

Associated Students, Inc.
California State University, Sacramento

Employee Handbook



November 2023

Table of Contents

Welcome Message to New Employees	5
INTRODUCTION	6
Mission Statement.....	7
Vision Statement	7
Core Values	8
Current Operations	9
001 Employee Engagement Committee	12
002 Equal Opportunity	13
003 Harassment, Discrimination And Retaliation Prevention	14
004 At-Will Employment Status	21
005 Right To Revise	22
006 Whistle Blower – Protected Disclosure	23
HIRING AND JOB CLASSIFICATIONS	25
007 Employment Classifications	25
008 Classifications And Compensation	28
009 Job Descriptions	29
010 Volunteer And Unpaid Internship	30
011 Recruitment And Selection	32
012 Background Checks	34
013 New Employee Orientation	37
014 Employment of Minors	38
015 Employment of Relatives	39
016 Break In Service	40
MANDATED BENEFITS & LEAVES OF ABSENCE	41
020 CA Paid Sick Leave	41
021 Civil Air Patrol Leave	43
022 Domestic Violence, Sexual Assault Or Stalking Leave and Accommodation	44
023 Domestic Violence, Sexual Assault or Stalking Leave for Treatment	45
024 Family and Medical Leave Act (FMLA) and CA Family Rights Act (CFRA)	46
025 Jury Duty and Witness Leave	49
026 Lactation Accomodation	50
027 Military Leave of Absence	51

028 Organ and Bone Marrow Donor Leave	54
029 Paid Family Leave Wage Replacement	55
030 Pregnancy Disability Leave	56
031 School Appearances Involving Suspension Or Expulsion	57
032 School and Child Care Activities Leave	58
033 State Disability Insurance (SDI).....	59
034 Time Off for Voting	60
035 Unemployment Insurance	61
036 Victims of Crime Leave	62
037 Volunteer Civil Service Personnel	63
038 Workers' Compensation/Safety	64
ASI BENEFITS	66
051 Health And Welfare Benefits	66
052 ASI Parental Leave Pay	69
053 Bereavement Leave	70
054 Catastrophic Leave Donation Program	71
055 Educational Assistance	72
056 Employee Privileges	75
057 Flex Credit	76
058 Holidays	77
059 Personal Leave of Absence	79
060 ASI Retirement Program	80
061 Vacation	82
062 Well Leave	83
PERFORMANCE STANDARDS	84
070 Attendance	84
071 Conducting Personal Business	87
072 Confidential Information	88
073 Conflicts of Interest.....	89
074 Dress Code	90
075 Off The Clock	91
076 Performance Evaluations	92
077 Progressive Discipline and Involuntary Termination	94
078 Standards of Conduct	95
079 Training	96

080 Telework Policies and Procedures	97
GENERAL POLICIES	105
090 Computer Network And Internet Access	105
091 Open-Door Policy	108
092 Personnel Records and Privacy	109
093 Social Media	110
094 Use of ASI Property	111
095 Workplace Privacy – Audio / Video Recordings	112
096 Protection of Minors On Campus	113
PAYROLL PRACTICES	120
100 Garnishment	120
101 Hours of Work And Pay Days	121
102 Overtime for Non-Exempt Employees	123
103 Timekeeping	124
104 Makeup Time	126
105 Employee/Volunteer Driving Policy/Procedure	127
106 Personal Cell Phone Reimbursement	129
SAFETY AND HEALTH	131
111 Drug and Alcohol Use In The Workplace	131
112 Drug-Free Workplace	132
113 Violence in the Workplace	136
114 Emergency Conditions.....	137
TERMINATION	138
120 Separation from Employment	138
121 Health and Dental Insurance Continuation (COBRA)	140

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 Director 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
Revised November 1, 2023

INTRODUCTION

The Employee Handbook of Associated Students Inc. Sacramento State (ASI) is approved by the ASI Board of Directors and serves as a reference tool for full-time, part-time and student employees, seasonal and temporary employees. 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 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 voluntary 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. Established in 1981, the Aquatic Center boasts 40 years of service to the students, faculty, staff, and alumni of Sacramento State, as well as the general Sacramento community. Located on beautiful Lake Natoma (20 minutes from the Sac State campus), the center provides high quality boating instruction and safety programs through education, recreation, and competition.

As a program of ASI, the Aquatic Center is 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 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's programs include classes for academic credit and leisure classes open to the community in sailing, rowing, kayaking, canoeing, water ski, wakeboard, "jet ski", windsurfing, and stand up paddling. In addition to classes, the Aquatic Center offers beach reservations, team building activities, private lessons, summer youth camps and youth groups, as well as provides an abundance of aquatic equipment for rent. Sacramento State students, faculty, staff, and alumni can receive a discount on boat rentals and leisure classes by showing their OneCard or Sac State Alumni Affiliation card.

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

The ASI Office of Business and Administration serves as the corporate accounting, payroll, human resource, and information technology departments for ASI. This office serves full- and part-time staff, six internal departments, over 200 clubs and organizations, the Union WELL Inc., campus IRA's and the State Hornet. Among the many services provided to the ASI

community by the Office of Business and Administration are: financial services for clubs and organizations, retail sales of graduation caps and gowns, laptops for check-out, theater tickets, faxing and notary services, stamps, 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 six 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 Children's 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- and part-time staff who train and mentor a large number of Sac State student employees and serve as the field work and observation site for Sacramento State.

Peak Adventures

Peak Adventures is ASI's outdoor adventure program dedicated to providing adventure education and leadership development opportunities for Sacramento State students and the Sacramento community. This is achieved through outdoor trips, a full service bike shop, team building at the Challenge Center, equipment rentals, and youth camps. Peak Adventures has been guiding groups and individuals on outdoor adventures since 1989 and has become the most unique, diverse, and affordable outdoor recreation provider within Northern California.

- **Peak Adventures Outdoor Trips** is an outdoor trip program which 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 Sacramento State students and ASI employees receive special pricing.
- **Peak Adventures Bike Shop** is a full-service bike shop on campus that serves Sacramento State students and the general public with friendly, trustworthy 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.
- **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

ASI's Student Engagement & Outreach (SEO) department exists to enhance the collegiate experience of Sacramento State students by increasing their awareness of ASI resources and providing them with meaningful engagement and leadership opportunities. SEO's outreach and programs (KSSU, a student-run radio station, Safe Rides, A-Team, and the Food Pantry) offer opportunities that will assist students with personal growth, developing civic responsibility, embracing differences, and establishing connections within ASI and the 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 Sacramento State community.
- **Safe Rides** operates to prevent the incidence of drinking and driving among students, faculty and staff, as well as to provide safe transportation and promote responsible drinking behavior among the Sacramento 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 students' awareness of ASI's resources and involvement opportunities.
- **Food Pantry** exists to provide food and basic necessities at no cost to Sacramento State students. The Food Pantry aims to decrease the impact that food insecurities have on the academic success of students. ASI understands that students may be required to juggle the costs of living while working to obtain their degree. The Food Pantry exists to assist students who find themselves needing to choose between basic essentials, such as food and toiletries and the required costs of tuition, fees, and books.

EMPLOYEE ENGAGEMENT COMMITTEE

POLICY 001

General Purpose

The Employee Engagement Committee (EEC) is designed to provide employees a forum for communication within the organization, to promote staff involvement and to improve the workplace environment through multi-department 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 Director or designee (Chair)

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 EEC can make policy recommendations to the Management Work Team; serve as the voice of the employees within their respective departments 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

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 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 an employee is transitioning or has 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 – CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy). Link to policy: <https://calstate.policystat.com/policy/12891658/latest>

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 Director or the Executive Director. Because of potential issues regarding quid pro quo harassment, reporting the relationship is 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 the Human Resources Director in light of all the facts (reporting relationship between the parties, effect on coworkers, 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 Human Resources Director 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 the ASI Human Resources Director. If the allegation involves a Sacramento State student, the matter shall be promptly reported to campus 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, the ASI Human Resources Director 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 ASI 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 Equal 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 the Human Resources Director 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 the Human Resources Director 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 (CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking Against *Students and Procedure for Addressing*) 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 Director 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 Director. 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 Director 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

Managers and employees who are in positions that include supervising other staff will be required to attend a two-hour Harassment Prevention training every two years. Management or supervisory employees hired into these positions will need to attend this training within six (6) months of employment or promotion. Employees in non-supervisory roles are required to complete a 1-hour training every two years. Non-supervisory employees shall complete training within six (6) months from date of hire. Seasonal and temporary employees hired to work for less than six months, must be trained within 30 calendar days after their hire date or within 100 hours worked, whichever occurs first.

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 Director

Any employee or applicant for employment may make a protected disclosure to the Human Resources Director 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 Director

The Human Resources Director 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 Director 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 Director 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 Director 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 Director 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 Director 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 California state law and ASI management.

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
 - Absences of less than a day are not reported on Dayforce; leave balances or pay is not docked for these absences.
 - The only exceptions are when an exempt employee is on leave under the provisions of Family Medical Leave Act or the California Family Rights Act or when 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 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, Part-Time Variable employees are not eligible for ASI benefits except for state and federally 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 federally 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 federally mandated benefits.
- **Student Employees:** Student employees are considered part-time temporary employees, and are not eligible for benefits with the exception of state and federally mandated benefits. Student employees include Student Assistants (SA), Federal Work Study Student Assistants (FWS), 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.

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 20 hours or less per week. Employees meeting these requirements, 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 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 Director who will consult with the 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 and interactive 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 nonprofit 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 federal, state or ASI benefits, including unemployment insurance 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 is an independent contractor.

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 federally 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 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 positions must be opened and posted for five business days.

New Position

If a department is developing a new position, a position description and a business justification form shall be submitted to the Human Resources Director for review and must be approved 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 supplemental 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.

Rehires:

Student Assistants whose status is 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 intent 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

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.

Background Checks That May Be Done if Job-Related

6. **Credit Report History Check** – California law prohibits an employer from performing a credit check 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 the Human Resources Director 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.

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 in 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 benefit eligibility to eligible 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

POLICY 020

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT

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

Sick Leave Method

- **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. Once sick leave hours have been accrued, up to two hundred (200) sick leave hours may be used per calendar year.
- **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. Once sick leave have been accrued, up to two hundred (200) sick leave hours may be used per calendar year.
Part-time Variable, Student, Seasonal, Temporary non-benefited employees anticipated to work for 30 days or more shall accrue state mandated sick leave, which is available for use on the 90th day of employment. Effective January 1, 2024, part-time employees will accrue sick leave at a rate of 1 hour of sick leave per every 30 hours worked. Up to forty (40) hours of unused sick leave will carry over from one year to the next. Sick leave accrual is capped at eighty (hours). Once the sick leave balance for this category reaches eighty (80) hours, sick leave will stop accruing until the balance drops below 80 hours. Accrued, unused sick leave hours are not paid out upon termination of employment.

Attendance and Sick Leave

- If you call in sick and choose not to use sick leave available to you, your absence is unexcused
- If you call in sick and choose to use sick leave, you must use a minimum of one hour of sick leave. If you choose not to use sick leave to cover your scheduled shift, the portion of the unscheduled absence not covered by sick leave could be subject to disciplinary action
- If you are scheduled to work over an 8-hour shift and call in sick for an entire shift, your absence is excused if you use at least 8 hours of sick leave

Coordination of Benefits: Required Use of Sick Leave Accruals

Employees may use sick leave during pregnancy disability, family medical and California Family Rights Act leave to coordinate pay through the State Disability Insurance (SDI) if eligible; and to supplement wages for the unpaid portion of the Worker's Compensation leave.

Notification of Use of Sick time

- You must inform your manager or supervisor, either orally or in writing, when you intend to use your paid sick leave. The manner of notification may be specified by the departments based on the business needs.

- You must also inform your manager or supervisor of the number of hours of paid sick leave you wish to use. You must request sick leave on Dayforce before the close of the pay period so your sick pay is processed in a timely manner.

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 designated person, as defined below.
- Preventive care for an employee or an employee's designated person. This includes doctor appointments.
- For certain specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

Increments

Hourly employees may not request paid sick leave for a period of time that totals less than one (1) hour. Exempt employees may be expected to use their sick leave balance in increments of no less than one (1) hour when they work less than six (6) hours in a day. This policy also permits exempt employees to carry a negative sick leave balance of no more than sixteen (16) hours if they have exhausted all available leave. Employees may use sick leave only for the hours they are scheduled to work.

Designated Person

For purposes of paid sick leave, a **designated person** includes:

- A person identified by the employee at the time the employee requests to use paid sick leave.

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
- **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 the Human Resources Director 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 to Human Resources with information on work restrictions 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 for eligible employees.

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

POLICY 024

The 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) or 5 or more employees (CFRA).
- 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 childbirth (FMLA only);
 - Your serious health condition that makes you unable to perform your job (FMLA/CFRA);
 - To care for your spouse, minor child, or parent who has a serious health condition (FMLA/CFRA);
 - To care for a designated person (CFRA only). For the purposes of CFRA, a designated person is defined as an individual related by blood or whose association with the employee is equivalent of a family relationship. Employees are limited to one designated person per 12-month period of CFRA leave (CFRA only).
 - An eligible employee may take job-protected leave for any qualifying exigency related to the covered active duty or call to covered active duty of a spouse, domestic partner (CFRA only), -son, daughter, or parent in the Armed Forces of the United States (FMLA/CFRA).

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

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 due to a disability for pregnancy, childbirth or related medical condition does not qualify for California Family Rights Act leave (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 concurrently with 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 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 the Human Resources Director 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 (FMLA/CFRA) or designated person (CFRA).
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 (FMLA/CFRA) or a designated person (CFRA), 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 the 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 you are absent because of your own serious health condition, ASI will also require a medical release or certification from your health care provider enabling you to return to 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.

JURY DUTY AND WITNESS LEAVE

POLICY 025

Any full-time non-exempt employee who is summoned for jury service or to serve on jury duty will be excused from work and compensated 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 will provide any employee with a location and reasonable break time to express milk in private. If possible, the break time should run concurrently with your normally scheduled break time. For nonexempt employees, any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

ASI will provide a lactation location that is private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) to allow for the operation of an electric or battery-powered breast pump. ASI will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, ASI will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space, however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the Human Resources Director to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. ASI will engage in an interactive process with you to determine when and where lactation breaks will occur. If ASI cannot provide break time or a location that complies with this policy, a written response to your request will be provided.

ASI will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

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 copayment 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 they had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had they 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:

ASI provides employees with paid leave for the purpose of donating organs or bone marrow. When donating an organ to another person, an employee may take up to 30 business days in any one-year period and may take an additional 30 days of unpaid leave to donate an organ to another person within the one year period. When donating bone marrow, an employee may take up to five business days in any one-year period. The one-year period for the leaves under this policy is measured from the date that the employee begins his or her leave.

Employees who wish to take leave to donate an organ or bone marrow are required to provide as much advance notice as possible and must provide Human Resources with verification from a physician that donation will take place and that there is a medical necessity for the donation. While this leave is paid, employees must first use up to 10 days accrued sick leave or vacation time when donating an organ, or up to five days accrued sick or vacation time when donating bone marrow. Leave taken under this policy does not constitute a break in service for things like healthcare insurance coverage, accrual of vacation or sick pay but this leave shall not run concurrently with an eligible employee's FMLR or CFRA leave. 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 an organ or bone marrow 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.

Under most circumstances, an employee returning from leave under this policy will be reinstated to the same or equivalent position; however, employees have no greater right to reinstatement than if they had been continuously employed during the leave. For example, if the employee would have been laid off had the employee not gone on leave, or if the position is eliminated during the leave, then the employee will not be entitled to reinstatement.

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 eight 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.

Employees may be subject to a 7-day waiting period before utilizing SDI program benefits.

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 is a victim of a serious crime or who is an immediate family member of a victim of a crime may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving the rights of the victim.

An employee may be qualified to take this leave if the victim of the crime is the employee'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 or to obtain a temporary restraining order, a restraining order or other injunctive relief. "Crime" shall mean any crime or public offense as set forth in Section 13951 of the California Government Code. 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, Human Resources 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, and ASI 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 treatment. The necessary forms that need to be completed are saved on the 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 the employee needs further treatment or assessment, see that the injured employee is seen at Kaiser Occupational Health on Morse Avenue or at Concentra 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 can arrange rideshare or taxi service if necessary. Under no circumstances should a supervisor transport an injured employee.
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/provided to

Human Resources at (916)278-4032 within ONE DAY. Human Resources will fax the information to Sedgwick Risk Services the same day.

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.
6. Do not permit the employee to return to work until cleared by Human Resources to do so. Human Resources will work with the supervisor to ensure all restrictions are followed. ASI will reasonably 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 916.278.5484. 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 ASI Human Resources 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 ASI Human Resources Director 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 ASI Human Resources Director 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 in a full-time position are eligible for ASI benefits.
- **Part-time** – employees regularly scheduled to work between 30-39 hours per week are eligible for ASI benefits.

Grandfathered 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 grandfathered 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 (ACA) MANDATE

Variable Hour Employees

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 purposes of health care benefit eligibility.

Temporary Employees

Temporary employees hired between 7–12 months are eligible for medical plan coverage from their hire date. Therefore, hiring managers must determine the length of service when filling a temporary position. If the anticipated length of service is 6 months or under, the employee is considered a seasonal employee. See definition of Seasonal Employees under policy 007.

Administration of the Look-Back Measurement Method

MEASUREMENT PERIOD AND STABILITY PERIOD

Initial Measurement Period – The initial 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.

Standard Measurement Period

After ASI has employed a new variable-hour or seasonal employee for a 12-month period, the employee is considered an ongoing employee and must have his or her hours measured on the same basis as other ongoing employees. The standard measurement period runs concurrently with ASI's benefit year and hours will be measured from April 15 to April 14 of the following year after the employee has been employed for the initial measurement period to continue to monitor their eligibility for health care benefits.

Administration Period

An administrative period is a 90-day period in addition to the initial measurement period and standard measurement period. This administrative period gives ASI time to determine which of its employees have satisfied the requirement of an average of 30 hours per week to be eligible for coverage. The administrative period also allows ASI sufficient time to provide information about medical plan coverage options and enrollment materials to employees who have met the requirement. A new hires initial measurement period and administrative period combined may not extend beyond the last day of the first calendar month beginning on or after the one-year anniversary of the employee's start date. Meaning if a new hire meets eligibility on their first year, ASI has until the end of the month following their anniversary to offer and enroll the employee in medical benefits.

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, consecutive 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. 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.

Grandfathered 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/CFRA 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-time Employees

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

- Death in 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, child, parent, sibling, parent in-law, legal guardian, grandparent, grandchild, great-grandparent or member of the immediate household.

Further removed family is defined as an aunt, uncle, cousin, niece, nephew or other relative not listed above that does not live in the immediate household.

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

An employee who finds it necessary to use bereavement leave should notify their supervisor as soon as possible and submit an absence request. The employee may be required to submit documentation in support of the need for bereavement leave.

The timesheet should reflect the total number of hours regularly scheduled and be noted as bereavement leave.

Part-time, Student, Seasonal, Temporary Employees

Part-time, student, seasonal and temporary employees are eligible for unpaid bereavement leave as follows:

- Death in the employee's Qualifying Family – Up to five (5) days of unpaid leave
- Death in further removed family – Up to three (3) days of unpaid leave

Qualifying Family member is defined as the employee's spouse, registered domestic partner, child, parent, sibling, parent in-law, legal guardian, grandparent, grandchild, great-grandparent or members of the immediate household.

Further removed family is defined as an aunt, uncle, cousin, niece, nephew or other relative not listed above that does not live in the immediate household.

Part-time, student, seasonal or temporary employees may request to use available sick leave to offset bereavement leave.

An employee who finds it necessary to use bereavement leave should notify their supervisor as soon as possible and submit an absence request. The employee may be required to submit documentation in support of the need for bereavement leave.

The timesheet 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, parent, grandparent, great-grandparent, child, grandchild and sibling (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

In an effort to support the personal and professional growth of its employees, ASI shall provide educational assistance in the amount of up to \$2,500 per academic year, 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, or;
- The loan service provider of eligible employees who wish to pay toward their own qualifying student loan, or;
- Eligible employees who have a dependent child between the ages of 17 and 25, inclusive, for whom a dependency exemption can be claimed by the eligible employee under federal tax law, and who is enrolled in one or more undergraduate classes in pursuit of an undergraduate degree at a California State University campus during an academic year.

A. Educational Assistance for the Employee's Own Education

Eligibility

All full-time regular employees with satisfactory job performance records who have completed twelve (12) consecutive months of employment at ASI 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 for degree programs 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.

Employees taking undergraduate and graduate classes are required to earn a grade of "C" or better or a grade indicating satisfactory completion of the course.

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. The deadline to apply is 15 days prior to the start of each semester.

Payment

Upon approval, reimbursement 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.

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

B. Student Loan Assistance

To assist eligible employees with the payment of student loans, Human Resources will work with the eligible employee to set up third-party payments to the authorized loan provider, pursuant to IRS guidelines. Under the Consolidated Appropriations Act, employers are able to provide employees up to \$5,250 per year in tax-free student loan assistance under a Qualified Educational Assistance Program through 2025. ASI is offering up to \$2,500 per academic year to eligible employees toward the payment of a qualifying student loan.

Eligibility

All full-time regular employees with satisfactory job performance records who have completed twelve (12) consecutive months of employment and have received a graduate or undergraduate degree from an accredited institution.

Student Loan assistance payments will continue for employees on a qualifying leave of absence up to the maximum duration of the leave.

Loans eligible for repayment assistance include U.S.-based education loans borrowed by the employee for the employee's own education.

Procedure

Eligible employees must complete a Student Loan Assistance application and provide proof of graduation documentation and loan documentation. Loan documentation must include:

- Employee's name.
- Loan servicer's name.
- Loan account number.
- Current balance.
- Required monthly payment amount.
- Monthly payment due date.

The amount of student loan assistance paid to the loan servicer each month will be based upon the employee's minimum monthly payment.

Student loan assistance payment will begin on the first pay period of the month following receipt and approval of a completed application. Employees will receive written notice of approval or denial of the loan assistance application.

Termination

Loan assistance payments will cease immediately upon an employee's voluntary or involuntary termination from employment with ASI or change in eligibility status, such as a reduction to part-time hours.

C. Educational Assistance for Dependents of Employees

Eligibility

Any full-time regular employee with satisfactory job performance records who has completed twelve (12) consecutive months of employment at ASI and has an eligible dependent.

For the purpose of this policy, an eligible dependent is defined as a dependent between the ages of 17 and 25, inclusive, for whom a dependency exemption can be claimed by the eligible employee under federal tax law, and who is enrolled in one or more undergraduate classes in pursuit of an undergraduate degree at a California State University (CSU) campus during the academic year.

Procedure

Within the academic year, an eligible employee can request reimbursement of up to \$2500 for his/her eligible dependent's tuition fees paid in pursuit of an undergraduate degree at a CSU campus during the same academic year, subject to the following limitations:

1. All classes for which reimbursement of tuition fees is requested must have begun after the employee became eligible for the educational assistance benefit.
2. Tuition reimbursement is limited to one eligible dependent at a time, though the eligible employee is not limited to the number of eligible dependents they may have during their employment with ASI.
3. Part-time, season and temporary employees are not eligible.
4. Only tuition fees for Fall and Spring semesters are eligible for reimbursement.

Eligible employees must complete and submit to Human Resources the Request for Educational Assistance application, proof of enrollment for the eligible dependent and proof of payment of tuition fees no earlier than the census date for the academic semester and no later than the last day of instruction of the academic semester. Reimbursement shall only be made on a semesterly basis.

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.

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), full-time staff parking permits (purchased by ASI), 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 employees tailor benefits packages to meet their needs. Full-time employees who have medical and/or dental coverage outside of ASI are eligible for cash in lieu of ASI coverage, allowing employees to receive only the coverages they need.

Flex Credit is an optional benefit plan that allows employees to waive medical and/or dental insurance coverage in exchange for cash. Eligible employees who waive medical and/or dental insurance coverage, will receive additional cash in their 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 in which it is received. Employees choosing to waive ASI medical and/or dental coverage, 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 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, medical and/or dental coverage through an individual policy, private group coverage, or coverage related to employment outside the ASI benefit 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.

Benefit-eligible, 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 a benefit-eligible, 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 supervisor or Human Resources.

Holiday Pay during Leave or Absences

Benefit-eligible 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.

Benefit-eligible employees who are not working on the last scheduled workday before 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 are 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 occurred 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 benefit-eligible 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 benefit-eligible employees shall receive twelve (12) hours of personal holiday time off with pay per year credited on January 1 of each year. Non-exempt employees may use personal hours in increments of at least one (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 federally mandated leaves 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 Human Resources Director who shall review the request, and make and forward a written recommendation to the Department Director and/or 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

New Hires meeting the eligibility requirement described below will be automatically enrolled in the retirement plan, with 3% of their pay deferred into the plan. Current employees meeting the eligibility for the first time due to a change in employment status will also be automatically enrolled in the retirement plan. New enrollees will have the option to decline the 3% enrollment.

• Eligibility

Employees are eligible to participate in the ASI Retirement Program **unless** one of the following applies:

- An employee is hired to work less than 20 hours per week. However, employees completing one Year of Service will no longer be a part of this excluded class)
- Employees who are students performing services described in Code Section 3121(b)(10)

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. Payroll deductions can be changed at any time by contacting Human Resources.

Employees own their contributions.

ASI Contributions

ASI contributes a percentage equivalent of the eligible employee's compensation towards their 403(b) Retirement Plan each pay period. Employees join the plan as an active participant for purposes of these contributions on the first day of the month on or after they meet the following requirements:

• Eligibility

Employees will be eligible to participate in the Plan for purposes of non-elective contributions when they have satisfied the following eligibility condition(s) and reached the Entry Date (described below).

- Work a minimum of 1,000 hours in 12 consecutive months. See completion of one (1) Year of Service definition below and entry date.
- Be at least 21 years of age.
- Are not a Student employee described in Code Section 3121(b)(10)

Year of Service

Employees will be credited with a Year of Service at the end of the twelve-month period beginning on their date of hire if they have been credited with at least 1,000 Hours of Service for such period. If they have not been credited with 1,000 Hours of Service by the end of such period, they will have completed a Year of Service at the end of any following twelve-month period, based on their date of hire and anniversaries thereof, during which they were credited with 1,000 Hours of Service.

Entry Date. For purposes of non-elective contributions, your Entry Date will be the first day of the month coinciding with or next following the date on which you satisfy the eligibility requirements.

• **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 an employee fails to make an investment election, contributions will be invested in a Qualified Default Investment Alternative on the employee's 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 eighty (80) 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 of Leave

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 requires an employee to be at their designated work area and are ready for work at the start of their shift. Failure to report for work as scheduled results in lost productivity and is imposition on fellow employees.

Attendance and Punctuality Guidelines

The regular, daily attendance of each employee is essential to ASI's 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. Failure to follow the notification procedure is considered a violation which may be subject to corrective action.

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 scheduled shift not covered by California sick, state and federal leave of absence and without prior authorization from the employee's supervisor. Additionally, five (5) consecutive days of absences due to an illness supported by a doctor's note but not covered by California sick leave, state or federal leave of absences will be considered to be one unexcused absence. However, three consecutive absences may trigger a family medical leave qualifying event and must be immediately reported by the supervisor to Human Resources.

Tardiness

Some examples of tardiness are following:

- Reporting to work late and/or leaving work early 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.

Corrective Action

For corrective action purposes:

- One 'no-call, no-show' for a scheduled shift is subject to disciplinary action.
- Two (2) tardies is equivalent to one unexcused absence.
- If requested time off is denied, and the employee proceeds to be absent, the employee may be subject to disciplinary action.

Unexcused tardiness and absences will be documented and employees may be subject to corrective action based on the number of unexcused absences they accumulate within a floating time-period:

- Two (2) or more unexcused absences within 30 days;
- Three (3) or more unexcused absences within 60 days; and/or
- Five (5) or more unexcused absences within 180 days.

However, even if the unexcused absences do not meet the number of unexcused absences associated with the 30, 60 or 180 day floating time-period, five (5) or more unexcused absences within a 12-month period is considered excessive, and may result in disciplinary action or termination depending on the circumstances.

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

30, 60, 180 Day 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.

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

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 including Fridays and/Mondays
- 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

Job Abandonment

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

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 absences
- 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.

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 excused unpaid absence. 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). When applicable, employees may be required to provide medical documentation to Human Resources certifying their ability to return to work without restriction.
- **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 to Human Resources 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 a regularly scheduled shift must be approved by a supervisor 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 and including 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.

Forms

All supervisors must use the standard approved form when conducting an evaluation on fulltime 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 Human Resources and 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 Human Resources 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 deemed 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 ASI's *Harassment, Discrimination, Violence in the Workplace and Drug and Alcohol Use in the Workplace* Policies.
- 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 handbook.
- Consistent failure to follow timekeeping/timeclock requirements, including meal and rest break policies.
- 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.
- When non-exempt staff travel to attend training or meetings offsite, travel time will be compensated at the rate of the current minimum wage. Travel time is counted as work time and overtime pay rules apply.

TELEWORK POLICIES AND PROCEDURES

POLICY 080

Purpose

Associated Students, Inc. (ASI) recognizes that with current technology and ever-changing professional landscapes, it is beneficial for some employees to perform a variety of job functions from their residences or other locally-based equipped sites (“Telecommuting Site”). ASI considers telecommuting to be a flexible work option to support employees in effectively managing their work duties in conjunction with day-to-day personal responsibilities when both the job functions and the employee are suitable for such an arrangement.

Objective

When applicable and feasible for business needs, this policy is designed to promote employee well-being, enhance ASI’s ability to recruit highly qualified candidates, and increase retention of a talented workforce. Reduced commuting is also environmentally friendly and saves personal transportation costs.

Policy

Telecommuting can be performed in six (6) month scheduled increments. This does not include the occasional remote response to business needs while an employee is not on campus. An employee may request to participate in the Telecommuting Program if they meet all eligibility requirements. Telecommuting agreements do not automatically transfer if an employee’s role or status changes. To facilitate assessing business needs, agreements are subject to manager review at the completion of six (6) months. Agreements are subject to approval, modification, or revocation at any time at the sole discretion of ASI. In the event that an agreement will be revoked, managers will attempt to give the impacted employee up to a week’s notice of the change.

ASI recognizes the significant value of in-person, on-site engagement. Most positions within the organization are student or public-facing and are not conducive to a productive telecommuting arrangement. Therefore, approved telecommuting agreements are limited to one eight-hour workday per week for eligible individuals and may not be appropriate for all roles, including employees in the following departments: ASI Children’s Center, ASI Peak Adventures and Sacramento State Aquatic Center. Employees in positions meeting eligibility guidelines are in no way guaranteed to be approved to participate.

Telecommuting, if approved, shall only occur within the state of California and is not an organization-wide entitlement.

Telecommuting agreements are not to be used to extend vacation, sick or other leaves of absence, unless part of an approved medical accommodation approved by Human Resources

and supported by documentation from a healthcare provider. Employees in an approved telecommuting agreement are expected to request approval for vacation, sick or other leave in the same manner as when working at their regular work location and are not authorized to perform work while on approved time off or leave of absence.

Telecommuting will include regular interaction via video meetings, by phone, and through e-mail between the employee and their supervisor as well as face-to-face meetings to discuss expected outcomes, work progress, and opportunities. The employee and supervisor are expected to regularly evaluate the effectiveness of the arrangement and make adjustments, modifications, or even cancel the agreement if outcomes are not comparable to expected on-site results in both work quality and quantity.

Telecommuting arrangements do not create any additional obligations upon ASI to provide reimbursement of additional expenses, equipment, supplies, etc. incurred by the telecommuter. Those obligations are based upon the on-site status of the employee only and as approved by Management/Division Leadership in compliance with applicable policies.

The Director of Human Resources is responsible for overseeing and implementing the Telecommuting Policy ("Policy"). Questions regarding this policy should be directed to the Human Resources Director.

Eligibility

Eligibility for telecommuting is not guaranteed for all employees and is not feasible for all positions and individuals. Any ASI employee that is employed by an ASI department that is eligible for telework may request consideration to participate in the Telecommuting Program if they meet the following requirements. A telecommuter must:

- Be a full-time regular employee, not in a temporary status, and regularly scheduled to work 40 hours per week.
- Be self-motivated and results driven requiring minimal face-to-face daily supervision.
- Complete the full breadth and depth of their job responsibilities in a timely fashion.
- Be able to complete the full duties of their position remotely without creating any additional job duties for on-site peers or supervisors in their absence.
- Demonstrate conscientious observance of scheduled work hours including consistent availability, regular attendance, punctuality, and productivity.
- Demonstrate effective use of remote technology.
- Actively seek to aid co-workers and undertake actions designed to enhance company performance and contribute to forwarding the mission.
- Be in good standing, with no prior corrective or disciplinary action, including a performance improvement plan (PIP) in the last 12 months.

- Complete a Telecommuting Safety Checklist as called for in the Telecommuting Request Form (“TRF”)

Expectations & Requirements While Telecommuting:

- Maintain consistent access to necessary resources, programs, software, and technology to complete all job duties.
- Remain readily available during working hours via phone, email, video conference, and any collaborative platform.
- Adhere to all applicable laws and ASI policies including, but not limited to, taking all appropriate rest and meal breaks.
- Only record time (clock in for non-exempt employees) during work and standard rest periods.
- Ensure personal activities and lunch periods are taken while not on duty (clocked out for non-exempt employees).
- Represent ASI with appropriate professionalism when interacting, via any means, with colleagues, vendors, university partners, and members of the university community.
- Maintain stable and reliable internet/Wi-Fi access during the duration of teleworking

Eligible Positions

The job responsibilities of the telecommuter, as determined by ASI, must be of a nature in which the work is not required to be physically performed on campus. Requests will not be approved if the employee’s position require immediate access to information or equipment located only in the campus workplace, directly serving students or the public in a face-to-face manner, and/or duties that cannot be facilitated via technology without compromising the level of service. Eligible job responsibilities do not guarantee the employee’s automatic participation in telecommuting.

Approval Request

Telecommuting is voluntary and approved upon mutual agreement between the employee and ASI when it is determined that telecommuting is operationally feasible and the employee’s work performance meets eligibility requirements. An eligible employee who wants to participate in telecommuting must begin by submitting a completed TRF to their immediate supervisor.

The supervisor is responsible for verifying full eligibility and ensuring there is sufficient on-site departmental coverage to maintain high service levels. If all criteria are met, the supervisor submits the TRF to their Program Director for review and approval prior to forwarding the completed document to Human Resources. Human Resources must confirm receipt of a completed TRF before telecommuting may begin.

Temporary Telecommuting Agreement: Temporary Telecommuting Agreements may be

approved by Management on a unique case-by-case basis for circumstances such as inclement weather or special projects. These Agreements are approved on an as-needed basis only, with no expectation of ongoing continuance. All ASI employees (including the ASI Children's Center, ASI Peak Adventures, and The Sacramento State Aquatic Center) are eligible for a Temporary Telecommuting Agreement.

Emergency Telecommuting Designation: Telecommuting is voluntary, except under emergency conditions that prohibit the employee's duties and responsibilities from being performed on campus. The designation of Emergency Telecommuting is only initiated by the Executive Director or Director of Human Resources.

Job Responsibilities

The telecommuter will be expected to perform all job responsibilities listed within their job description and as directed by their supervisor. The telecommuter must continue to meet work goals, expectations, assignments, and benchmarks of work productivity. This includes a maintained ability to impact individual, departmental, divisional, and company-wide goals.

The telecommuter agrees to immediately notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The telecommuter may be directed to immediately report to an on-site work location or use personal leave credits.

Additional Performance Standards

Telecommuter: Telecommuters must meet the same work performance, service level, professionalism, and collaboration standards expected of on-site employees. This includes productivity, communication, and interaction with members of the extended campus community.

Compliance with Policies: Telecommuters will comply with all applicable ASI policies and procedures.

Availability while Telecommuting: Telecommuters shall be readily available to communicate at all times during the work schedule specified in their Telecommuting Agreement or as otherwise directed by their supervisor. Communication must be maintained in the manner of readily available technology ordinarily used in the workplace such as email, network access, messaging applications, video conferencing with camera video, phone, or other related technologies, and as directed by their supervisor. It is the employee's responsibility to ensure that this access is maintained at all times during the employee's scheduled work hours.

Telecommuting Schedule: Telecommuters must maintain a consistent work schedule, in accordance with the TRF and approved by a supervisor, to ensure regular and predictable availability. Flexibility to work hours and days must be pre-approved by the supervisor. The telecommuter will remain flexible to the needs of ASI as their supervisor may make changes to the on-site scheduling requirements as operational functions evolve. A telecommuter will attend

in-person job-related meetings, training sessions, and other functions as requested by their supervisor or other ASI leadership. This includes in-person attendance at "short notice" meetings or other activities.

Overtime: A non-exempt telecommuter shall not work overtime without prior written approval from their supervisor or designee in compliance with ASI policy. A telecommuter's failure to obtain prior approval for overtime work may result in termination of the Telecommuting Agreement and/or other disciplinary action.

Recording Time: Non-exempt telecommuters must enter their work hours by clocking in/out of Dayforce on the desktop internet application.

Designated Workspace

Employees are expected to maintain their telecommuting site in a secure manner that is free from safety hazards and free from regular interruptions and distractions. The telecommuter is responsible to ensure that safe working conditions exist, including adhering to the Telecommuting Safety Checklist.

Work-place injury: If an alleged work-related injury occurs, ASI shall have the right to promptly make an on-site inspection of any telecommuting site, with advance notice or at a mutually agreed upon time. Injuries sustained by the employee in a telecommuting location and in conjunction with the employee's regular work duties may be covered by the company's Workers' Compensation Policy. Telecommuting employees are responsible for immediately notifying Human Resources and their supervisor of such injuries. ASI is not liable for any property damage to the telecommuting site, nor any injuries sustained by visitors or household members of the employee's telecommuting site.

Ergonomic Evaluations: It is the responsibility of the telecommuter to notify Human Resources as soon as possible of any potential ergonomic issues while telecommuting.

Equipment and maintenance: If a company issued electronic device is provided for use at the telecommuting site, the telecommuter must take reasonable precautions to secure and prevent damage or theft to provided equipment. Only ASI employees are authorized to access, view, or use company data, services, and equipment assigned to them. Upon termination of employment or the Telecommuting Agreement, voluntary or otherwise, the telecommuter shall return all property to the campus at the telecommuter's expense.

Any equipment, utility charges, internet access, or other infrastructure not provided by ASI is the responsibility of the employee to procure/arrange at the employee's sole expense, except as specifically provided in the TRF or other applicable policy.

Any maintenance of ASI-supplied equipment, including but not limited to hardware upgrades and software installation, will be performed by the ASI IT team.

ASI will not provide off-site workspace furniture. The provision for off-site furniture is not part of the routine telecommuting guidelines, however employees with documented ADA Reasonable Accommodations in need of off-site furniture will be evaluated on a case-by-case basis.

Office Supplies: ASI will not reimburse expenses for any supplies that ASI normally provides to employees when working on-site. Telecommuters are permitted to allocate on-site supplies to the telecommuting site as approved by their supervisor.

Information Access & Security

Information Security: As part of the CSU community, ASI is expected to safeguard data, preserve network and information system integrity, and ensure continued delivery of services to users. Data created or available as work product is a critical asset and must be appropriately secured.

Work performed on behalf of ASI by the telecommuter at the telecommuting site is official ASI business. Telecommuters are expected to use good judgment and reasonable care to protect and preserve the integrity of equipment, its data and software, and its access. Telecommuting information security controls should simulate those implemented on campus including regulatory compliance, data privacy, segregation of duties, etc. This includes FERPA, HIPAA, PCI, JDIC, and similar. Concerns of unauthorized access should be reported to your supervisor and the IT Manager.

Information classified under the CSU Data Classification Standard as “Level 1 – Confidential” or “Level 2 - Internal Use” must be stored on ASI-designated information systems and/or devices. Level 1 protected information is intended for use within ASI and access is limited to those with a business “need-to-know”.

Securing On-site Work Products: Telecommuters shall not leave Level 1, Level 2, confidential, and sensitive paper documents unattended in areas accessible by unauthorized persons. A telecommuter shall protect these documents from the view or access by unauthorized persons. All sensitive documents shall be maintained in accordance with ASI policy.

The telecommuter must keep ASI computing devices secure at all times limiting physical access by logging off or locking the computer screen when unattended. A telecommuter shall immediately report any security incidents including account or system compromises, unauthorized use or disclosure, loss of a ASI-owned computing device or data, software irregularities that may indicate a possible virus, or similar activity.

Record Retention: Retention, release, or destruction of ASI records should be done only in accordance with ASI and CSU records retention policy and procedure, and with the approval of the telecommuter's supervisor and appropriate data custodian where applicable.

Technical Support: Regular IT support will be provided to telecommuters, as it is provided to all employees. Telecommuters may be required to bring equipment to campus if necessary. ASI-owned assets shall not be serviced by a third-party technician without ASI IT approval.

Disclosure and Employee Administrative Responsibilities

ASI shall have no responsibility for any private property that may be used, lost, or damaged as a result of telecommuting with the exception of damage caused by ASI or University-owned equipment that has been documented as defective and having caused the damage. ASI shall have no responsibility to reimburse the telecommuter for any wear and/or repair of non-ASI property, even if such property is used by the employee in connection with telecommuting.

Off-Site Maintenance Costs: ASI is not responsible for operating costs, home maintenance, property or liability insurance, or other expenses e.g., utilities, cleaning services, etc. associated with telecommuting, or the telecommuting site.

Travel Reimbursement: Telecommuters are not eligible to receive a reimbursement for travel mileage to attend in-person work related activities at any ASI work location related to their normal assignment. Requests for travel reimbursements will follow ASI Travel Reimbursement policy in accordance with state and federal law.

Time-off Requests: Requirements and the procedure for requesting personal time off, such as sick leave, vacation, leave of absence, and other types of leaves, will not change as a result of participating in telecommuting and will follow applicable ASI policy and department attendance reporting procedures.

Personal and Family Care: Care for self, dependents, ill family members, or other types of relative care will continue to follow existing leave policies. Telecommuting shall not be a substitute for maintaining appropriate levels of personal/family care. A telecommuter will not act as a primary caregiver for dependent(s) during the agreed upon telecommuting hours. A telecommuter must make all necessary arrangements to permit concentration while performing work duties and responsibilities to the same extent as if the employee were performing work on campus.

Legal and Tax Implications: The employee shall be responsible for considering and addressing any personal income tax issues relating to telecommuting, including without limitation issues relating to the employee's ability to deduct related expenses. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Right to Investigate & Recover: ASI may pursue recovery of university and ASI property from a telecommuter through wage garnishment or others means if the property is not returned at the conclusion of the telecommuting agreement and/or employment, deliberately, or through

negligence, damage, destruction, or loss while in the telecommuter's control. In case of injury, theft, loss, or liability related to telecommuting, a telecommuter must allow agents of the organization to investigate and/or inspect the telecommuting site. ASI shall provide reasonable notice of inspection and/or investigation to the telecommuter.

Failure to Comply: Failure to comply with the requirements of this Policy or follow ASI policies, rules, and procedures may result in the immediate termination of the employee's telecommuting agreement and may include disciplinary action, up to and including termination of employment. In the event of security incidents, telecommuters are required to cooperate in internal investigations, outside investigations, law enforcement, and/or criminal and/or civil prosecution, when applicable.

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 Human Resources.

Moreover, if you have previously 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 Director.

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

The Director of Human Resources is ASI's Records Custodian, and as such, 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, benefit seniority date, 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 written request to 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 the Human Resources 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 whether or not 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 or video recording devices 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 12/24/2021.

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 916278-6000. 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 noncompliance. 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 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 majority of four hours (more than 3.5 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 documented 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. During the meal break, the employee must vacate their regular work area and be relieved of all duty. 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 refers to a work schedule which is interrupted by non-paid, non-working periods established by the employer, other than bona fide rest or meal periods, per IWC Wage Orders, section 2. When an employee works a split shift, one (1) hour's pay at the minimum wage shall be paid in addition to the minimum wage for that workday, except when the split shift occurs at the request of the employee (schedule accommodations, etc.).

Pay Periods and Pay Days: ASI employees are paid on a bi-weekly schedule with payday falling on a Friday. 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 administrator in accordance with the Timekeeping policy.

Paycheck Distribution: Paychecks not deposited to employee accounts via direct deposit shall be mailed to the employee's payroll mailing address as listed in the employee's profile in the HRIS system.

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 Human Resources Director. The request should include the amount to be advanced and the terms for repayment. The Human Resources Director shall then notify the employee and the payroll administrator (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 and a maximum of four hours of reporting time pay (up to ½ the regular shift) to an employee who is not scheduled to work but reports to and is put to work for less than two hours, or who is scheduled to report to work but is not put to work or is given less than half of the hours the employee was scheduled to work.

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 up to and including termination.

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 five (5) minutes prior to their scheduled starting time or clock "Out" before the end of the shift. Clock "Out" time may not exceed five (5) minutes after the end of the shift. Please be aware that this rounding is for timekeeping purposes only, employees still need to be on time at the start of their shift and are not expected to perform any work before their scheduled start time or after their scheduled end time unless authorized to work additional time or overtime by their supervisor.
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 in Dayforce by the end of their last scheduled day 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.

Timesheet Specifics

- Timesheets should accurately reflect the actual time and days worked by the employee (i.e. arrival/departure times, unpaid meal periods, etc.).
- Benefit-eligible employee timesheets should also reflect holidays, vacation, sick or personal time taken with the appropriate designation (i.e. 4 hrs. – sick).
- Employees must record actual time worked. Payroll will process time accordingly.
- 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 recorded to indicate if a different rate of pay applies for multiple program codes.
- Timesheets **must** be authorized by the employee and the supervisor.
- Timesheets are due by 10:00 a.m. on the day indicated on the posted payroll schedule.

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.

EMPLOYEE/VOLUNTEER DRIVING POLICY/PROCEDURE

POLICY 105

Employees and volunteers whose duties necessitate driving vehicles, including golf carts, in the course of ASI employment must maintain certain acceptable driving standards. Our insurance company has established these standards for drivers in order to meet insurability requirements and all ASI drivers must comply. ASI is responsible for enforcing eligibility standards and failing to meet these standards could result in being excluded from coverage under the AORMA self-insured auto liability coverage. ASI Human Resources is the program administrator for ASI driving policies, forms and administration.

DRIVING ELIGIBILITY STANDARDS

1. Employees and volunteers must possess a valid California driver's license or equivalent to legally operate the class of vehicle(s) they operate in their employment.
2. Employees and volunteers driving on ASI business will have less than 3 (three) violation points in a 12 (twelve) month period or no more than 5 (five) points in an 18 (eighteen) month period.

PROCEDURE: The following steps should be taken to enforce the policy

1. ASI will enroll all regular drivers in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. Regular drivers is defined to be either be an employee or volunteer whose assignment requires that they drive more than once a week or an employee or volunteer whose primary duty is driving-related (i.e. Class B and Commercial C.).
2. All regular drivers will be informed of the driving eligibility standards.
3. Use of personal vehicles on ASI business- if an employee or volunteer uses a personal vehicle in the course and scope of ASI business, ASI shall verify that the employee or volunteer maintains personal automobile liability insurance and that the employee's or volunteer's personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12.

Additional Information for the Use of Personal Vehicles on ASI Business (*employee who drives more than once a week*)

1. Driver will have a valid driver's license.
2. Driver will maintain auto liability insurance with the minimum limits prescribed by State Law (\$15,000 for personal injury, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage).
3. Driver will have evidence of auto liability insurance in the privately owned vehicle at all times.
4. The privately owned vehicle will be adequate for the work to be performed.
5. The privately owned vehicle will be equipped with safety belts in operating condition.
6. The privately owned vehicle, to the best of my knowledge, will be in safe mechanical condition as required by law.
7. Driver must understand that the mileage rate I receive is full reimbursement for the cost of operating the privately owned vehicle, including fuel, maintenance, repairs and both auto liability and physical damage insurance.

8. All accidents will be reported within 48 hours to ASI.
9. **In case of an accident, driver understands that the insurance policy covering the privately owned vehicle will respond to the accident- ASI will NOT provide primary insurance coverage.**
10. Driver understands that permission to drive a privately owned vehicle on ASI business is a privilege which may be suspended or revoked at any time.

PERSONAL CELL PHONE REIMBURSEMENT

POLICY 106

ASI may provide a taxable cell phone allowance to eligible exempt employees for the use of an employee's personal cell phone for ASI-related business. This applies to any employee whose responsibilities at ASI requires them to be available for consultation either outside normal working hours or when away from their work location. The decision regarding personal cell phone reimbursement is at the discretion of the Department Director and must be approved by the Executive Director.

Eligibility

Positions eligible for the cell phone allowance are determined by meeting all three of the following criteria:

- The job function of the employee requires work time outside of their assigned office or work area and it is important to ASI that they are accessible during those times.
- The job function of the employee requires them to be accessible outside of scheduled or normal work hours.
- The employee is a critical decision maker and in an exempt position..

Approval

The need for a cell phone allowance shall be determined by the department director based on the outlined eligibility, above. The Executive Director has final approval.

Reimbursement

ASI will provide a monthly expense reimbursement for cell phone or smartphone service fees, to be paid every month. Cellphone is used for on-call or other "as needed" situations that may arise.

General guidelines

1. All costs related to the purchase and usage of the cell phone by an employee who receives a monthly allowance shall be the sole responsibility of that employee.
2. The employee will be responsible for choosing and paying for their cell phone equipment.
3. The monthly allowance is taxable income and reported on the employee's W2 form; therefore, the employee will be taxed according to the regulations of the IRS Code (Publication 15, Section 5).
4. The monthly allowance does not increase the employee's base salary.
5. The cell phone is personally owned by the employee and may therefore be used for both personal and business purposes.
6. Misuse of the cellphone, which is inconsistent with ASI policy, and/or local, state or federal laws may result in immediate cancellation of the cell phone allowance and may result in disciplinary action up to and including termination.
7. Each department director is responsible for a yearly review of the business need for a cell phone allowance to determine if it should be continued. In the event it is necessary

to terminate the allowance, it is the responsibility of the department director to notify Human Resources in writing (email is acceptable).

8. The authorized employee can choose the device and service plan as long as the service plan meets ASI's business requirements for use. Equipment/service agreements are between the authorized employee and the service provider.
9. Employee acknowledges that throughout the period of time in which the employee receives a cell phone reimbursement, that employee must provide their cell phone number to their supervisor, immediately notify their supervisor if that number is changed, maintain continuous cell phone service, and respond when called for ASI-related business.

Additional expenses

Employees who believe that they have incurred additional expenses that are not covered by the allowance must provide Human Resources with documentation itemizing the added costs. This will be reviewed and a determination will be made if the additional expenses are approved for reimbursement. As with other work-related purchases, employees shall first notify their manager to obtain authorization.

Compliance with the laws

The employee is personally responsible for complying with all international, federal, state and municipal laws regarding the use of the cell phone and other wireless communication devices while driving. The employee shall hold harmless the State of California, the Trustees of the California State University, the California State University Sacramento, ASI, and their employees, officers, directors, volunteers and agents from and against any and all liability, loss, damage, expense, and costs.

Email accounts and cell phone records are subject to public records disclosures and subpoena as dictated by local, state and federal laws when cell phones are used in the course and scope of the ASI business.

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.

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

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 illegal 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 psycho-active 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.

Commercial Driver License Holders and Drug Screening Requirements

The United States Department of Transportation (DOT) definition of Commercial Driver License holders are individuals who hold commercial driver's license and operate commercial motor vehicles, 26,001 lbs. gvwr. or greater, or operate a vehicle that carries 16 passengers or more including the driver.

The DOT requires drug screening of employees who transport passengers and employees who hold safety-sensitive positions. Drug screening requirements include:

- Pre-employment
- Reasonable Suspicion/Cause
- Random
- Return to Duty
- Follow-up
- Post—Accident

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

Personnel with Safety Sensitive Duties and Drug Screening

Pre-employment and post-accident drug screening apply to the following safety sensitive personnel who perform the enumerated duties below which could affect the safety and health of the employee performing the task or others.

- Employees operating machinery and power tools, to repair, maintain or monitor the performance or operation of any equipment or machinery, the malfunction or disruption of which could result in injury or property damage.
- Employees performing duties such as the operation and/or maintenance of electricity, gas, water utilities, and/or power generation.
- Employees handling flammable and combustible materials, and/or hazardous materials.
- Drivers who operate watercraft or operate recreational water vessels, and/or boats pulling water skiers, wake boarders, etc.
- Raft Guides who are guiding and operating watercraft
- Commercial driver license holders that do not meet the DOT commercial driver license criteria.

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. Rehires after a break of service of twelve (12) months or more, and who have not had a pre-employment drug screening within the past 12 months on the same campus are subject to the pre-employment drug screening. Drug screening shall be completed within 7 calendar days of notice to the applicant, rehire or current employee.

Reasonable Suspicion Screening

Reasonable suspicion screening applies to all ASI employees. 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 screening 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 illegal drug or alcohol abuse

Random Screening for DOT Designated Drivers

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

Post-Accident Screening

An employee who is involved in a serious accident while performing safety sensitive duties is subject to a post-accident drug and/or alcohol screening 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.

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 888-319-7819.

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 sick leave, personal holiday or vacation time, if applicable, and/or may be granted an unpaid leave of absence, while participating in the rehabilitation program. Employees' health insurance will cover the costs of such services. The employee may be placed on State and Federal Medical Leave if eligible. (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 screening for a period following the return to work.

Questions about this policy should be directed to the Human Resources Director.

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.

EMERGENCY CONDITIONS

POLICY 114

In the event of an “emergency condition” which does not permit an employee to report to or remain at work, employees are required to notify their supervisor, if possible prior to the start of their shift or before they leave the worksite. If it is not possible for the employee to notify their supervisor prior to the start of their shift, or before leaving the worksite, then the employee must notify their supervisor as soon as feasibly possible.

By law, an emergency condition is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act.
- An order to evacuate a workplace, worksite, worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.
- An emergency condition does not include or extend to a health pandemic.

In the event of an emergency, employees are permitted to use their mobile device or other communications device to get emergency assistance, assess a situation’s safety or communicate with someone to verify their safety.

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. In addition, an employee's last day must fall on a regularly scheduled business day.

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 Human Resources Director 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 property 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 in the ASI HRIS system.
 - Director, Associate Director, Manager initiates Termination in Dayforce with the following:
 - Hours entered in Dayforce and Approved
 - Resignation letter with the employee's signature or pdf of email resignation uploaded and attached with the Termination Form in 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 uploads the termination checklist to Human Resources prior to the employee's exit meeting with Human Resources.

ASI Department Exit Checklist Profile:

All ASI departments are required to submit a termination checklist for each terminating employee.

Human Resources Exit Process: Final Check and Termination Notices:

Human Resources meets with the exiting employee to hand them the final check and collect applicable items. Exiting employees are electronically provided mandatory termination notices and a link to an online exit interview. An in-person exit interview can be accommodated at the exiting employee's request.

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 November 1, 2023)

Please read the following statements and acknowledge on Dayforce to indicate your receipt and acknowledgement of ASI Employee Handbook with revisions effective November 1, 2023.

- 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.

Intentionally Left Blank