**

Exempt employees must complete a time report for each pay period, reflecting vacation, holidays, and leave time.

Nonexempt employees must accurately record hours worked by completing a time sheet or by punching in and out on a time clock. The time record must show any and all hours worked during each day of the payroll period as well as any vacation, holiday, or sick time. Time sheets completed by employees must be submitted for approval (signature in ink) by a supervisor, manager, or the department head at the end of each pay period.

Payroll checks are available in University Enterprises Payroll office at 9:00 a.m. on paydays. If a group pickup is designated for a department, employees in that department may not pick-up their own checks at the payroll window. An employee can request to have his or her check mailed by completing a "Request To Mail Check" form. This form, available from the payroll office, is good for only one pay period at a time. Employees may also make arrangements with the Payroll department for a direct deposit of their check to their bank or credit union.

Salary or wage advances may be granted in extreme emergencies. A written request for a salary or wage advance must be submitted to the Payroll department at least one working day in advance of the end of the pay period.

### **GARNISHMENT**

University Enterprises complies with California law by following all required procedures for handling court ordered garnishment or earnings withholding orders requiring University Enterprises to withhold money from earnings.

### **OVERTIME FOR NONEXEMPT EMPLOYEES**

Nonexempt employees are paid straight time for all hours worked through eight hours worked in one day and 40 hours in one week. Overtime pay for nonexempt employees is paid as follows:

- Time-and-one-half for hours worked in excess of eight hours in one day, and 40 hours in one week;
- Time-and-one-half for the first eight hours worked on a seventh consecutive day;
- Double-time for hours worked in excess of 12 hours in one day, or in excess of eight hours on a seventh consecutive work day in one week.

- 
- If, however, a nonexempt employee works less than six hours a day, and less than 30 hours a week, the seventh consecutive day's work will not be paid at overtime rates.

Only actual hours worked are considered for overtime pay calculations. All overtime hours worked by nonexempt employees must be authorized in advance by a supervisor. Compensatory time off in lieu of overtime pay will *not* be granted.

---

## BENEFITS



The following is a brief summary of the benefits currently provided to University Enterprises employees. More specific information and qualifying factors for these benefits is available in Human Resources or in the contract booklets provided at the time of enrollment.

From time to time, University Enterprises may make changes in the employee benefits it provides and will notify employees of those changes. University Enterprises also reserves the right to adopt, modify, or terminate any or all of the provisions of the benefit plans for any reason at any time upon the recommendation of University Enterprises' Executive Director and with the approval of University Enterprises' Board of Directors.

### HEALTH AND WELFARE BENEFITS

University Enterprises currently makes available to eligible regular employees health and welfare benefits. Regular University Enterprises employees who are regularly scheduled to work 20 hours or more per week may generally be eligible for the following benefits. (Some employees are not eligible for all the benefits.) To the extent coverage is offered for employees' dependents, domestic partners as defined by California law, are included.

- Medical care including Vision Care
- Dental Care
- Cash in Lieu of Medical and/or Dental Insurance
- Long Term Disability Insurance (for eligible employees)
- Public Employees' Retirement System (PERS) retirement (for eligible employees)
- Defined Contribution Retirement Plan (for eligible employees)
- Deferred Compensation Retirement Plans
- Accidental Death and Dismemberment Insurance
- Life Insurance
- Flexible Spending Accounts

### HEALTH AND DENTAL COVERAGE CONTINUATION – (COBRA and HIPAA)

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985, as amended) is a federal law which allows employees and their dependents covered by their employers' group health insurance to self-pay for those group benefits for a period of time after an event which ends employer-paid coverage. HIPAA (Health Insurance Portability and Accountability Act) requires employers to provide certificates of prior group health plan coverage to former employees and their dependents. The certificates may assist the former employees or dependents in obtaining health insurance coverage under other employers or other health insurance companies.

---

Under COBRA, covered individuals may elect to extend health benefit coverage for periods ranging generally from 18 to 36 months, depending on the circumstances leading to the loss of coverage. Employees are responsible for notifying Human Resources of a beneficiary's death, divorce, legal separation, or if a child no longer qualifies as a dependent. University Enterprises will attempt to notify employees of their rights under COBRA and HIPAA when University Enterprises is aware of a qualifying event which will cause a loss of coverage. Employees generally have 60 days after receiving their COBRA notice, to advise University Enterprises whether they wish to elect continued coverage at their expense plus the two percent administration fee. For more information, contact Human Resources.

### **RETIREMENT BENEFITS**

University Enterprises currently provides a retirement benefit program to eligible employees through membership in the Public Employees' Retirement System (PERS). Eligibility for PERS retirement benefits is determined by the employee's position and University Enterprises' contract with PERS. Hourly employees and those in positions funded for two years or less are not eligible.

For eligible employees, a portion of their monthly income is deducted and placed into the PERS Retirement Fund. This deduction is mandatory. University Enterprises also contributes an additional amount to the fund on behalf of the employee. Employees may retire at age 50 with five years of PERS credited service upon retirement. (Requirements for retirement health and dental benefits differ – see section on Retirement Health and Dental Benefits.)

### **RETIREMENT HEALTH AND DENTAL BENEFITS**

University Enterprises Inc. currently provides to regular employees who are eligible to receive retirement benefits from the California Public Employees' Retirement System (PERS) a retirement health and dental benefit program. UEI health plan premium contributions are generally set at the lowest contribution rates of the UEI approved health and dental plans. If the retiree selects a UEI approved plan with a higher rate, the retiree or spouse or domestic partner is required to pay the difference. Years of service refers to continuous UEI service covered by PERS. The retiring employee must be currently enrolled in UEI health and dental benefit programs and must retire from UEI under PERS.

#### **Effective July 1, 2008 for employees hired prior to July 1, 2008**

UEI employees who are at least 55 years of age with at least 10 years of continuous PERS covered service at UEI. Premium contributions are based on the following tiers:

##### **Tier 1 – Employees with 10 – 14 years of continuous service with UEI**

UEI will contribute 50% for employee and 50% for spouse or domestic partner (if applicable) of the UEI contribution rate

##### **Tier 2 – Employees with 15 – 19 years of continuous service with UEI**

UEI will contribute 75% for employee and 50% for spouse or domestic partner (if applicable) of the UEI contribution rate

---

**Tier 3 – Employees with 20 or more years of continuous service with UEI**

UEI will contribute 100% for employee and 50% for spouse or domestic partner (if applicable) of the UEI contribution rate

**Effective July 1, 2008 for employees hired after June 30, 2008**

Premium contributions are based on the following tiers:

**Tier 1** – For employees with at least 20 years of continuous service with UEI and who are at least 65 years of age, UEI will contribute 100% for employee and 50% for spouse or domestic partner (if applicable) of the UEI contribution rate.

**Tier 2** – As an early retirement option for employees with at least 20 years of continuous service with UEI and who are between the ages of 55 and 64, employees will be responsible for 100% of the premium contribution until age 65. Employees must maintain payment of the premiums to remain eligible for UEI benefits. Upon reaching age 65, UEI will contribute 100% for employee and 50% for spouse or domestic partner (if applicable) of the UEI contribution rate.

For more information, contact Human Resources.

**DEFERRED COMPENSATION PLANS 403(b) and 457**

University Enterprises currently provides a deferred compensation program on a voluntary, individual means for all employees to save for retirement on a pre-tax basis. All University Enterprises employees are eligible to participate in this program. The program is currently available under the provisions of the United States Internal Revenue Code Section 403(b) and 457.

This is a voluntary program. Only the employee contributes to the program. University Enterprises does not contribute. The employee is responsible for any fees associated with each investment offering. Additionally the employee is responsible for tracking maximum contributions, related taxes, investment performance, or any other consequences of contributions to any 403(b) or 457 Plan.

University Enterprises assumes no liability or responsibility for the performance outcome(s) of the annuity and/or mutual fund custodial account company or investment options selected by the employee.

Continued compliance with federal and state laws and regulations may require University Enterprises to make changes in the benefits from time to time. When these changes occur, University Enterprises will attempt to notify affected employees. UEI reserves the right to adopt, modify, or terminate any or all of the provisions of the benefit plans for any reason at any time upon the recommendation of the University Enterprises Executive Director and with the approval of the University Enterprises Board of Directors.

For information, contact Human Resources.

---

## **WORKERS' COMPENSATION**

An accident report must be completed immediately by the employee and supervisor for a work-related injury or illness. The accident report must be forwarded (within 24 hours) to University Enterprises' Workers' Compensation Risk Manager.

Benefits under workers' compensation are determined by the insurance carrier and depend on the type and degree of injury or illness. Information regarding these benefits is available from the Risk Manager. See the Human Resources bulletin board for the name of University Enterprises' workers' compensation insurance carrier and information on filing a claim for benefits.

## **TRAINING**

Employees may request work release time to participate in training workshops either internal or external to University Enterprises. Supervisors may grant the release time if the normal function of the department or unit will not be adversely affected. Approval for work release time to participate in training opportunities should be sought in advance by contacting your supervisor. Part-time employees may only receive training release time for in-house or local training programs.

## **EMPLOYEE ASSISTANCE PROGRAM**

Regular University Enterprises employees are eligible to participate in the Employee Assistance Program when experiencing personal difficulties. The Employee Assistance Program may assist the employee in addressing personal difficulties or problems such as marital, family, emotional, stress, interpersonal, medical, financial, and legal problems, plus alcohol and drug abuse.

Employees experiencing personal difficulties are encouraged to contact the Director, Human Resources or designee, the Affirmative Action Officer, or the Executive Director. Employees may also directly contact the Employee Assistance Program. Employees are not required to inform their supervisors that they have asked for assistance. Assistance is provided in a confidential manner.

The Employee Assistance Program may recommend counseling or other programs. If the employee decides to access treatment services, it is his or her personal and financial responsibility. Some employees may have such services covered as part of their medical or health insurance.

## **EDUCATIONAL ASSISTANCE**

Regular employees with satisfactory job performance records are eligible for Educational Assistance including reimbursement of fees for Sacramento State or community college courses taken for credit. Probationary employees are not eligible for Educational Assistance.

Educational Assistance is contingent upon the availability of funds in each department's budget and is not guaranteed. Employees are responsible for confirming their eligibility for Educational Assistance and the availability of funds with their supervisor prior to incurring course fees.

---

To qualify for assistance, courses must be related to the duties of the employee's current or future position or must provide the employee additional knowledge or skills that would benefit University Enterprises. Specific conditions including maintaining grades and obtaining the supervisor's advance written approval apply. Employees covered under the Memorandum of Understanding must follow the union contract provisions. Employees are financially responsible for any taxes levied on the employee's Educational Assistance benefits.

For more information about the requirements and conditions of Educational Assistance and how to apply, please call Human Resources.

### **UNEMPLOYMENT INSURANCE**

Eligibility for unemployment insurance is determined by the California Employment Development Department (EDD). Human Resources responds to inquires from EDD for all claims filed by previous employees. Claims will be challenged when the employee applying for unemployment insurance voluntarily resigned, was terminated for misconduct, or may otherwise be ineligible for benefits.

---

## TIME OFF



### VACATIONS

All regular University Enterprises employees are eligible for paid vacation benefits. University Enterprises may require each eligible employee to take an annual vacation as paid time off away from work.

Vacation is accrued according to the following schedules:

1. Exempt employees earn 8 hours of vacation per qualifying period. A qualifying period is a pay period. There are two qualifying periods per month. The maximum vacation accrual for this group of employees is 384 hours with 10 or fewer years of service and 440 hours with more than 10 years of service.
2. Exempt employees who are considered "campus equivalent" and some project employees (as determined by the project) will earn vacation according to the campus schedule for the position.
3. All other full-time salaried employees accrue vacation according to the following schedule:

Years of service	Hours per qualifying pay period
Less than 3 years	3.33
3 years to 6 years	5.00
6 years to 10 years	5.67
10 years to 15 years	6.33
15 years to 20 years	7.00
20 years to 25 years	7.67
Over 25 years	8.00

The maximum vacation accrual for this group of employees is 272 hours with 10 or fewer years of service and 384 hours with more than 10 years of service.

4. Regular salaried employees who work only during the academic year or on a 10 month appointment, but are paid over the entire year may, depending on the position, continue to accrue vacation at normal rates during the months not worked.
5. Hourly employees accrue vacation based on the number of hours worked.
6. Once an employee reaches his or her maximum vacation accrual, he or she will earn no additional vacation until after some of the accrued time is used.

Salaried employees who are in pay status at least six days in a pay period earn the full vacation accrual for the pay period. Those who are in pay status fewer than six days in a pay period will not accrue vacation that pay period.

---

Vacation is not earned during an unpaid leave of absence. Employees paid from project funds may be required to take vacation prior to the end of the grant/contract funding period. Some employees may be paid for accrued vacation at the end of the grant/contract funding period. Unused vacation time will be paid to employees upon separation.

Scheduling of vacation dates is subject to approval by the employee's supervisor. If requests are made in a timely manner, and a scheduling conflict develops, absent business necessity, preference will be granted based on length of employees' service with University Enterprises. University Enterprises maintains the right to disallow vacations at certain times of the year, and at any time that would adversely affect operations. Nonexempt employees must take vacation time in increments of not less than 30 minutes. Exempt employees must take vacation time in increments of not less than one whole working day.

### **HOLIDAYS**

All regular University Enterprises employees regularly scheduled to work 20 hours or more per week are eligible for holiday pay. Each fiscal year, the University Enterprises Executive Director will set a holiday schedule that will normally include a total of thirteen paid holidays. If a holiday falls during an eligible employee's scheduled vacation, no vacation deduction will be made for the holiday. Employees who are scheduled to work on a holiday will receive holiday credit for the hours worked.

Holiday pay will be prorated (based on the hours worked in the week the holiday falls) for regular employees who regularly work a predetermined schedule of at least 20 hours but less than 40 hours per payroll week.

An employee who is separated or not in paid status on the last scheduled workday preceding a holiday will not receive holiday pay.

### **PERSONAL HOLIDAY**

Nonexempt employees are entitled to one personal holiday per year that must be taken in increments of not less than 30 minutes. Exempt employees are entitled to one personal holiday that must be taken in increments of not less than one working day. If the employee fails to take the personal holiday before the end of the calendar year, he or she will carry over the personal holiday to the next year and will not receive an additional personal holiday for that next year. The scheduling of the personal holiday time off shall be by mutual agreement with the supervisor and the employee.

### **SICK LEAVE**

All regular University Enterprises employees who are regularly scheduled to work 20 hours or more per week are eligible for paid sick leave. An employee is eligible for paid sick leave benefits when he or she has accrued leave and provides medical certification of disability, if requested by University Enterprises. Salaried full-time employees earn four hours of paid sick leave for each qualifying period (pay period) of service completed. Hourly and part-time employees who earn sick leave do so on a prorated basis. There is no limit on the number of sick leave hours that may be accrued.

---

Salary will be continued during an eligible employee's absence from work caused by personal or family illness, accident, or doctor's appointments under the conditions of the approved leave, or until all available sick leave is used, whichever comes first. (See the section on Family Medical Leave for limits on paid sick leave.)

The number of sick leave hours credited to an employee indicates a benefit granted and does not establish a guideline for acceptable attendance.

Amounts paid to the employee under Workers' Compensation Insurance or State Disability Insurance will be integrated with sick leave payments.

To obtain sick leave benefits, the employee must 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.

The supervisor may require a physician's written release before the employee may return to work. All employees returning from sick leave who have received Workers' Compensation, State Disability Insurance, or Long Term Disability benefits must present a written release from their physician prior to returning to work. University Enterprises may also require the employee to have a fitness for duty exam at University Enterprises' expense.

If an employee's disability absence continues beyond the period covered by sick leave, the employee may request an unpaid medical leave of absence. At the employee's option, unused vacation entitlement may be used before transferring to unpaid medical leave of absence status. University Enterprises will continue to pay health and dental benefits premiums for absent employees for a maximum of four months.

Nonexempt employees must take sick leave benefits in increments of no less than 15 minutes. Exempt employees must take their sick leave benefits in increments of no less than one working day. Employees are expected to plan doctor and dentist appointments to cause minimum disruption to their work schedules.

Employees may use their sick leave to care for an ill or injured spouse or domestic partner as defined by California law, child, parent, sibling, in-law, legal guardian, grandparent, grandchild, or a member of the employee's immediate household. If requested by University Enterprises, the employee must provide medical certification of the need for such leave.

If a paid holiday occurs while an employee is out on paid sick leave, the employee will receive holiday pay for that day, not sick leave pay. For purposes of computing overtime, paid sick leave shall not count as time worked.

### **DONATION OF VACATION OR SICK LEAVE**

Regular employees may voluntarily donate a minimum of four hours, but no more than 16 hours of his or her accrued vacation or sick leave credits to another employee who has exhausted his/her accrued sick leave, vacation, and personal leave. Such donated vacation or sick leave credits may be used to cover the employee's absence due to a serious and debilitating non-industrial illness or injury to the employee. Vacation or sick leave can be donated

---

to an employee to cover time away to care for a family member, including domestic partner as defined by California law.

To be eligible to receive donated sick leave or vacation, the recipient employee must be medically certified to be disabled and away from work at least seven calendar days. Donated credits may be used to supplement State Disability Insurance up to the employee's regular hours and wages.

The recipient employee's supervisor may request Human Resources to send a solicitation for donated sick leave or vacation hours to regular employees. No more than one solicitation per eligible employee per occurrence is allowed. If a recipient employee recovers early and returns to full-time active status, any remaining balance of donated time is returned to the donors on a prorated basis. For more information, contact Human Resources.

### **PREGNANCY DISABILITY LEAVE**

Regular employees disabled due to pregnancy, childbirth, or related medical conditions (with written medical certification from a health care provider) may take a pregnancy-related disability leave. This leave may be in addition to any leave the employee may be entitled under the University Enterprises' Family Care and Medical Leave policy.

If possible, the employee should provide 30 days written notice to her supervisor of the need for leave. For unforeseeable events, the employee must notify her supervisor as soon as practicable. The notice should include the anticipated timing and the duration of the requested leave.

Employees are entitled to pregnancy disability leave (whether paid, using sick and/or vacation pay, or both, or unpaid) for the period of time the employee is actually disabled by pregnancy, up to a maximum of four months. The leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the employee's health care provider. University Enterprises may require the employee to transfer temporarily to an available alternative position during the intermittent leave or to a reduced work schedule. The employee must be qualified for the alternative position, and the position must better accommodate recurring periods of leave than the employee's regular job.

During the employee's approved pregnancy disability leave, University Enterprises will continue to pay the employer's portion of the employee's customary medical, dental and life insurance premiums for a maximum of four months. If the employee fails to return from the leave for a reason other than a condition that would qualify for additional leave under the Family Care and Medical Leave policy, University Enterprises, may at its option, require the employee to reimburse University Enterprises for any health, dental and life insurance premiums paid by University Enterprises on the employee's behalf during any unpaid periods of the leave.

Failure to return from a pregnancy disability leave, unless followed by another approved leave, or an employee's failure to present reasons for not returning as arranged will be considered abandonment of the position and may result in termination of employment.

Contact Human Resources for further information and conditions of the Pregnancy Disability Leave.

---

## **FAMILY MEDICAL LEAVE**

Eligible employees may take Family Medical Leave to care for a newborn or newly adopted child or a seriously ill family member, or because of the employee's own serious health condition. To be eligible, the employee must have worked for University Enterprises for at least one year and must have worked for at least 1,250 hours for the twelve months before the leave is requested. Leave may be limited or denied if it would cause an undue hardship on University Enterprises operations. Accrued sick leave hours may be used for approved Family Medical Leave.

For purposes of this leave, "family member" means the employee's child (including a legal ward or biological, adopted, foster, or step-child under 18 years of age, or an adult disabled dependent child), the employee's parent (including a biological, foster or adoptive parent, stepparent or legal guardian), or the employee's spouse.

Employees must request family medical leave at least 30 days in advance when the leave is foreseeable, such as for the birth or adoption of a child. In other cases, employees must provide as much advanced notice as possible. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee must make a reasonable effort to schedule the treatment so as to minimize disruption of University Enterprises' operations. All requests should be made in writing to the employee's supervisor who will forward the request to Human Resources.

An employee may request leave up to a maximum (whether unpaid, or paid using sick and/or vacation pay, or both) of up to 12 weeks in a 12 month period. If the family medical leave is taken because of the birth of a child and follows a pregnancy disability leave, the combined pregnancy disability/family medical leave will normally be limited to a maximum of four months of pregnancy leave plus 12 weeks of family care and medical leave.

The employee seeking family medical leave will be required to submit certification from the patient's health care provider of the serious illness or health condition. The certification should include the date on which the serious health condition began, the probable duration of the condition, and other appropriate medical facts. If the leave is to care for a family member, the certification should include a statement that the employee is needed to care for the child, spouse, or parent and an estimate of the time that the employee needs. If the leave is because of the employee's own serious illness, the certification should include a statement that the employee is unable to perform his or her job. In addition, University Enterprises may require the employee to obtain a second opinion from a doctor of University Enterprises' choosing at University Enterprises' expense. If the employee's health care provider and the doctor providing the second opinion do not agree, University Enterprises may require a third opinion, at University Enterprises' expense, performed by a mutually agreeable doctor who will make a final determination. Before the employee is permitted to return to work, the employee must provide medical certification that he or she is able to return to work.

The employee taking an approved family medical leave may elect to use accrued vacation or sick leave pay for part or all of the family medical leave. Use of vacation or sick leave will not

---

extend the maximum duration specified above. Normally, an employee returning from family medical leave will be returned to his or her previous position, or one which is substantially similar. Some exceptions apply. An employee's failure to return from an approved family care or medical leave of absence or an employee's failure to present reasons for not returning as arranged will be considered abandonment of the position and may result in immediate termination of employment.

Contact Human Resources for further information and conditions of the University Enterprises' Family Medical Leave policy.

### **BEREAVEMENT LEAVE**

All employees may receive time off from work (either with or without pay) in the event of a death of an immediate family member. For purposes of this leave, "immediate family" is defined as the employee's spouse or domestic partner as defined by California law, children, parents, siblings, in-laws, legal guardians, grandparents, grandchildren, or members of the immediate household.

When a death occurs in the immediate family, employees may be granted up to five days time off from work. An employee who wishes to take bereavement leave should notify his/her supervisor as soon as possible, either by telephone or in person.

In order to be paid for the absence, accrued sick leave shall be used for all regular employees who have such time available. At the employee's option, unused vacation entitlement may be used instead of sick leave. Employees who have no available sick time or chose not to use vacation may request an unpaid leave of absence. Additional time off beyond five days may be requested by the employee under a personal leave of absence. The supervisor may approve such an unpaid leave when circumstances warrant the leave.

When completing the time sheet, the time off should be recorded as unpaid leave, sick leave, or vacation as specified above. The relationship of the deceased to the employee must also be indicated.

### **JURY DUTY AND COURT APPEARANCE LEAVE**

Provided the employee is not a defendant, plaintiff, or otherwise interested party, University Enterprises will grant time off with pay to a regular employee who is summoned for examination and services as a juror or subpoenaed as a witness. Employees excused from work for a court appearance or jury service will be paid their regular pay by University Enterprises. Hours will be reported as jury duty on the time report.

An employee must report a jury or witness summons to his/her supervisor or department director immediately following notification. If the employee is selected for regular jury duty, he or she is expected to report his or her status by telephone to the supervisor each day. If the employee is released from jury duty early enough so that he or she could work at least one half of his/her normal shift, the employee must report to work. If the employee is selected as a telephone alternate for jury duty, the employee should follow the phone-in instructions provided by the jury commissioner and report to work as usual. In the event

---

that the employee is asked to report for jury duty, he/she should inform his/her supervisor and report to jury duty as required. Grand jury duty will be handled in the same manner as regular jury duty. The employee's supervisor may require documentation of the employee's status and hours jury duty was performed.

### **MILITARY LEAVE**

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

### **PERSONAL LEAVES OF ABSENCE**

Personal leaves of absence may be granted to regular University Enterprises employees in unusual circumstances when, in the best interests of University Enterprises and the employee, as determined by the Executive Director or designee. Personal leave is a privilege, not a right, and may only be granted when the employee's absence will not be detrimental to unit operations. A personal leave of absence is defined as an excused absence, without pay, beyond 10 working days. The maximum length of a personal leave of absence in combination with any other consecutive leave, renewal, or extension is one year.

To be eligible, the employee must have maintained a satisfactory record of employment with University Enterprises for a minimum of one year. An employee may request a personal leave of absence to pursue further education, or to handle pressing personal obligations. The employee is responsible for paying the entire cost of his or her own group medical, dental, or life insurance coverage while on a personal leave of absence without pay.

### **DISABILITY LEAVE**

All employees are eligible for unpaid leaves of absence for a mental or physical disability other than a disability due to pregnancy, childbirth, or a related medical condition which are covered by Pregnancy Disability Leave and Family Care and Medical Leave.

A written request for disability leave should be submitted to the employee's immediate supervisor. It should state the reasons for the leave and its expected duration.

Employees may receive up to four months of unpaid leave when temporarily disabled. Requests for leave of longer duration will be considered on a case by case basis.

Employees seeking disability leave must provide a physician's statement specifying the reasons for the leave, the anticipated duration of the leave, and any restrictions on the employee's ability to perform his or her normal work activities.

A temporarily disabled employee who has been absent for four months or less, and who is able to resume his or her duties, will be returned to his or her former position or one substantially similar to it, unless the position has been eliminated or unless returning the employee to the previous position would create an undue hardship on University Enterprises. An employee

---

unable to perform the essential duties of his or her former position may be reassigned or transferred to a vacant job for which the employee is qualified. An employee with a physical or mental disability as defined by the Americans With Disabilities Act should notify Human Resources of any need for reasonable accommodation.

An employee on a leave of absence is required to maintain regular contact with his or her supervisor and must notify his/her supervisor of his/her availability for return to work at least two weeks prior to the end of the leave. The employee will be required to have a release from a physician and/or may be required to have a physical examination to determine his/her fitness for work prior to returning from any disability leave. An employee's failure to return from any leave of absence, or an employee's failure to present reason for not returning as arranged will be considered abandonment of the position and may result in immediate termination of employment.

### **EXTRAORDINARY LEAVES OF ABSENCE**

The Executive Director may grant an unpaid leave of absence to a regular employee when unusual or unavoidable circumstances occur. The Executive Director will take into consideration the best interests of University Enterprises and the employee when granting or denying such a request. All requests must be in writing and must state the reasons for and the duration of the requested leave. The employee's written request should be submitted to the immediate supervisor at least 10 working days in advance of the requested leave, except in an emergency situation when the employee has no such advance notice.

Where appropriate, the Executive Director or designee may require written documentation of the need for the requested leave from a person the Executive Director or designee deems appropriate. An employee on a leave of absence must notify his or her supervisor at least two weeks prior to the end of the leave of his/her availability for return to work. The employee may be required to have a physical examination to determine his/her fitness for work prior to returning from any disability leave. Failure to return from any leave of absence, or failure to present reasons for not returning, as arranged will be considered abandonment of the position and may result in immediate termination of employment. University Enterprises will attempt to return the employee to the same position held prior to the leave but cannot guarantee it will do so.

### **FITNESS FOR DUTY EXAMINATIONS**

When reasonable concerns exist, University Enterprises may require an employee or prospective employee, as a condition of employment, to have a "Fitness For Duty" examination. The health related "Fitness For Duty" examination including, but not limited to, a physical examination and/or a psychological evaluation will be at University Enterprises' expense under the following circumstances:

1. when an employee is returning to work from a leave of absence;
2. when the employee's job performance or safety for the employee or others is an issue, as determined by the department director, the Director, Human Resources or the Executive Director;

- 
3. in order for the employee to be eligible for promotion or transfer to a job classification with different physical or mental requirements than the employee's present job classification;
  4. in order to be eligible for hiring or rehiring;
  5. for any other job-related reason.

University Enterprises will provide written notification of the need for the "Fitness For Duty" examination to the employee or prospective employee. The Director, Human Resources will make arrangements for the examination.

Failure of an employee to keep a scheduled appointment or to cooperate with the health-care provider may result in disciplinary action, up to and including dismissal.

---

## EMPLOYMENT PROCESSES

### EMPLOYMENT OF RELATIVES



Relatives of employees may not be employed in the same department, division, or facility when doing so adversely affects supervision, morale, security, safety, or the position requires the employee to initiate or participate in making decisions affecting the employment status of their spouses or relatives.

For purposes of this policy, the term “relative” includes spouse, child, parent, sibling, legal guardian, grandparent, grandchild, aunt, uncle, member of the immediate household, or member of a spouse’s immediate household.

Becoming relatives after employment may require one of the relatives to change jobs or terminate his or her employment with University Enterprises. Please call Human Resources for more information.

### EMPLOYMENT OF MINORS

Typically, University Enterprises does not employ minors under the age of 16 but may do so for special programs. Potential employees under the age of 18 who have not graduated from high school are required to provide proof of age and a valid work permit prior to employment. Employees under the age of 18 are not permitted to engage in any hazardous work or in any work requiring the driving or operation of a vehicle.

### PERSONNEL FILES

Employee personnel files are confidential. Upon request, employees may review their own personnel files. Requests should be made to Human Resources during regular business hours.

### JOB POSTING

When a position vacancy occurs, a notice about the vacant job is posted on the Human Resources bulletin boards and vacancy announcements are sent out through a regular mailing list. University Enterprises supports and will explore opportunities for promoting from within its ranks whenever possible, so long as the requirements of equal opportunity and affirmative action are met. Employees have the primary responsibility for their own career development.

### PROMOTIONS

Employees who are interested in a posted position should follow the procedures outlined on the vacancy announcement. Employees, if selected for an interview, will be considered according to the regular process, along with the other selected candidates.

Employees who are promoted maintain no rights to their previous positions. Promoted employees will serve a six-month or one year probationary period as applicable in the new position. If job performance in the new position is unsatisfactory, or if University Enterprises or employee is otherwise dissatisfied, either University Enterprises or the employee may terminate the employment relationship. The employee may apply for another open position for which he or she is qualified, but he or she is not guaranteed any position.

---

## **DEMOTIONS**

Depending on the circumstances, University Enterprises may approve the demotion of an employee who is employed in a capacity for which University Enterprises determines he or she is unsuited. Demotions may also occur for disciplinary reasons or as a result of a department reorganization or a reduction in force.

When an employee is assigned to a new job, the circumstances of the demotion will be evaluated and the salary adjusted accordingly.

## **SAFETY AND ON-THE-JOB ILLNESS OR INJURY**

All job-related illness and injuries, regardless of severity, must be immediately reported to the supervisor at the work site.

Safety is everyone's responsibility. Every employee must cooperate to the fullest extent in the promotion of safety, safe work habits, and good housekeeping at the work site. Employees should be on the lookout for conditions or actions that might be unsafe or careless. Employees are required to report unsafe conditions or circumstances to their supervisors.

## **PERFORMANCE EVALUATIONS**

Employees typically receive regular periodic job performance evaluations. Performance evaluations are delivered verbally and in writing. They discuss the employee's significant strengths and areas needing improvement. They provide a means for supervisors to make salary recommendations to directors based upon an assessment of an employee's performance of the job duties and the performance expectations.

Employees are asked to comment on the evaluation and acknowledge receipt of the oral and written performance evaluation by signing a form provided. The performance evaluation is placed in the employee's personnel file.

## **EMPLOYEE SEPARATION**

Employee Separation occurs through voluntary separation, retirement, release, reduction in force, or dismissal.

## **REDUCTION IN FORCE AND RECALL**

Economic conditions, lack of work, or other unforeseeable circumstances may require University Enterprises to adjust staff levels through a Reduction In Force (RIF). There are two kinds of reduction in force. A temporary reduction is one in which an employee is expected to be recalled within 12 months. A permanent reduction is one in which an employee is not expected to be recalled because the department closed or the job was eliminated for some other reason.

## **SEVERANCE PAY**

Employees who have lost their jobs due to a permanent reduction in the work force, or due to the elimination of their jobs may receive severance pay. Severance pay is granted subject to funding and is granted at the discretion of University Enterprises management.

---

Employees are generally not eligible for severance pay under the following conditions: voluntary separation; employment termination for misconduct; temporary layoffs; refusal to accept another suitable University Enterprises position offered at the time of termination; ending of a project because of completion; ending of a project because funds ran out or retirement under conditions not involving elimination or termination of the job.

### **EXIT INTERVIEW**

During the last week of employment, an employee may be scheduled for an exit interview with the Executive Director or a designated representative. The exit interview is conducted in order to understand and document the employee's reasons for leaving and to solicit constructive criticism for improving University Enterprises operations.

### **BULLETIN BOARDS**

Important University Enterprises notices and information are displayed on bulletin boards. Bulletin boards are located in the University Enterprises building near time clocks, and in Human Resources. University Enterprises retains the right to control what is posted on its bulletin boards.

All employees are responsible for regularly checking and reading the bulletin boards, and for following posted rules, regulations, and instructions.

---

## EQUAL EMPLOYMENT OPPORTUNITY PROGRAM



University Enterprises is an Equal Employment Opportunity employer. University Enterprises policy prohibits discrimination against any applicant or employee because of age, ancestry, citizenship, color, gender, marital status, national origin, physical or mental disability, race, religion, sexual orientation, or Vietnam veteran status. If any employee believes he or she has been discriminated against in any of the categories, he or she should contact the Director, Human Resources or designee; the Affirmative Action Officer; or the Executive Director.

### UNLAWFUL HARASSMENT

University Enterprises is committed to providing a work environment free from unlawful harassment based on age, ancestry, citizenship, color, gender, marital status, national origin, physical or mental disability, race, religion, or sexual orientation. Harassment based on any of these categories is strictly prohibited. Harassment may result in serious disciplinary action up to and including termination of employment. Examples of harassment based on any of the categories above include:

- Verbal harassment such as epithets, derogatory comments, or slurs;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at a specific individual; and,
- Visual harassment such as offensive posters, cartoons, or drawings.

If any employee believes he or she has been or is being subjected to unlawful harassment, he or she should immediately contact one of the following: A manager or supervisor; a department or project director; the Director, Human Resources or designee; the Affirmative Action Officer; or the Executive Director. Each complaint will be investigated and appropriate action will be taken to resolve the matter.

### SEXUAL HARASSMENT

Sexual Harassment of University Enterprises employees by any person in or from the workplace in any form is prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when;

1. Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual;
3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, threatening, or offensive work environment; or,
4. Adversely affecting the employee's performance evaluation, advancement, assigned duties, or any other condition of employment or career development.

---

Prohibited sexual harassment also includes any act or retaliation against an employee for reporting violations of this policy or for participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include the following:

1. Unwelcome sexual flirtations or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual; or,
5. The display in the work environment of sexually subjective objects or pictures such as derogatory posters, jokes, cartoons, or calendar illustrations.

Any employee who feels that he or she has been or is being sexually harassed, or who is aware of or suspects the occurrence of sexual harassment, or who desires counseling on coping with sexual harassment, should immediately contact the Director, Human Resources or designee, the Affirmative Action Officer, or the Executive Director, or, if the Executive Director is alleged to have violated this policy, the Chair of the Board of Directors. Each complaint will be investigated as quickly and confidentially as practicable in order to determine if sexual harassment has occurred. All investigations will be conducted in a manner designed to maintain confidentiality and the privacy of the parties concerned.

If University Enterprises determines that sexual harassment has occurred or is occurring, disciplinary action will be implemented where appropriate. University Enterprises may first work to resolve the matter informally. Any employee found to have sexually harassed another employee will be disciplined according to the nature and severity of the offense, from counseling to discharge from employment.

### **ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES**

University Enterprises will not unlawfully discriminate against any applicant or employee on the basis of his or her mental or physical disability under terms defined by state and federal law. Where appropriate, University Enterprises will make reasonable accommodation to permit a qualified individual with a disability to perform the essential functions of the job unless such accommodation would create undue hardship or pose a threat to the health and safety of the employee or others. Current employees who become disabled and wish some accommodation to perform their job duties should contact the Director, Human Resources or designee.

---

## COMPLAINT PROCEDURES AND RESPONSIBILITIES



University Enterprises encourages employees to bring their concerns and complaints about work-related situations to the attention of management in order to seek resolution. A complaint is defined as an employee's dissatisfaction concerning his or her wages, hours or working conditions, including treatment by management, his or her supervisors, or other employees.

Employee complaints may have to do with wages, hours, and/or work conditions, or discrimination and harassment. It is important to distinguish between the two kinds of complaints because different procedures are followed for each. Please contact Human Resources for more information.

### WAGES, HOURS, AND WORKING CONDITIONS COMPLAINT PROCEDURE

Employees may use the informal or formal complaint procedure. The informal procedure is as follows:

1. Talk with your supervisor to explain your complaint as clearly as possible. This initial contact should occur no later than seven days after the act or event that is the basis for the complaint.
2. If the complaint involves your immediate supervisor, you may communicate the problem to the department head or the Complaint Committee.
3. The supervisor or department head will investigate the situation, attempt to resolve the complaint, and communicate a decision to the employee.

If the employee is not satisfied, he or she may file a formal complaint as follows:

1. The employee should write a detailed description of the complaint. This formal written complaint must be filed no later than 30 days after the act or event that is the basis for the complaint or within 30 days of when the employee has discovered, or reasonably should have discovered the act or event that is the basis of the complaint. The department head will investigate the complaint and issue a written decision.
2. If the employee is not satisfied, he or she may appeal to the Director, Human Resources.
3. If the employee is still not satisfied, an appeal to the Executive Director may be made.

### DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

Employees who believe they are victims of discrimination or harassment may take any or all of the following steps to try to stop the behavior before filing a complaint.

1. Talk with the individual you believe is discriminating against you, or harassing you. Explain as clearly as possible what behavior or conduct you find questionable and/or offensive. Make it clear that you want the behavior to stop. You may prefer to make this statement in writing. (If you do, keep a copy.)
2. Keep a record of your experience, including your efforts to stop the questionable and/or offensive behavior. This record should include a specific description of the behavior, when and where it occurred, who was involved, and anyone who may have observed it.

- 
3. If your attempts are unsuccessful, or if you choose not to confront the individual, you may file either an informal or a formal complaint. To file a complaint, contact the Director, Human Resources or designee; the Affirmative Action Officer; or the Executive Director.

### **INFORMAL COMPLAINT**

The purpose of the informal complaint procedure is to attempt to resolve discrimination or harassment problems informally. Efforts will be made to negotiate a satisfactory agreement between the parties involved. Efforts will also be made to respect the confidentiality and privacy of all parties, to the greatest degree practicable.

### **FORMAL COMPLAINT**

If a satisfactory resolution cannot be reached, or if the complainant chooses, a formal written complaint should be filed with the Director, Human Resources or designee, or the Affirmative Action Officer or the Executive Director. University Enterprises will conduct an investigation of the charges.

If the outcome of a complaint procedure is not satisfactory to one or both parties, the case may be referred to the Executive Director. The Executive Director will review all the evidence and render a final decision. If the Executive Director is alleged to have violated any of the discrimination or harassment policies, the Board of Directors or its designee will review the evidence and render a final decision.

---

## **REPORTING OF FISCAL IMPROPRIETIES**

University Enterprises, Inc. management encourages employees to report illegal or unethical fiscal business practices without fear of retaliation. These types of activities may include, but are not limited to:

- Theft of University Enterprises monetary or non-monetary assets
- Fraud, or conflicts of interest by Enterprises employees
- Fiscal misconduct, incompetence, or inefficiency by Enterprises employees
- Improper contracting practices

## **PROCEDURES AND RESPONSIBILITIES**

- A. Supervisors' Responsibilities: Each supervisor has the responsibility to provide a positive work environment where employees can be candid and honest without reservation in reporting illegal or unethical business practices.
- B. Reporting:
  1. If fiscal irregularities or fraudulent activities are suspected, employees should notify the Sacramento State Auditing Services Director.
  2. The Sacramento State Auditing Services Director shall notify the Enterprises' Audit Committee Chair and Enterprises Executive Director, if appropriate, of all cases of actual or suspected fraud, theft or other fiscal irregularity.
  3. Each complaint will be investigated as expeditiously and as confidentially as is practicable. All investigations will be conducted in a manner designed to maintain confidentiality and the privacy of the parties concerned. The results of the investigation will be reported to the Board of Directors.
  4. The Executive Director will report to University Enterprises Board of Directors any complaints received.
- C. Reporting of Retaliation: Allegations of retaliation for reporting illegal or unethical fiscal business practices should be reported to the University Enterprises' Director of Human Resources or the Sacramento State Vice President of Human Resources for investigation and resolution.

---

## STANDARDS OF CONDUCT



### **CONFLICT OF INTEREST**

Employees shall not use any University Enterprises information that is not a matter of public record for personal gain during or after their employment with University Enterprises. Good judgement, high ethical standards, and honesty are a must in all University Enterprises business dealings. Even the appearance of a possible conflict of interest is cautioned against. If employees question whether a situation represents potential conflict of interest, they should discuss it immediately with their supervisor, the department director, the Director, Human Resources or with the Executive Director.

Employees who violate the University Enterprises conflict of interest policy or who fail to disclose potential conflicts may be subject to disciplinary action up to and including dismissal.

All University Enterprises employees are required to sign a Conflict of Interest statement for inclusion in their personnel files. A copy of the Conflict of Interest statement is provided to employees. Additional copies are available in Human Resources.

### **USE OF UNIVERSITY ENTERPRISES' COMPUTERS, COMPUTER NETWORKS (INTERNET), ELECTRONIC MAIL SYSTEMS (E-MAIL), AND OTHER COMPUTER NETWORK BASED COMMUNICATION SYSTEMS**

University Enterprises provides access to computers, computer networks, and maintains an e-mail system to assist in the business operations of the University Enterprises.

Employees should be accessing the University Enterprises' computer system and e-mail system for business reasons and are responsible for ensuring that desk top computers, the computer network, e-mail system, and other computer based communication systems are used in an ethical and lawful manner. Incidental and occasional brief personal use is permitted by University Enterprises within reasonable limits. However, the use of the computer system and the e-mail system in any way that interferes with employee productivity, is disruptive, offensive to others, or harmful to morale is prohibited.

University Enterprises employees should have no expectation of privacy in connection with the use of the University Enterprises' computer system, including desktop computers, computer networks, e-mail system and other computer network based communication systems, or with the transmission, receipt, or storage of information in such service. Employees should be aware that even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality.

Employees should not use the University Enterprises computer system and the e-mail system for personal business, personal gain, or advancement of individual views. Solicitation of non-company business, or any use of the computer network for personal gain is strictly prohibited. Use of the computer networks must not disrupt the operation of the University Enterprises' network nor interfere with employee productivity. A supervisor may prohibit or restrict an employee's computer access upon making a determination that such a restriction is necessary.

---

Each employee is responsible for the context of all text, audio, or images that he or she places or sends over the computer network. Fraudulent, harassing, inappropriate, or obscene text, audio, images, or messages are prohibited. Messages containing racial slurs, gender-specific comments, sexual implications, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, physical attributes, or disability are prohibited. All messages should have the employee's name attached. An alias or assumed name is not permitted.

In an effort to prevent computer viruses from being transmitted through the system, employees must contact the University Enterprises' Information Technology department for any installation of software on the computer system.

All messages and files created, sent or retrieved over the computer network and e-mail are the property of University Enterprises. University Enterprises reserves the right, as deemed necessary and appropriate, to review, audit, intercept, access, and disclose all messages created, received, or sent over the University Enterprises' e-mail system and other computer network based communication system without the permission of the employee. These messages are not the private property of any University Enterprises employee.

Employees may not access, retrieve or make changes to data or files on University Enterprises' computer network system or e-mail assigned to other employees without authorization from the department director.

Employees using University Enterprises' e-mail system or other computer network based communication system improperly may be subject to disciplinary action, up to and including dismissal.

### **GENERAL WORK RULES AND STANDARDS OF CONDUCT**

University Enterprises' Standards of Conduct are established for the guidance of all employees. All employees serve at the will and pleasure of University Enterprises. An employee or University Enterprises may terminate their employment relationship at-will, for any reason. Employees may be disciplined up to and including dismissal for any unacceptable conduct or poor job performance.

Because human conduct is unpredictable, the following is not a complete list of unacceptable conduct. Unacceptable conduct includes, but is not limited to:

1. Falsification of any University Enterprises records.
2. Possession or use of alcoholic beverages or illegal drugs on University Enterprises or University Enterprises agency premises, or while on business for University Enterprises.
3. Careless or willful damage or destruction of University Enterprises or state property.
4. Negligence in observing fire prevention and safety regulations.
5. Inability or unwillingness to work cooperatively with other employees, University Enterprises agents, contractors, and/or customers.

- 
6. Theft, fraud, gambling, carrying concealed weapons or explosives, or violation of criminal laws on University Enterprises or agency property.
  7. Conviction of an employment-related crime.
  8. Fighting, horseplay, throwing things, practical jokes, and disorderly or inappropriate conduct or any conduct which could endanger others.
  9. Threatening, intimidating, coercing, harassing, or interfering with other employees or customers.
  10. Violation of any anti-discrimination law or policy.
  11. Insubordination, refusal to comply with instructions or failure to perform reasonable assigned duties.
  12. Use of University Enterprises material, time or equipment for unauthorized purposes or personal use.
  13. Immoral or indecent conduct.
  14. Unlawful discrimination against or harassment of anyone in or from University Enterprises.
  15. Excessive or unexcused absences or tardiness, or abuse of leave of absence policies.
  16. Unsatisfactory job performance.
  17. Unauthorized circulation of petitions, solicitations, or collections.
  18. Removal of records or unauthorized disclosure of confidential information.
  19. Dishonesty, removal or unauthorized possession of University Enterprises or state property or funds, or misrepresentation of facts in investigations, reports or documents.
  20. Unauthorized selling of food or merchandise.
  21. Engaging in such other practices as may be inconsistent with the ordinary and reasonable rules of conduct necessary for the mutual welfare of University Enterprises and its employees.
  22. Repetition of offenses.

University Enterprises retains discretion to determine what is unacceptable conduct. An employee or University Enterprises may terminate the employment relationship at-will, for any reason.

### **EMPLOYEE DISCIPLINE**

University Enterprises' standards of employee conduct are designed to support and promote effective operations, consistent with the best interest of University Enterprises. All employees serve at the will of University Enterprises and may be disciplined or dismissed for any reason University Enterprises deems sufficient. University Enterprises retains discretion to determine proper disciplinary action and procedure in each individual situation. It is important to note that employee discipline does not alter the at-will nature of employees or University Enterprises.

---

Disciplinary action for poor job performance or for misconduct may include but is not limited to counseling, verbal warning, written warning, paid or unpaid administrative leave, dismissal, suspension, demotion, and/or reduction in pay.

### **ATTENDANCE**

Punctuality and regular attendance are expected of all University Enterprises employees. Employees will be subject to discipline for excessive or unscheduled absences, for tardiness, or for leaving early without the supervisor's authorization.

For an absence to be considered scheduled, the employee must give advance notice. At a minimum, a notice period of one workday is required. The absence will be considered unscheduled if advance notice is not possible. Notification calls for unscheduled absences should be made no later than one half-hour following the start of the employee's assigned work time. The employee should give notification by phone of the unscheduled absence directly to his or her supervisor or designee. Leaving a message with the receptionist or another employee is not sufficient.

An employee is required to maintain contact during any absence beyond one day unless he or she previously provided a doctor's certification covering a specified period. The employee must contact the supervisor at least weekly during the absence period.

If an employee misses more than two shifts without notice within twelve months, he or she may be dismissed.

An employee who must be absent for medical or dental appointments must notify the supervisor in advance unless it is impossible to do so because of an emergency. If eligible, a nonexempt employee must use accrued sick leave in increments of 1/4 hour to account for the time away from work. All employees are strongly encouraged to schedule such absences as early or late in the workday as practical to minimize workplace disruptions.

Chronic absenteeism, tardiness or poor attendance may be the basis for discipline up to and including dismissal. All employees will be evaluated on attendance as part of their overall performance evaluation.

### **SMOKE-FREE WORKPLACE**

In compliance with health codes and state and local ordinances, University Enterprises prohibits smoking in all its buildings and other enclosed areas.

### **DRUG-FREE WORKPLACE**

University Enterprises has a Drug-Free Workplace Policy, as required by law. Employees are prohibited from using, selling, dispensing, possessing, or manufacturing illegal drugs and controlled substances in the workplace. This prohibition also covers the use of legal or prescription drugs and substances which cause an impairment of employees' ability to perform their job safely or properly.

---

If an employee's work performance becomes disrupted for reasons believed to be linked to illegal drug activity, the employee, his/her possessions, and any University Enterprises issued equipment and/or containers under his/her control may be subject to search and surveillance.

Any employee convicted of a criminal drug offence must notify his or her supervisor or the Human Resources Director, or designee, within five days after the conviction. In the event of a conviction, employees may be subject to disciplinary proceedings up to and including dismissal.

Contact Human Resources for a copy of the policy or for more information.

---

## **CONCLUSION**

We hope you will find the information in this handbook helpful and useful during your employment with University Enterprises. If you have questions or need additional assistance at any time, please contact your supervisor or Human Resources at (916) 278-7003.