



**CESAR CHAVEZ
STUDENT CENTER**
San Francisco State University

**HUMAN RESOURCES POLICY &
PROCEDURE MANUAL**

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I. INTRODUCTION

1.1 DISTRIBUTION OF POLICY MANUAL

This Policy Manual is distributed to persons in supervisory positions. Please note that the manual is assigned to the position, not the incumbent of the position, so it should remain with the position if the incumbent moves on. All copies of the manual are, and shall remain, the property of the Student Center.

The personnel policies, practices and guidelines in this manual remain in effect until changes are formally approved by the Student Center Governing Board. Circumstances that may lead to policy change include changes in applicable law or court interpretations and suggestions for changes from our employees.

A copy of this Policy Manual will be available for employees to check out and review in the Business Office.

SCGB Approval:
July 7, 1997

1.2 INTRODUCTION

This manual is designed to better inform us of Student Center policies and the benefits available to employees. It is a reference and working guide for the day-to-day administration of our personnel policies, procedures and practices.

These written policies will reduce the need for personal decisions in matters of Student Center wide policy and will assure fairness throughout the Student Center. It is the responsibility of each supervisor to administer these policies in a consistent and impartial manner. Employees are encouraged to read policies of interest in detail. It is essential that employees understand our policies so that they may be able to comply with them.

This manual is not intended to create, nor is it to be construed as an employment contract between the Student Center and any employee. If any policy or procedure described therein conflicts with any existing law, or subsequently enacted law or regulation, the Student Center will comply with applicable laws and regulations.

Each manager/supervisor can assist in keeping our personnel program up-to-date by notifying the human resources manager whenever problems are encountered or improvements can be made in the content or administration of our personnel policies. It is the responsibility of managers/supervisors to be certain that the manual is kept current and its policies are understood by all employees.

For student employees, please refer to the student procedures section of the manual. If a topic is not mentioned in the student procedure section, refer to the other sections of the Human Resources Policy and Procedure Manual.

SCGB Approval:
July 7, 1997

1.3 MISSION STATEMENT

MISSION STATEMENT

Provide, maintain, and develop facilities, programs and support services that promote and enrich the educational, social and cultural needs and objectives of our richly diverse campus and local communities.

VISION

A Student Center of excellence for programs and facilities that provides a nurturing, supportive and engaging environment for our richly diverse campus and local communities.

OBJECTIVES

1. Empower students — effect change within the context of the university.
2. Value and actively develop diversity.
3. Provide premier quality staff and facility.
4. Provide the best services at affordable prices.
5. Increase financial stability and economic efficiency.
6. Through our example, to revolutionize the model of Student Centers throughout the United States.

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1.4 OPEN DOOR POLICY

PURPOSE

To ensure that all employees are made aware of the options available to them should they need to discuss problems or suggestions.

POLICY

Employees have the right and responsibility to bring to management's attention their suggestions, complaints or concerns regarding employment related issues. It is the Student Center's policy to give all legitimate employee ideas and concerns careful consideration.

PROCEDURE

Employee complaints need not be made in writing, but there are certain avenues of communication that should be followed. Employees having a question or a problem should, in most cases, discuss the matter first with their supervisor. It is the supervisor's responsibility to act promptly on the employee's suggestion or complaint. Employees that feel that speaking with their supervisor is inappropriate (such as when they have been unable to resolve difficulties they are having with their supervisor) should bring the matter to the attention of their department head, the human resources manager, or the managing director.

Employee suggestions may be sent directly to the managing director with a copy to the supervisor being optional.

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July 7, 1997

1.5 POLICY CHANGES

PURPOSE

To provide a policy for making changes and improvements to current Student Center policy.

POLICY

All the Student Center employees are encouraged to recommend constructive changes to the Student Center's policies and procedures. All policy changes must be approved by the Student Center Governing Board. If approved, the new or revised policy will be communicated to all employees who need to know, and copies will be distributed for insertion in all policy manuals.

PROCEDURE

1. Suggestions for changes in existing policies may be presented in writing to the human resources manager. All suggestions will be reviewed by the managing director, human resources manager, and the Human Resources Committee.
2. The human resources manager will be responsible for complete dissemination of policy changes. This will be accomplished by:
 - a) Distributing a copy of changes to those assigned policy manuals. Manual holders are to be responsible for ensuring that the departmental employees are informed of all policy changes.
 - b) Posting a copy of policy change memorandums on bulletin boards, when it is appropriate.
 - c) Distributing memorandums to the attention of all employees, when it is appropriate.

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II. EMPLOYMENT PRACTICES

2.1 AFFIRMATIVE ACTION

PURPOSE

To ensure that the Student Center continues to provide an environment that is free of any form of illegal discrimination and that promotes opportunities for persons of various ethnic origins and for females.

POLICY

The Student Center policy is to ensure that no one will be discriminated against with regard to employment practices, including recruitment, selection, promotion, termination, transfer, layoff, compensation, training, benefits, and all of the terms and conditions of employment because of race, color, national origin or ancestry, creed, religion, sex, marital status, age, disabled status, political beliefs, organizational affiliations, sexual/affectional orientation, or medical condition.

When hiring or promoting candidates for positions in which women, minorities, persons with disabilities or veterans are underutilized, we will take affirmative action to seek qualified applicants without regard to race, color, national origin or ancestry, creed, religion, sex, marital status, age, disabled status, political beliefs, organizational affiliations, sexual orientation, or medical condition.

The Student Center chooses their candidates objectively. All employment and promotion decisions are based on the individual's qualifications, skills, knowledge, and ability to perform their job.

PROCEDURE

The managing director of the Student Center shall be responsible for providing leadership in the effective implementation of the non-discrimination and Affirmative Action Program. The managing director has designated the human resources manager to be responsible for developing and overseeing the Student Center's Affirmative Action Plan and program consistent with applicable laws, regulations, policies and guidelines.

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July 7, 1997

2.2 EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE

The Student Center desires to hire, transfer, promote and provide employment benefits to all employees and qualified applicants as described in this policy.

POLICY

It is the policy of the Student Center to provide equal opportunity for all employment and of the personnel actions to all individuals without regard to age, race, color, religion, sexual orientation, disability, sex or national origin, marital status, pregnancy, disabled or veteran status, political beliefs, organizational affiliation or medical condition.

PROCEDURE

Employment decisions related to compensation, benefits, promotions, transfers, reductions in force, rehires, and all Student Center sponsored programs, such as training and education tuition assistance will be administered without regard to age, race, color, religion, sexual orientation, disability, sex or national origin, marital status, pregnancy, disabled or veteran status, political beliefs, organizational affiliation or medical condition. The human resources manager will review these decisions.

The responsibility for implementation of this Equal Employment Opportunity policy rests with the entire management team. Each supervisor is responsible for seeing that the purpose and intent of this policy is followed.

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2.3 VALUING DIVERSITY

PURPOSE

To promote the benefits of a diverse work force.

POLICY

The Student Center acknowledges, welcomes, and cultivates the differences and uniqueness of all individuals. The Student Center will accomplish this goal by fostering a diverse work environment.

Valuing diversity means recognizing and appreciating that individuals are different; diversity is an advantage if it is valued and well managed; diversity is not to be simply tolerated but encouraged, supported and nurtured.

The Student Center addresses the dynamics of a multi-cultural work force from a positive perspective rather than a defensive position. Our strong commitment to diversity is aimed at reaping the benefits that differences can bring. This commitment means that the Student Center operates from a perspective that views people as having equal rights while being different and encourages the open discussion of sensitivity to, and understanding of differences, be they differences of gender, race, ethnicity, class, age, sexual orientation, lifestyles, life experiences, or persons with disabilities.

PROCEDURE

This policy will be implemented through the execution of other policies such as those covering employment procedures and those prohibiting harassment.

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2.4 EMPLOYMENT PROCEDURE

PURPOSE

The Student Center seeks to ensure fair and effective employee selection, as well as uniform application of employment procedures.

POLICY

It is the policy of the Student Center to recruit and employ the most qualified individuals available who have the potential to further their careers while advancing the objectives of the Student Center. All positions are available to qualified persons without regard to race, sex, religion, color, veteran status, disability or national origin, etc.

PROCEDURE

1. All potential job openings will be reviewed by the appropriate operational manager to determine if the position should be filled. The managing director has final authority on filling all positions.
2. Recruitment shall not begin until approved by the managing director.
3. All positions will be posted a minimum of seven calendar days with all the necessary information concerning the opening, including a brief job description, minimum requirements, hours, etc. Position openings will also be advertised to ensure that the Student Center's Equal Employment and diversity objectives are realized.
4. Selection process for non-student, full-time and part-time employees:
 - a) The mission of the Screening Committee is to screen all applicants for full-time and part-time (non-student) employment based on objective criteria related to the position description, interview a number of top candidates, and ordinarily select a minimum of two or maximum of three finalists to be recommended to the managing director. The human resources manager, in consultation with the managing director, will be responsible for the formation of the committee. The chair of the Human Resources Committee will be informed of the makeup of the committee. The human resources manager will also be responsible to provide its members with appropriate orientation and training in job criteria, interview procedures, and committee functions.
 - b) The committee will consist of the chair of the Human Resources Committee or designee and a cross-section of the Student Center's non-student full-time and part-time staff, student staff, and members who are not Student Center employees. Total membership is not to exceed seven, nor be less than three representative members. Members of the Committee should have the knowledge and expertise of the position being recruited for. In most cases the immediate supervisor will be a member of the Screening Committee.

- c) The human resources manager will be the chairperson responsible for conducting the meetings. The chairperson will be responsible for preparation of minutes and documentation of the criteria, process and decisions of the Committee.
 - d) All material and discussion related to applicants and final candidates are CONFIDENTIAL. Any breach of confidentiality could jeopardize the committee's function and recommendation. The chairperson provides the director with a non-prioritized list in alphabetical order of the top candidates. The director or designee will interview each of the top candidates in concert with the immediate supervisor and will select the candidate to be hired.
- 5. Present employees of the Student Center will be considered for all job openings for which they are qualified and apply for. Criteria for filling a posted position include: prior experience, performance in the present position, attendance, results of supervisory interviews and length of Student Center service. Inquiries regarding a posted job opening should be made directly to the human resources manager or the supervisor posting the position.
 - 6. While all internal applicants will be considered for posted positions, the Student Center will simultaneously consider outside applicants. Outside applicants may be hired when the following conditions exist: an outside candidate is judged to be superior to any internal applicant; no qualified internal applicant has applied for the posted position; or when required to meet the objectives of the Student Center's Affirmative Action and Diversity programs.
 - 7. The Student Center does not prohibit employment of relatives of current employees. However, it is necessary to have approval from the human resources manager before such an employment commitment is made. A relative shall not supervise an employee when such a relationship may create a safety, security, morale or potential conflict of interest problem.
 - 8. The human resources manager will communicate the final selection decision.
 - 9. The Student Center encourages employees to recommend qualified candidates to apply for employment consideration. Hiring decisions will be made consistent with the Student Center's Equal Employment Opportunity policy.
 - 10. As a condition of employment, all new hires and current employees shall be required to complete and submit all applications, agreements, or statements as stipulated by State law or rules and regulations of the Student Center.
 - 11. The human resources manager will be responsible for placing all employment advertising.

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2.5 APPLICATIONS FOR EMPLOYMENT

PURPOSE

To comply with various Federal wage-hour and EEO record keeping requirements. The "active" and "inactive" application and resume retention files are designed as a means to verify that all job applicants are treated fairly and consistently without illegal discrimination of any kind.

POLICY

All employment applications and/or resumes received from job applicants will be considered "active" for a period of ninety (90) days from the date of the application and/or resume. After ninety (90) days, applications will be considered "inactive" and will be filed separately and retained for a period of one year.

PROCEDURE

Non-Student Positions:

1. All resumes and applications shall be referred to the human resources manager upon receipt.
2. The human resources manager will receive and maintain all resumes and applications. A letter of acknowledgment will be mailed to the applicant.
3. The human resources manager will be responsible for scheduling interviews, reference checking, degree verification, pre-employment physicals and other requirements for employment consideration.
4. Physical examinations shall be required of the following full-time employees prior to their employment: operations supervisors, facility workers, bus persons, and plant engineer. This examination is to be administered by a medical doctor selected by the Student Center, with the cost to be borne by the Student Center. This requirement must be posted as part of the job announcement.
5. All job offers shall be made in writing and approved by the human resources manager and the managing director.
6. Resumes and applications must be returned to the human resources manager. A letter of notification will be sent to all applicants who were not chosen for the position.
7. Resumes and applications are to be filed in the active file for ninety (90) days and then transferred to the inactive file. Applications and resumes will be destroyed once they have been on the inactive file for twelve 12 months.

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2.6 NEW EMPLOYEE ORIENTATION

PURPOSE

To provide an orientation program to help all new employees learn important information about the Student Center and what is expected of them as members of our organization.

POLICY

The Student Center's orientation program will welcome new employees, communicate Student Center policies and procedures, and set the stage for a high level of motivation by integrating interests and goals of the Student Center with those of the individual.

PROCEDURE

MANAGING DIRECTOR

The managing director will meet with the new employee and review the Appointment Letter with him/her. Both parties will sign the Appointment Letter.

HUMAN RESOURCES

The human resources manager will review the Student Center's rules and policies with the new employee. This review will include such topics as wages, overtime, deductions, responsibilities for attendance, the appointment letter, how to notify an absence or tardiness, working hours, holidays and vacation schedules, security, rest periods, medical and dental benefits. The human resources manager will explain pay procedures, pay dates, how checks are distributed, and the length of pay periods.

IMMEDIATE SUPERVISOR

Upon appointment to a position with the Student Center, each new employee shall be scheduled for a pre-employment conference with his/her supervisor. The primary purpose of the meeting will be to review Student Center rules and regulations and to answer any questions of either party. The supervisor will then conduct a safety orientation to inform the new employee of safety measures pertaining to his/her job, and instruct him/her to immediately report any job injury. Information concerning the Student Center's Injury and Illness Prevention Program, fire prevention, and Emergency Action Program shall be distributed to every new employee.

The supervisor will also introduce the new employee to associates and fellow employees and make him/her feel welcome. In addition, the new employee will be informed about the department's function and its role in relation to total Student Center operations. The immediate supervisor will familiarize the new employee with duties and responsibilities of the job and cover the new employee's work schedule, starting and quitting time, lunch hour, and break period.

The supervisor will show the new employee the location of the washrooms, fire exits, drinking fountains, vending machines, lunchroom, and parking areas. Finally, the immediate supervisor shall provide appropriate job training.

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2.7 TEMPORARY ADVANCEMENT

PURPOSE

Due to vacations, position vacancies, illness, or other emergencies, on occasion it may be necessary for a Student Center employee to assume the duties of his/her supervisor or of another staff position. This policy defines how such temporary advancements shall be treated.

POLICY

With the managing director's approval, a qualified employee shall be temporarily appointed to fill a vacant position on an "acting" basis.

PROCEDURE

Provided that the period of temporary advancement is at least five working days, the "acting" employee shall be paid the minimum salary of the range for that position as stated on the Salary Schedule and will temporarily assume the duties of that position. If such an employee's current rate of pay exceeds, is equal to, or is less than 5% less than the minimum range of pay for the position s/he is temporarily filling, the employee's minimum salary premium shall be 5% above his/her current rate of pay during the period of temporary advancement.

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2.8 REHIRE

PURPOSE

To establish a uniform procedure to deal with former employees who wish to re-join the Student Center work force.

POLICY

Former employees with good work records shall be eligible for consideration for re-employment. Except for individuals who have left employment for a relatively short period of time, former employees who are rehired will be treated identically as new hires with no previous Student Center experience.

PROCEDURE

For the purpose of determining the eligibility date for Student Center paid benefits such as health care, vacation credit and sick leave, an employee rehired after one year of separation from employment shall be treated as a new employee. This is true even if the separation was due to a reduction in force. This provision does not apply to those employees who take an approved leave of absence. Further, this provision does not alter a rehired employee's vesting rights in any Student Center sponsored plan, such as a Pension Plan, regulated by ERISA.

Employees rehired with less than a one-year break in service may, at the discretion of the Student Center, have all past service restored. However, they will be required to go through all steps of the selection process.

The former employee's supervisor will normally be consulted prior to making an offer of re-employment

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2.9 EMPLOYMENT VERIFICATION REQUESTS

PURPOSE

It is important to establish a uniform procedure for providing written or verbal information regarding current or former employees. Strict adherence to this policy is required.

POLICY

Only the human resources manager will respond to requests for employment verification. Requests for verification of employment (written or verbal) must be made to the human resources manager. No other employee or manager/supervisor, except the managing director, is authorized to respond to requests for employment information.

PROCEDURE

The human resources manager will respond to appropriate requests for verification of employment. In most cases only the job title and length of employment of the current or former employee will be verified. If written authorization is provided by the current or former employee, additional information may be released.

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2.10 STAFF DEVELOPMENT POLICY

PURPOSE

The Student Center Staff Development Program is designed to encourage professional development and enhance leadership skills and individual effectiveness necessary to meet the changing needs of a diverse and multi-cultural community. Eligible employees will be given the opportunity to cultivate and improve requisite skills for their job by pursuing a planned career path or attending courses, seminars, workshops, or conferences that are related specifically to their job or to related phases of the organization's operation.

POLICY

Full-time employees are eligible to attend courses, seminars, training workshops, or conferences. After three months of employment they will be eligible to pursue a planned career path.

Part-time employees and student supervisors are eligible to attend courses, seminars, training workshops, or conferences.

All employees will be required to attend staff orientations and specific sessions.

The managing director and human resources manager are responsible for administering the policy. The department managers and supervisors are responsible for assuring that the policy is administered fairly within their own departments.

All forms will be forwarded to the human resources manager once signatures of the employee, supervisor, and managing director are obtained.

Records of all educational studies completed by each employee will be maintained by the human resources manager.

Every year the human resources manager will update the staff development brochure and disseminate it in January.

PROCEDURE

There are two separate and distinct parts to the staff development program. Employees who wish to pursue educational studies or training courses should seek advice and assistance from their immediate supervisor and the human resources manager.

Part one addresses procedures to be followed by employees who are interested in improving their job skills or participating in a planned career path.

- Full-time employee participants in this part of the program may be eligible for up to \$1000 per year to assist in the payment of courses, seminars, training workshops, conferences or tuition fees.

- Part-time employees may be eligible for up to \$300 per year to assist in the payment of courses, seminars, training workshops, or conferences that enhance professional development.
- Student supervisors may be eligible for up to \$300 per year to attend seminars, training workshops, or conferences that directly relate to supervisory skills or are directly related to improving the performance of the department.

JOB SKILLS DEVELOPMENT AND CAREER PATH PLANNING

The employee will need to complete a "Staff Development Application" form. This form must explain the reasons why the employee wishes to pursue educational studies or training courses and the benefits to the organization. If the employee is pursuing a career plan, s/he must also complete a "Career Plan Application" form.

The supervisor will make a recommendation for approval or disapproval of the request to the human resources manager and managing director. Approval will only be granted for courses, seminars, workshops, or conference that contribute to the duties and responsibilities of the employee's present job. If the course(s) is not related specifically to the employee's duties and responsibilities, the course(s) must be part of an approved career plan.

To allow sufficient time for approval, the employee should submit the appropriate paper work to the human resources manager at least 15 days prior to the event registration date.

Course attendance should not interfere with the functioning of the employee's work area or the accomplishment of its work objectives. For courses that require an employee to be present for (12) twelve or more continuous weeks, the managing director may grant a maximum of (3) three hours per week of release time for course attendance.

For courses taken at a university, college, or other educational institution, which require a month or more of attendance, the employee will be initially responsible for paying tuition expenses. Once the term is completed, the employee will be required to present a completed "Educational Refund Application" form to the human resources manager. Attached to the refund application must be proof of grade and receipt of tuition and fees paid. The managing director and the human resources manager will review the documents for approval. Once approved, the Student Center will reimburse the employee for the appropriate amount granted for the semester. Special consideration may be given to employees who are unable to pay for college or university tuition in advance.

To get reimbursed for course work taken, the following must apply:

The employee must have a passing grade of "C" or better for undergraduate course(s) and a "B" or better for graduate course(s).

The employee must have an approved "Staff Development Application" form completed at least (15) days prior to attending the course(s).

The employee may not withdraw from the course(s) or receive an incomplete.

The employee will not have to pay for seminars, workshops, or conferences in advance. Once the seminar, workshop, or conference is approved by the employee's supervisor, human resources manager, and managing director, the Student Center will disburse the funds to the appropriate location.

After the employee has completed the course, seminar, workshop, or conference, s/he will be required to complete a "Program Evaluation Form." The evaluation form will provide the organization feedback of the course(s) or training taken.

Part two addresses procedures for specific training sessions that employees are required to attend.

- Both regular and student employees will be required to attend assigned training. Examples of subjects that may be included as part of these training sessions are Sexual Harassment, Americans with Disability Act, Diversity, and Safety.
- A student who is hired or promoted into a student supervisory position must obtain supervisory training as part of the position's requirement. Examples of topics will include the following: interviewing and hiring, performance reviews, conflict resolution, customer service, violence in the workplace, diversity, and disciplinary action techniques. Training may be provided in several methods: training by the employee's supervisor, in-house supervisory videos, or in-house training seminars.

INTERVIEWING

Before a student supervisor is qualified to interview and hire for available positions in his/her department, s/he must complete the following four (4) step training process for a minimum of three (3) positions:

1. The student supervisor participates as an observer during two applicant interview sessions conducted by his/her manager.
2. The student supervisor participates in two additional applicant interview sessions as an active participant asking questions and evaluating the applicant. The manager and student supervisor will follow up with a discussion regarding the success of the interviews.
3. The student supervisor conducts two interviews while his/her manager observes and monitors the session. Discussion and analysis of process will succeed.
4. The student supervisor conducts two interviews while the human resources manager observes the process. Discussion and analysis of process will succeed.

NOTE: In instances where there is an insufficient number of applicants applying, cross training within the different departments will occur.

PERFORMANCE REVIEW

Before a student is qualified to administer a performance review to employees in his/her department s/he must complete the following four (4) step training process for a minimum of three (3) student employees:

1. The student supervisor participates as an observer during two performance review sessions conducted by her manager. The student supervisor will review the comments written on the review form.
2. The student supervisor participates in two additional performance review sessions as an active participant by administering the performance review. The manager and student supervisor will follow up with a discussion regarding the review process.
3. The student supervisor will prepare two performance review forms jointly with their manager to ensure accuracy. The student supervisor will then conduct the performance review sessions while his/her manager observes and monitors the session. Discussion and analysis of process will succeed.
4. The student supervisor will prepare two performance review forms. The human resources manager will review the performance review form to ensure accuracy. The student supervisor will then conduct the performance reviews while the human resources manager observes the process. Discussion and analysis of process will succeed.

DOCUMENTATION

Documentation of the four-step interviewing and performance review processes are the following:

- The manager/supervisor will be responsible for completing a "Student Supervisory Training" form for the first three steps of each training process. The manager/supervisor will forward the documentation to the human resources manager to place in the employee's personnel file.
- The human resources manager will be responsible for completing a "Student Supervisory Training" form for the last step of each training process. The human resources manager will place the form in the employee's personnel file.

All other training sessions will be documented by the manager providing the training.

It is the responsibility of the manager/supervisor to ensure that student managers/supervisors receive their training.

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2.11 EMPLOYEE RECOGNITION PROGRAM

PURPOSE

The Employee Recognition Program was created so that those employees of the Student Center who exhibit exceptional work performance may be recognized and awarded.

POLICY

An Employee Recognition Committee will select one employee each month for recognition as Employee-of-the-Month. Additional awards will be made to one student and one non-student selected as Employees-of-the-Year.

PROCEDURE

Committee Make-up: Employee Recognition Committee will be composed of student and full-time staff members. Members serve on a volunteer basis from each department (2 – Operations, 2 – Programs, 2 – Administration). The Human Resources Manager will schedule and facilitate monthly Committee meetings.

EMPLOYEE-OF-THE-MONTH

ELIGIBILITY

Employees must have at least four months of service with the Student Center in order to be eligible for Employee-of-the-Month. One employee will be selected every month of the year. The Employee-of-the-Month may be a student or a non-student employee.

TIMELINE

The deadline for suggestions by employees to be presented to the human resources manager is the third Monday of each month. The selection of employee-of-the-month will take place during the final week of the month with the winner's name to be announced the first week of the following month. Nominees will remain in the pool for one year from their last nomination. Employees may be selected as Employee of the Month once during an academic year.

SELECTION PROCESS

1. Any Student Center employee may bring forward the name of a staff member who they believe should be recognized for outstanding contributions to the organization during the year. The name should be presented to the human resources manager using the Employee Recognition Nomination form.
2. The Human Resources Manager will review the criteria and present those nominations and respective nomination forms to the Employee Recognition Committee.

3. The Committee members will review and discuss the nominations and select the employee-of-the-month by consensus. The Committee shall notify the supervisor and the employee. The Human Resources Manager will arrange for the awards.

CRITERIA

Guidelines for consideration include performance, achievements, community service and teamwork. Criteria to consider include:

- Demonstrated exceptional performance.
- Developed a program or procedure that has enhanced or promoted the Student Center's mission, or otherwise contributed to improving Center operations in order to achieve greater efficiency.
- Created and implemented an innovative idea that has greatly aided staff.
- Demonstrated a keen appreciation of the Student Center and University community through effective teamwork, collaboration and cooperation.

RECOGNITION

1. Recognition in the form of a certificate of award and thank you letter from the Student Center governing Board Chair will be presented to the Employee-of-the-Month.
2. Gift certificate for four (4) full lunches at a Student Center Vendor of their choice.
3. Free parking on Campus for one month or the equivalent in public transportation expenses.
4. The employee's picture along with a description of his/her contributions to the Student Center will be posted in the Student Center (The picture and description will be replaced by the following employee-of-the-month.) and on the Student Center's website.
5. Eligibility for Employee of the Year.

EMPLOYEE-OF-THE-YEAR

The Employee Recognition Committee shall select an Employee-of-the-Year from among the twelve previous recognized employees of the month, which could be a student or non-student employee.

SELECTION PROCESS

1. The employees to be considered for employee-of-the-year shall be taken from the pool of monthly winners that have been brought forward by staff during the preceding year. The Employee-of-the-Year will be selected by the second week of December.
2. The Employee Recognition Committee will review the finalists' contributions and make selection for employee-of-the-year. The human resources manager will facilitate the meeting.

RECOGNITION

1. Recognition in the form of a certificate of award and a \$200 gift certificate will be presented to the Employee-of-the-Year during the January orientation.
2. The employee's name will be engraved on a plaque.
3. The employee's picture along with a description of his/her contributions to the Student Center will be posted for one year in the Student Center (The picture and description will be replaced by the following year's Employee-of-the-Year.) and on the Student Center's website.

SCGB Approval:
April 6, 2000

2.12 JOB DESCRIPTION UPDATE POLICY

PURPOSE

To ensure that all job descriptions accurately reflect the duties and responsibilities of each position together with the position's physical and mental requirements.

POLICY

All job descriptions will be reviewed on a periodic basis and at times when major changes in job content occur. Such reviews will be made to ensure that the document accurately reflects the position's essential job functions, physical and mental requirements, as well as the environmental conditions in which the job is performed.

PROCEDURE

Every year a portion of full-time, part-time, and student job descriptions will be reviewed to ensure that (1) the job description reflects actual duties being performed and (2) duties being performed are consistent with the assigned job classification. The review of all job descriptions will be completed within a continuous four-year cycle. Position updates will also be made at such times when significant departmental changes directly impacting position responsibilities are made. Additionally, all positions will be reviewed and updated, if necessary, during periods of vacancy.

An employee or supervisor may apply for reclassification of a position when they feel that the duties being performed are not covered by the job description. An application shall be made by the supervisor, indicating those duties the employee feels are inconsistent with their job classification. The supervisor and the director shall then review and analyze the job duties and description. If it is determined that the employee is performing duties not covered by their job description, the employee shall either be recommended to the Student Center Governing Board for reclassification to a more appropriate position or have those tasks that are inappropriate to their classification removed.

The human resources manager shall have the responsibility of conducting the reviews in a timely manner and shall record and report recommendations to the managing director.

SCGB Approval:
July 7, 1997

2.13 MATERIAL ASSIGNMENTS

PURPOSE

To establish a policy that accurately accounts for all Student Center equipment, tools, and supplies issued to employees.

POLICY

All employees that are issued Student Center property required for the performance of their duties shall be held accountable for the safe keeping of such items. Supervisors will be responsible for the assignment to the employee of such items. Supervisors are also responsible for obtaining the employee's written acknowledgment of receipt for each such item of Student Center property.

PROCEDURE

Student Center employees may, during the course of their employment, be issued keys, uniforms, identification badges, tools, or other miscellaneous items needed to perform specific jobs. The issuing procedure for such items requires written documentation and the signatures of the employee and supervisor. These items shall be assigned to the individual employee and returned upon termination of employment. In the event of the loss or damage of any of the items, beyond normal wear and tear, the employee shall be required to compensate the Student Center. An employee who leaves employment with the Student Center must account for or return all material assignments in the manner stated in the Resignation Check List.

SCGB Approval:
July 7, 1997

2.14 PERFORMANCE-BASED SALARY INCREASE PROGRAM

PURPOSE

To attain the optimal development and utilization of its human resources through an ongoing process of employee performance reviews.

POLICY

The Performance-Based Salary Increase (PBSI) program is designed to motivate employees, recognize individual merit, and support the achievement of the Student Center's goals and objectives. The employee may be recognized by providing the employee with a salary adjustment appropriate to the level of performance and available funding not to exceed the performance maximum of the salary range for his/her classification. A PBSI is a component of the total compensation program which includes the General Salary Increase (GSI) which is an increase to the classification range and granted to all employees within the range, and the Service-Based Increase (SBI) which is granted to employees in certain classifications for a prescribed length of service.

The PBSI program is normally initiated on an annual basis with the salary increases effective January 1.

A PBSI shall be based on the most recent performance evaluation. All employee job performances shall be evaluated annually during November/December. Performance evaluation forms will be distributed once each year at the beginning of November in preparation for the annual PBSI cycle. Additional performance evaluations may be conducted during the year at the supervisor's discretion.

SCOPE

The PBSI program shall apply to all salaried employees and part-time facility employees. Student positions, designated confidential positions, and managerial positions covered by The Management Personnel Plan are not eligible for the PBSI.

PROCEDURE

ELIGIBILITY

To be eligible for a PBSI during the annual PBSI cycle, an employee must have served in his/her current classification for six (6) months or more prior to the effective date of the PBSI. Employees who are on a leave of absence for more than six months during the preceding fiscal year are not eligible for a PBSI.

An employee may be granted a PBSI at times other than the annual program cycle. Such awards are granted only on an exceptional basis for outstanding and consistently meritorious performance and to acknowledge demonstration of skills and contributions made above the expectations of the position. An employee must have served at least one year in his/her classification and position to be considered for a special PBSI outside the PBSI cycle.

AUTHORIZATION

The managing director delegates authority to the appropriate section managers for approving a PBSI.

PROCEDURE

The Student Center Governing Board will provide the managing director with the percentage allocation for PBSIs.

Written documentation of the employee's performance, prepared by the manager/supervisor, must be forwarded to the section manager for approval of the PBSI. The documentation for a PBSI shall contain specific examples of merit, efficiency, accomplishments and contributions toward the achievement of the Student Center's goals and objectives. The documentation shall also include the overall rating of the most recent performance evaluation and shall indicate the level of PBSI recommended.

As part of the documentation process, the manager/supervisor will maintain an incident log form (PE1) to record exemplary incidents of behavior performed by the employee. For the purpose of administering the PBSI, areas that will be reviewed are quality of work, quantity of work, leadership, initiative, problem-solving, commitment, creativity, professional responsibility and judgment, planning and organizing work, meeting changing demands, interpersonal communications, and achievement of the Student Center's goals and objectives.

Once the PBSI is approved by the section manager, s/he will inform the appropriate manager/supervisor. The manager will communicate the results to the employee.

CRITERIA

To be considered for a PBSI the employee's most recent evaluation must indicate that the employee's performance meets or exceeds the following performance levels:

1. Twenty-five percent (25%) must be in the "far exceeds standards," which is a rating of 5.
2. Sixty percent (60%) must be in the "far exceeds standards" and "exceeds standards," which is a combination rating of 4 and 5.
3. No more than five percent (5%) may be in "needs improvement to meet standards," which is a rating of 2.

NOTE: Item 1 above, the twenty-five (25%) performance level, does not apply to positions that do not have Service-Based Increases.

The percentage increase will depend on the following factors:

- a) The comments indicated on the incident log.

- b) Suggestions made by the employee that are implemented and help improve the organization. For example, cost savings to the department, improving standards and procedures, program enhancement, and meeting changing demands.
- c) Performance goals achieved during the year.

Additional factors will also be taken into consideration for supervisory positions:

- d) Creating and maintaining procedural manuals for each of the departments managed,
- e) Increasing and maintaining diversity within the department,
- f) Seeking professional development,
- g) Preparing budgets,
- h) Student training, and safety training,
- i) Enhancing programs.

Performance factors (e.g., attendance) and employment factors (e.g., recent promotion, reclassification, salary adjustment, or disciplinary action) may be considered in evaluating eligibility for a PBSI.

SCGB Approval:
July 7, 1997

2.15 REDUCTIONS IN FORCE

PURPOSE

A number of situations may arise when it is necessary to reduce the Student Center's work force. This policy outlines the procedures that will be followed when such reductions are required.

POLICY

When it becomes necessary to reduce the Student Center's work force, the Student Center Governing Board will work to ensure that equitable procedures will be followed and that there are an adequate number of qualified individuals available to perform all necessary activities. Reduction of the work force requires the approval of the Student Center Governing Board.

PROCEDURE

The temporary reduction of the Student Center work force through layoffs may occur for a number of reasons:

ACADEMIC YEAR ADJUSTMENT

Part-time student positions are established for the regular semester only. At the end of each semester, part-time student employees shall be laid off. Continuation of a student employee's term of employment for the following semester is dependent upon his/her supervisor reappointing them to their position for that semester. Hiring and/or retention of part-time student employees during summers and breaks requires the approval of the supervisor.

JOB ELIMINATIONS

Layoffs can occur as a result of the elimination of positions due to lack of funds or lack of work. Reorganization, reassignment of duties, or the elimination or reduction of a function of the Student Center may also necessitate position eliminations. If a position is eliminated, it cannot be reactivated for a period of a least six months.

BUDGET REDUCTION: FULL-TIME EMPLOYEES

The Student Center is legally required to operate within its annual budget. Any reduction in that budget may require layoffs of full-time employees.

When, as a result of one or more of the above conditions, a layoff is required, the director shall determine which job category or categories will be affected. Within a job category, the individual with the shortest length of service shall be the first to be laid off. Length of service shall be calculated proportionately, based on 1920 hours of time worked equaling one full year.

Leave without pay shall not be credited to time worked for the purpose of determining layoffs, unless specifically authorized in writing by the director.

SCGB Approval:
July 7, 1997

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III. WAGE AND HOUR POLICIES

3.1 EMPLOYEE CLASSIFICATIONS

PURPOSE

This policy clarifies the classification of the Student Center's employees for purposes of legal compliance, benefit eligibility, duration of employment, and other important matters.

POLICY

The Student Center will treat all employees fairly according to the law and according to its own policies and procedures.

PROCEDURE

It is important that managers/supervisors understand how their employees are classified. They must understand the definitions of "exempt" and "non-exempt" employees. Managers/supervisors who have any questions regarding the classification of an employee or the meaning of classifications contained in this policy should immediately seek assistance from the human resources manager. Employees will be classified according to the following classifications:

EMPLOYEE

An employee is a person who has been placed on the Student Center's payroll by the human resources manager, works under the direct supervision of a member of Student Center management, uses the facilities, tools and equipment supplied by the Student Center, and is subject to the Student Center's policies and procedures. Other persons or firms who supply materials or services to the Student Center but do not meet the above definition are not employees. (An example of an individual in this latter category would be an employee of a temporary employment agency whose firm has contracted with the Student Center to supply services for a particular assignment.)

REGULAR FULL-TIME EMPLOYEES

These employees are normally scheduled to work 40 hours per week and maintain continuous employment status. They are entitled to all benefits provided employees of the Student Center as they become eligible through length of service.

REGULAR PART-TIME EMPLOYEES

These employees are regularly scheduled to work less than 40 hours per week. They may not be eligible for all Student Center benefits and will, in most instances, receive benefits in accordance with the percentage of their part-time schedule. Please check the individual benefit definitions to determine part-time employee eligibilities.

TEMPORARY FULL-TIME AND TEMPORARY PART-TIME EMPLOYEES

These persons are employed for a specific period of time or to complete a particular project. They are not eligible to receive any benefits other than those required by law. The status of temporary full-time employees must be reviewed with human resources at least once every 60 days.

NON-EXEMPT EMPLOYEES

These employees are as defined by The Fair Labor Standards Act and must be paid overtime according to state and federal law.

EXEMPT EMPLOYEES

These are employees whose rate of pay or position exempts them from the overtime provisions of The Fair Labor Standards Act.

INTRODUCTORY EMPLOYEES

These are new employees who have worked for the Student Center for less than 90 calendar days. This period may be extended, in certain situations, at the discretion of management.

STUDENT EMPLOYEES

These employees include both work-study students and student assistants and are hired to work up to 20 hours per week. Student employees must maintain their student status with the University in order to be employed with the Student Center. Student employees receive an appointment letter for each semester and summer break and are not eligible for Student Center benefits. We follow a four (4)-tier classification system based on the complexity of the position and level of required supervision.

INTERMITTENT EMPLOYEES

These are employees whose work schedules and work hours vary from week to week because of the changing demands of the employing department. They are paid the hourly rate for their position classification and are not eligible for Student Center benefits and protections.

SCGB Approval:
July 7, 1997
Amended:
June 3, 2004

3.2 INDEPENDENT CONTRACTORS

PURPOSE

State and federal laws and court decisions define under what circumstances an individual may be considered an independent contractor. This body of law is complex and in a state of rapid change. The following policy is adopted to avoid potential fines and litigation associated with erroneously classifying individuals as independent contractors when the law would consider them employees.

POLICY

The Student Center may hire independent contractors to assist with Student Center projects. They may be hired only with prior approval of the managing director.

PROCEDURE

An independent contractor is defined as a person or organization hired to do a specific project or task who, unlike an employee, is in complete control of the manner in which the tasks for which s/he is hired are performed. The independent contractor normally furnishes his/her own equipment and supplies, carries his/her own workers' compensation and other insurance coverage, and does business under a distinct company name. Persons hired to perform all or most of the duties normally performed by employees are, unless hired through legitimate employment agencies, considered to be employees of the Student Center and not independent contractors.

SCGB Approval:
July 7, 1997

3.3 HOURS OF WORK

PURPOSE

To establish hours of employment for all employees.

POLICY

Work hours will be established in a manner that meets the needs of the Student Center.

PROCEDURE

Scheduled Work Hours

The Student Center's normal work day for non-students consists of eight hours, and the normal work week consists of forty hours.

Starting and ending work times may vary for different departments. The possibilities for different starting and ending times should be explained to each new employee by his/her supervisor.

Work hours will be determined by management to achieve maximum efficiency in the Student Center's operation. Occasionally, the demands of a department may require a change in the work schedule. In such cases, the department supervisor should notify employees as soon as possible when such circumstances arise.

SCGB Approval:
July 7, 1997

3.4 OVERTIME PAYMENTS

PURPOSE

It is important to establish and follow a uniform policy for payment of overtime.

POLICY

No employee may work overtime without the expressed prior approval of his/her manager/supervisor. All non-exempt employees who work more than eight (8) hours in one workday, more than ten (10) hours in a four-day workweek schedule, or more than forty (40) hours in one workweek will receive overtime pay computed according to state and federal regulations.

PROCEDURE

1. Overtime at the rate of 1 and 1/2 times the employee's regular rate of pay will be provided for all hours worked in excess of forty (40) in any one workweek or eight (8) hours in any one workday.
2. Overtime at the rate of double the employee's regular rate of pay will be provided for all hours worked in excess of twelve (12) in one workday and for all hours worked in excess of eight (8) on the seventh day of work in one workweek.

All hours paid (such as holiday pay) are considered in determining an employee's overtime pay.

SCGB Approval:
July 7, 1997

3.5 COMPENSATORY TIME OFF (CTO)

PURPOSE

To provide a policy to permit employees to take time off from work as an alternative to receiving overtime compensation.

POLICY

With the advance approval of the employee's manager/supervisor and the managing director, and only with the consent of the employee, non-exempt employees who work overtime hours and managerial employees who work extra hours in specific circumstances may earn CTO on a one and one-half times basis (one hour of overtime worked earns one and one-half hours of CTO).

PROCEDURE

Under most circumstances, employees will take CTO in the same seven-day period in which the extra hours are worked. Employees scheduled to work at after-hour events will be eligible to receive compensatory time for their time worked. CTO must be taken by the end of the next pay period following the pay period in which the CTO was earned.

SCGB Approval:
July 7, 1997

3.6 SHIFT DIFFERENTIAL AND SHIFT SELECTION

PURPOSE

To define which groups of employees are eligible to receive shift differentials, when such differentials should be paid, and how shift transfers may occur.

POLICY

Only full-time and part-time (non-student) employees, 50% or more of whose hours are worked after 5 p.m., are eligible for shift differential. Such employees will then be paid the premium rate. The amount of the premium currently in effect may be obtained from the human resources manager.

PROCEDURE

Managers/supervisors must approve work schedules of their employees, which includes those hours of work that qualify for shift differential premiums. Employees will be given the opportunity to apply for other work shifts through the bidding system. The employee must notify the supervisor in writing of his/her desire to work another shift. When a vacancy on the specified shift occurs, the supervisor may fill the vacancy on the basis of (1) work performance, (2) experience, and (3) seniority.

SCGB Approval:
July 7, 1997

3.7 PAY PERIODS AND PAY ADVANCES

PURPOSE

To establish a policy covering regular payment of wages and the ability to obtain a pay advance in exceptional situations.

POLICY

Paydays are on the 15th and the last day of the month. If the 15th or the last day of the month falls on a weekend or on a recognized holiday, employees will be paid on the previous workday. Each pay period covers hours worked up through the cutoff date for that payroll period. The pay period for student assistants covers hours worked in the last two (2) weeks before that payroll period.

PROCEDURE

Supervisors of hourly-paid employees should ensure that a timecard is available for all their employees.

Paychecks will be distributed on the appropriate payday in the Student Center Business Office. All employees will be required to personally come in to pick up their check, sign off on receipt of check, and provide personal photo identification. Unless notified by the employee, paychecks will be mailed if not picked up after seven (7) calendar days.

Employees who are absent on payday or who need to have someone else pick up their paycheck must:

1. Contact the payroll clerk in advance.
2. Provide a written statement including their name, department, signature and the identity of the person who will pick up their paycheck.
3. Communicate to the person picking up the paycheck that they must identify themselves with a photo identification to obtain the paycheck.

Pay advances are normally secured by monies owed the employee for "time worked" or accrued vacation. Therefore, no advance will be issued that exceeds the value of the monies owed the employee. Advances should be paid back as soon as possible, and must be paid back within four pay periods. A maximum of one pay advance will be granted per fiscal year.

SCGB Approval:
July 7, 1997
Amended:
March 4, 2004

3.8 PERFORMANCE REVIEWS

PURPOSE

To confirm the Student Center's commitment to providing a formalized procedure for assessing employee accomplishments and setting performance goals for the future.

POLICY

It is the policy of the Student Center to regularly review every employee's job performance. The purpose of these reviews is to encourage a frank and open dialogue between the employee and his/her supervisor and to establish and measure definable goals. Through this process employees will receive an honest and clear assessment of their job performance and potential. Staff will be given the opportunity to complete a self evaluation and evaluate their managers and their peers.

Employees are formally reviewed at least once each year, but the review process should be carried out on a day-to-day basis.

PROCEDURE

INTRODUCTORY PERIOD EVALUATION

The human resources manager will forward an introductory period review form to the employee's manager/supervisor one month prior to the employee's completing the introductory period. The manager/supervisor will review his/her notes of any informal evaluations of the employee's performance he has completed to date and then complete the evaluation. If the evaluation indicates performance areas which must be corrected or improved, the manager/supervisor will discuss these areas with the employee. If the manager/supervisor feels that the employee will not meet expectations prior to the end of the introductory period, a recommendation should be made to the appropriate manager to terminate employment.

ANNUAL EVALUATION

The human resources manager will provide the manager/supervisor with review forms one month prior to the employee's review date. Review forms shall include both short-term and long-term goals for each employee. A salary review and consideration for a salary increase will occur in conjunction with the annual evaluation.

PERFORMANCE REVIEW SCHEDULE

Performance pay increases are linked directly to performance, but may not necessarily coincide with a performance evaluation. A performance pay increase may be given as a part of any favorable review. However, performance pay increases are not automatic and are normally granted annually from date of hire. Performance increases will not be allowed for substandard performance.

PROMOTIONAL REVIEW

If an employee is promoted, the supervisor shall complete a written evaluation of the employee within a ninety (90) day introductory period commencing from the date of promotion. This period may be extended when the situation warrants. This evaluation will form the basis for determining satisfactory/unsatisfactory performance during the introductory period. In the event that the employee fails to demonstrate qualifications for the position during the ninety days, the employee will be returned to his/her former position. (The employee's former position may be filled on a temporary basis during the promotional review process.)

SCGB Approval:
July 7, 1997

3.9 GARNISHMENTS AND WAGE ATTACHMENTS

PURPOSE

To meet the Student Center's legal obligation when served with a court order to garnish or attach to an employee's wages.

POLICY

By law, the Student Center is required to honor all legitimate garnishments and wage attachments of an employee's salary.

PROCEDURE

The human resources manager will notify the employee in writing that a garnishment or wage attachment has been received and will then send the original documents to payroll. A copy of the document will be placed in the employee's file.

Employees will not be disciplined or experience reduced advancement opportunity because of a garnishment or wage attachment. However, because the processing of these withholding orders are a significant burden on the Student Center, affected employees may be encouraged to secure a prompt release of the court order.

SCGB Approval:
July 7, 1997

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IV. POLICIES AND PROCEDURES

4.1 ATTENDANCE: ABSENCE AND TARDINESS

PURPOSE

Good attendance is vital to the performance of every job at the Student Center. Employees are, therefore, expected to maintain a good attendance record and arrive and return to work at the time scheduled.

POLICY

It is the policy of the Student Center to require, as a condition of employment, regular and prompt attendance from all employees.

PROCEDURE

Employees are expected to report for work on time and on a regular basis. Employees who are going to be absent or tardy for any reason must notify their manager/supervisor as far in advance of their starting time as possible. When reporting an anticipated absence, the employee must provide the reason for absence and his/her expected date of return. Except in cases of emergency, this notice should be given personally to the employee's manager/supervisor and not through a third party. Failure of a third party to convey an employee's notice of absence or tardiness will not be considered as justification for the lack of proper notice.

An employee who is consistently absent or tardy will be subject to disciplinary action, up to and including discharge. While the determination of what constitutes appropriate disciplinary action rests with the supervisor, in most instances, an employee who is consistently absent or tardy will be subject to discipline following the guidelines defined in the Employee Conduct section (5.3) of this Policy Manual.

Employees who are absent for three (3) days or longer without notifying the Student Center will be considered to have voluntarily terminated their employment.

Managers/supervisors who experience attendance or tardiness problems within their departments should seek guidance from the human resources manager to administer this policy.

SCGB Approval:
July 7, 1997

4.2 REST AND MEAL BREAKS

PURPOSE

To provide a policy that defines the length and frequency of employee rest and lunch breaks.

POLICY

Every employee who works more than five hours per day is entitled to and must take an unpaid lunch break of at least one-half hour. Employees utilizing timecards or time sheets must clock or sign in and out for lunch breaks. Non-exempt employees, depending on the length of their workday, are entitled to one or two fifteen (15) minute rest periods per day. Supervisors are to develop schedules that provide the opportunity for employees to take their breaks without adversely effecting departmental work flows.

PROCEDURE

REST BREAKS

Each non-exempt employee who works seven and one-half hours or more in any single day is entitled to two paid fifteen (15) minute rest periods: one taken during each half shift. Employees may leave their work area at such times.

Employees working less than five hours shall receive one paid rest period.

MEAL BREAKS

Each employee who works more than five hours is entitled to one unpaid meal period of at least thirty (30) minutes. Employees are free to leave their work area to take their meal break. Exempt and office employees must ensure that all essential work related functions are covered before taking their meal break. Supervisors are responsible for resolving disagreements. Any employee required to work through their meal break will receive pay at the appropriate rate.

SCGB Approval:
July 7, 1997

4.3 BULLETIN BOARDS

PURPOSE

One of the ways the Student Center provides good communication is through the use of bulletin boards.

POLICY

The Student Center will maintain bulletin boards to keep employees informed of all their legal benefits, requirements and obligations. Supervisors should inform employees that it is their responsibility to review this information.

PROCEDURE

Bulletin boards are located in designated areas accessible to employees. Should your employees have any questions regarding this material, contact the human resources manager.

SCGB Approval:
July 7, 1997

4.4 CONFLICT OF INTEREST

PURPOSE

To ensure that Student Center business affairs are conducted with the intent of high business ethics, honesty, and integrity.

POLICY

Employees must not engage in any conduct that would create an actual or potential conflict of interest or create the appearance of such a conflict.

Employees must not use any confidential, sensitive, or proprietary information of the Student Center in any manner that is unauthorized, detrimental, or against the best interest of the Student Center. It is important that all employees take steps to protect such information.

To maintain the integrity of the Student Center, employees may not accept inappropriate gifts or money, other than those of nominal value.

The Student Center reserves the right to determine that other relationships that are not covered by this policy represent actual or potential conflicts of interest.

PROCEDURE

All employees are responsible for preventing any conflict of interest from occurring. Violations should be reported to management immediately. Failure to adhere to this policy will result in disciplinary action.

SCGB Approval:
July 7, 1997

4.5 SOLICITATION AND DISTRIBUTION OF POLICY

PURPOSE

The Solicitation and Distribution Policy is established to define and limit interferences with the work performed by employees.

POLICY

Employees may not solicit for any purpose during their work hours, nor may they solicit other employees during the work hours of those employees.

Employees may not distribute literature on Student Center premises for any purpose, either during their work hours or the working hours of other employees, or in any working areas.

"Work hours" include the work hours of both the soliciting employee and the employee being solicited. For the purpose of this policy, break times and meal periods are not considered work hours.

PROCEDURE

This policy must be followed by all employees unless a specific exception is granted by the Student Center. Exceptions may be granted by the Student Center for employment-related purposes such as a retirement gift, donation or funeral fund for an employee's family, and certain charitable activities.

Exceptions must be approved individually by the human resources manager. Violations of the Solicitation and Distribution Policy may result in disciplinary action.

SCGB Approval:
July 7, 1997

4.6 WRITTEN COMMUNICATIONS

PURPOSE

To provide uniform procedures covering official communications from the Student Center to the general public.

POLICY

Written communications representing the Student Center which are distributed outside the Student Center must be approved by the managing director. This is to assure that the format and content of written communications meet and comply with Student Center standards.

PROCEDURE

Written communications representing the Student Center's policy position (through content, topic or use of Student Center stationery) which are distributed outside the Student Center must be approved by the managing director. This policy covers, but is not limited to, communications with customers, vendors, government agencies and current or former employees. Examples of content include data reports, inquiries to vendors, marketing materials, standard operating procedures, and other similar communications.

For employees in positions that need to communicate with customers on behalf of the Student Center, good communication standards will apply.

SCGB Approval:
July 7, 1997

4.7 PERSONAL CALLS AND USE OF THE STUDENT CENTER MAIL SYSTEM

PURPOSE

To reinforce the importance of reserving Student Center telephone and mail systems for Student Center business.

POLICY

Student Center telephone and mailroom facilities must be reserved for Student Center business use. Personal telephone calls, except in an emergency, should be made and received during lunch and break periods.

PROCEDURE

Making or receiving personal telephone calls during work hours disrupts business routines, lowers productivity, infringes on other employees' time, and ties up a valuable working tool.

1. Personal telephone calls, both incoming and outgoing, are discouraged.
2. The Student Center recognizes that occasionally there may be times when personal calls must be made or received during business hours. Such calls must be held to a minimum and must not interfere with other employees' work. Employees are encouraged to handle personal calls during their break or lunch periods using the public pay telephone.
3. In an emergency, personal telephone calls may be made or received. Emergencies include illnesses or injuries to a member of one's family, changed plans regarding an employee's transportation home from work, extreme weather conditions, and other canceled events or circumstances.
4. When a long distance call is made, the charges must be billed to the caller's home telephone or personal telephone credit card.
5. Abuse of personal telephone privileges may result in disciplinary action.

The use of employer-paid postage for personal correspondence is not permitted.

SCGB Approval:
July 7, 1997

4.8 PERSONNEL RECORDS

PURPOSE

To maintain current personnel information of all the Student Center employees.

POLICY

Employees are responsible for informing the Student Center of changes in their marital status, address, phone number, number of dependents, emergency contact person, and other important information.

PROCEDURE

Employees may request a Change of Personal Information form from their supervisor or the human resources manager at any time. Upon receipt, changes will be made in the employee's personnel record. The Payroll Department will be notified, when appropriate, and the original Change of Personal Information form will be placed in the employee's personnel file.

SCGB Approval:
July 7, 1997

4.9 CONFIDENTIALITY OF EMPLOYEE RECORDS

PURPOSE

To create a policy that ensures the confidentiality and completeness of employee records.

POLICY

All information contained in an employee's personnel file is confidential. Only authorized employees of the Student Center with a legitimate business purpose will be granted access to personnel files.

PROCEDURE

The human resources manager is responsible for maintaining employee records. All pertinent information concerning an employee will be stored in a personnel file with the exception of medical records and I-9 forms.

Only authorized Student Center personnel with a legitimate business need will be given access to personnel files.

Employees are allowed, by law, to inspect their own files. An employee wishing to review their personnel file must make an appointment with the human resources manager at least three days in advance. Employees will be allowed to receive photocopies only of documents they have signed. A note will be placed in the employee's file listing the date, those in attendance when the file was reviewed, and a list of any documents photocopied.

SCGB Approval:
July 7, 1997

4.10 SMOKING

PURPOSE

To affirm the Student Center's policy prohibiting smoking in Student Center facilities.

POLICY

The Student Center is dedicated to providing a healthy, productive and safe environment for all employees. This goal can only be achieved through ongoing efforts to protect non-smokers and by helping employees adjust to smoking restrictions. The Student Center prohibits smoking inside all facilities.

PROCEDURE

All prospective employees will be informed of the Student Center's non-smoking policy.

Employees violating the non-smoking policy may be subject to disciplinary action.

All questions pertaining to this policy should be directed to the human resources manager.

SCGB Approval:
July 7, 1997

4.11 DRUG FREE WORK PLACE

PURPOSE

The Student Center is committed to providing a workplace free of illegal drugs and to take reasonable measures to ensure that employee drug use, possession, or distribution of controlled substances does not jeopardize the health, well-being, safety or success of its operations, or otherwise affect the Student Center, its employees, or its customers.

POLICY

This policy on drug abuse is adopted and will require the full support of all levels of management and supervision as well as that of each employee.

PROCEDURE

1. All Student Center employees are required to report to work on time and in proper physical and mental condition to perform their duties.
2. Employees are required to perform their duties in a safe and efficient manner, and supervisors have a responsibility to ensure that this is done. If a supervisor becomes aware that an employee is working in an unsafe manner, the supervisor is responsible for taking those actions necessary to ensure that safe work conditions are maintained.
3. The Student Center prohibits the manufacture, possession, use, dispensation or distribution of illegal drugs or other controlled substances on Student Center premises at any time by any person. Violators of this prohibition against the manufacture, dispensation or distribution of illegal drugs or controlled substances on Student Center premises will be subject to discharge. Violators of the prohibition against possession or use of illegal drugs or controlled substances on work time or on Student Center premises will be subject to disciplinary action up to and including discharge.
4. Evidence of employees who possess, use, or are involved in furnishing, selling or offering illegal drugs or controlled substances while on the job or on Student Center premises must be reported to management. The Student Center will cooperate with law enforcement agencies in their efforts to investigate violations of laws regarding illegal drugs. If the Student Center suspects violation of any such law by an employee, the Student Center may ask a law enforcement agency to investigate the matter.
5. Employees who are using prescription drugs or other medication which may affect their ability to work safely are responsible for bringing the matter to their manager's/supervisor's attention. Managers/supervisors should be alert to the effects of medication or illness on any employee's ability to perform work safely and efficiently.
6. For the purpose of investigating violations of the Student Center's drug policy, the Student Center reserves the right to allow law enforcement agencies to search all Student Center property including desks, file cabinets and lockers. Everything contained in those areas are subject to inspection; for example, handbags, lunch bags and school

bags. The Student Center may request permission to inspect personal property on Student Center premises.

7. An employee who has a drug problem should be encouraged to contact their manager/supervisor to obtain referrals to counselors or agencies specializing in the treatment of drug abuse. Employees needing help in dealing with such a problem may seek assistance through our health insurance program. Any assistance provided through any professional retained will be held in strict confidence. An employee will not be disciplined if s/he seeks a referral or requests to participate in a rehabilitation program. However, participation in a program does not relieve employees of their responsibility to meet work performance requirements. An employee who fails to maintain an acceptable level of job performance may be terminated regardless of participation in such a program.
8. Employees who wish to voluntarily enter into and participate in a drug rehabilitation program will be eligible for a leave of absence for a reasonable amount of time, not to exceed thirty days, to enter such a program. Employees must explore options which minimize their time off from work. The Student Center reserves the right to require periodic reports of the employee's progress and/or successful completion of the program. The time off will be without pay; however, an employee may use any accrued sick/personal leave or vacation time during this period.
9. All employees are required, as a condition of employment, to abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off Student Center premises while conducting Student Center business. A report of a conviction must be made within five days after the conviction. (This requirement is mandated by The Drug Free Workplace Act of 1988.)

SCGB Approval:
July 7, 1997

4.12 EMPLOYEES WITH LIFE-THREATENING ILLNESSES

PURPOSE

This policy defines the role of the Student Center and its employees when life threatening illnesses such as Acquired Immune Deficiency Syndrome (AIDS) or Aids-Related Complex (ARC) exist in the work environment.

POLICY

It is the policy of the Student Center that employees suffering from life threatening illnesses such as AIDS or AIDS-related conditions will be treated like any other employee in terms of eligibility or access to employee policies and benefits, group health and life insurance, disability leave, and other disability benefits.

PROCEDURE

1. The Student Center will comply with all state and federal laws dealing with these diseases.
2. Subject to changes in available medical information, Student Center employees with illnesses such as AIDS or ARC may continue to work as long as they are able. These employees will be given reasonable accommodations as long as they are medically able to perform the duties of their position.
3. Employees may not refuse to work with, or otherwise discriminate against, AIDS-afflicted co-workers.
4. The Student Center will treat all medical information concerning employees with illnesses such as AIDS or ARC confidentially.

SCGB Approval:
July 7, 1997

4.13 VISITORS & VENDORS

PURPOSE

To establish a policy covering the admission of visitors and vendors to Student Center property, particularly areas not open to the general public.

POLICY

Visits by friends and relatives of employees can be disruptive and cause security and safety problems. Therefore, visits by friends and relatives for non-business purposes are discouraged. Visitors and outside vendors having business with the Student Center must be accompanied by authorized Student Center personnel in areas where only employees are authorized to be.

PROCEDURE

A visitor is a person who is not employed by the Student Center. All visitors and/or outside vendors must be escorted while in areas where only employees are authorized to be.

1. Visitors who are in the Student Center on business must identify themselves and state their business to employees in the area being visited.
2. Visits by personal friends and family members shall be restricted to meal and break time to lessen disruption.
3. No visitor is allowed to wander in areas where only employees are authorized to be.
4. No visitor is allowed to violate Student Center safety rules. Any employee who sees a visitor violating Student Center policy should inform an appropriate manager/supervisor immediately.

SCGB Approval:
July 7, 1997

4.14 TRAVEL REGULATIONS

PURPOSE

To establish a uniform travel policy covering employees who travel on Student Center business.

POLICY

It is important to establish and follow a uniform policy regarding the rules of travel and the payment of travel expenses.

PROCEDURE

All travel/expense fees must be approved by the managing director prior to reservations or plans being made. All exceptions must have the managing director's approval. The SCGB Finance Committee Chair is required to sign all travel vouchers for SCGB members.

SCGB requests for travel funds must meet the following criteria:

1. Requests cannot exceed the available funds in the SCGB's Travel Account.
2. All requests must be submitted to the Board a minimum of 14 days in advance and shall include all costs which will be incurred for attending. Include the following: air/ground travel, ground transportation, registration, accommodations, per diem, agenda documentation, departure date and return time.
3. If the conference was not included as part of the original travel budget, a statement must be included as part of the submittal to the Board that indicates which conference(s) on the previously approved list will have its allotments reduced.
4. A statement must be presented confirming how the conference relates to the Student Center.
5. If the request is approved, each attendee must fill out a Travel Approval & Advance Request form a minimum of twelve days prior to the travel date and a Travel Expense Claim form within four days of returning.
6. Attendees must provide a written report to the Board regarding the information gained from participation.

All non-SCGB travel expense claims must be submitted to the accountant no later than one week after travel is completed. The Expense Claim form must be completed with the expense receipts attached to the form. Expenses include airplane fare, surface travel fees and fare, Pullman accommodations, telephone charges, registration fees, hotel accommodations, parking fees, and automobile mileage. Automobile mileage may be claimed at forty-five cents (\$0.45) per mile.

All expense claims must be submitted with the Travel Expense form.

SCGB Approval:
July 7, 1997

4.15 MOONLIGHTING

PURPOSE

To inform Student Center employees of their responsibility to their job while having outside employment.

POLICY

The Student Center does not prohibit employees from having outside employment, but the employee must be able to meet the demands of the job and successfully complete his/her job responsibilities. This would include employees to be available for overtime when necessary.

The Student Center's intent is not to restrict outside employment, unless the outside employment interferes with the operation of the Student Center.

Outside employment must not have a conflict of interest with the Student Center (e.g., working for a vendor).

PROCEDURES

Employees should carefully assess the guidelines in the policy before accepting other positions. If the employee decides to work for a vendor, s/he is required to get written permission from the managing director prior to accepting the position. Managers/supervisors should meet with their employees and inform them of their responsibilities and commitment to the Student Center.

SCGB Approval:
July 7, 1997

4.16 FAIR TREATMENT PROCESS

PURPOSE

To provide all employees access to a fair and equitable procedure for handling employee complaints, problems, or concerns regarding fair treatment.

POLICY

All employees have the right to appeal any eligible issue via a process of systematic review by progressively higher levels of management. We acknowledge the value and importance of discussing and resolving issues and preserving good relations between management and our employees. Though the outcome is not ensured to be in the employee's favor, his/her right to participate within the guidelines of the process is guaranteed.

PROCEDURE

ELIGIBILITY

Any non-student who has been disciplined, including termination, or feels s/he has been treated unfairly is eligible to participate in the Fair Treatment Process. Employees who voluntarily resign from employment with the Student Center are not eligible to participate in the Fair Treatment Process. (Student employees are eligible under the student employee Fair Treatment Process.)

ELIGIBLE ISSUES

Issues eligible for consideration in the FTP include the following:

- Promotions
- Application of compensation and benefit policies
- Disciplinary actions
- Performance reviews
- Actions that an employee believes to be unfair to him/her that are related to eligible issues

INELIGIBLE ISSUES

Issues not eligible for consideration in the FTP are those seeking a change in the following:

- Hours of employment
- Compensation rates
- Content of benefit policies

- Content of Personnel policies and procedures
- Decision to suspend with pay pending further investigation

INFORMAL DISCUSSION

If an employee has a complaint or concern regarding actions taken by his/her manager/supervisor, a manager in another department, or a section manager, the employee is requested to attempt to resolve the issue through an informal discussion with that member of management. If the employee is not satisfied with the informal decision given by that member of management, s/he may participate in the FTP.

NOTE: If the complaint is against the employee's immediate manager/supervisor, he may submit the complaint directly to the section manager. If the complaint is against the section manager, he may submit the complaint directly to the managing director.

INITIATING A COMPLAINT

STEP ONE: SECTION MANAGER REVIEW

ACTION REQUIRED BY COMPLAINANT

The complainant must submit the complaint in writing within 7 calendar days from the date that the employee first acquired knowledge regarding the event or action which gave rise to the complaint. The complaint must be presented in writing to the section manager and a copy sent to the human resources manager. The complaint must contain the following information:

1. A detailed description of the basis for the complaint, including names, dates, places, and times;
2. The section(s) of the policy alleged to have been violated, misapplied or misinterpreted;
3. The name and signature of complainant and name of his/her department;
4. The date of submission.

ACTION REQUIRED BY THE SECTION MANAGER

The section manager will review the information provided by the complainant; conduct an investigation as appropriate; hold a telephone conference and/or meeting with the complainant; make a decision to uphold, modify, or overturn the immediate manager's/supervisor's decision; communicate his/her response in writing within 14 days after receiving the complaint; and forward all relevant information to the human resources manager.

STEP TWO: MANAGING DIRECTOR REVIEW

ACTION REQUIRED BY COMPLAINANT

If the complainant is dissatisfied with the response given by the section manager, s/he may submit the complaint to the managing director within 7 days after receiving the section manager's response.

ACTION REQUIRED BY THE MANAGING DIRECTOR

The managing director will review all relevant information; conduct an additional investigation as appropriate; may hold a telephone conference and/or meet with the complainant; decide to uphold, overturn, or modify the section manager's decision; communicate his/her response in writing within 14 days after receiving the complaint to the complainant; and forward a copy of the information to the human resources manager.

STEP THREE: REVIEW COMMITTEE

ACTION REQUIRED BY COMPLAINANT

If the complainant is dissatisfied with the decision given by the managing director, he may submit his/her written complaint to the Review Committee within 7 days after receiving the managing director's response.

ACTION REQUIRED BY THE REVIEW COMMITTEE

The committee will review the facts and other relevant information; decide to uphold, overturn, or modify the managing director's decision; communicate their response in writing within 14 days after receiving the complaint to the complainant; and forward a copy of the information to the human resources manager. The decision of the Review Committee will be final.

It may be necessary for the Review Committee to adjust or recommend that management adjust the remedy already imposed upon an employee, including imposition of more severe or greater discipline in order to protect the Student Center, other employees, the general public, and the safety of our operation.

REVIEW COMMITTEE

The Review Committee will consist of the following:

- The human resources committee chair and the governing board chair will be part of the committee. The human resources chair will be the chairperson of the committee.
- One manager selected by the managing director.
- Two non-student employees selected randomly from a group of six individuals. Employees sitting on the Review Committee may not be involved in the issue being reviewed.
- The human resources manager.

A Review Committee is not appropriate where management personnel (managers in the MPP) are subject to disciplinary action resulting from violations of leadership principles, management responsibilities, or the special trust and confidence in the management ranks.

If an employee is not present for the Review Committee, the case is automatically forfeited unless it is rescheduled for extenuating circumstances by the Review Committee.

EMPLOYEE SELECTION

Non-student full-time and part-time staff will have an opportunity to participate in The Fair Treatment Process Review Committee. Six employees will be randomly selected and placed on a Review Committee list. If there is a need for a Review Committee, two employees will be randomly selected from the list to participate on the Committee. Each year six employees will be randomly selected to replace the previous employees on the Review Committee list. Employees selected for the list are committed to remain on the list for one year.

TIMELINESS

The time limits specified in this process are necessary to provide a resolution to the issue as expeditiously as possible. There may be instances where additional time is needed to investigate the circumstances of the complaint, if this occurs, the complainant will be informed in writing.

MAINTAINING COMMUNICATION

It is the responsibility of the employee to keep management advised of any change in his/her address or telephone number to maintain communication throughout The Fair Treatment Process.

COMPLAINTS ALLEGING DISCRIMINATION

If an employee alleges an issue of discrimination or files a parallel Equal Employment Opportunity (EEO) complaint, the FTP is suspended pending completion of an internal investigation by the EEO Department. Notification of complaints alleging discrimination must be made immediately to the human resources manager. Upon the conclusion of the internal EEO investigation, the FTP may resume at the step the procedure was suspended.

PRIVELEGED AND CONFIDENTIAL COMMUNICATIONS AND DOCUMENTS

To encourage candid, critical self-analysis in the FTP, all analytical documents and investigation reports generated in the course of an FTP, including, without limitation, internal EEO investigations, must be confidential and are subject to various legal privileges against disclosure. Circulation, distribution, or discussion of these documents is strictly limited to those who have a need to know their contents. Written or oral release of the contents of these documents beyond this limited circulation must be approved by legal council.

THIRD-PARTY REPRESENTATION

Attorneys are not permitted to serve as advocates on behalf of the Student Center or employees, nor to appear on behalf of employees or former employees or submit letters directly to the Student Center on behalf of employees or former employees in the FTP. Attorneys or other such representatives are directed to contact the managing director. No third party is permitted to participate in any manner in the FTP.

SCGB Approval:
July 7, 1997

4.17 EARLY RETURN-TO-WORK PROGRAM

PURPOSE

To provide transitional work for employees with job-related injuries/illnesses so they can receive adjusted compensation and benefits while recovering from the injury/illness; and to assist employees in the transition from disability to full recovery while continuing to be a productive part of the work group.

POLICY

When appropriate and feasible, any employee who is unable to perform regular duties due to job-related illness/injury is to be provided with temporary transitional work as soon as their treating physician deems it medically feasible.

An industrial "injury or illness" for purposes of this policy means an injury or disease arising out of the employment with the Cesar Chavez Student Center and compensable under the Workers' Compensation Laws of the State of California.

For purposes of this policy, an employee who is "temporarily totally disabled" as a result of an occupational injury or illness is one who is medically incapable of performing any work. A "temporarily partially disabled" employee is a person whose medical condition permits him or her to perform some occupational function.

PROCEDURES

ELIGIBILITY

This program shall be limited to employees with a disability who are recovering from an industrial injury and who require temporary short-term, rather than permanent job reassignments. The employee must have a medical clearance authorization slip from the attending physician, specifying work restrictions and abilities.

The transitional work is implemented immediately to avoid lost time and to avoid loss of wages due to injury. The transitional work is progressive, so that there is evidence of recovery, and it is not to be considered as part of the regular staffing pattern.

Because of the limited amount of transitional work positions available, employees are assigned on a "first come, first served" basis to appropriate temporary positions available. Work availability may make it necessary to transfer the employee from one division or department to another.

RESPONSIBILITIES

The Human Resources Manager is responsible for coordinating the program, working in cooperation with department managers and supervisors to achieve maximum acceptance of the

program. The Human Resources Manager will determine the employee's eligibility, placement, record keeping, and overseeing the transitional work program and full return to work.

Student Center Managers and Supervisors will develop with the Human Resources Manager an inventory of potential temporary assignments to be kept on file. The Human Resources Manager will advise each injured employee and his/her physician of the program. The employee shall notify the Human Resources Manager of his/her release to return to work in ERTW program, or if a doctor's release is received directly, a phone call will be made to the employee letting the employee know of the ERTW program.

A determination will be made by the Human Resources Manager as to whether or not a transitional work assignment can be provided, which will be consistent with the treating physician's work release. Managers and supervisors will review the employee's restrictions for work with the employee prior to beginning of transitional work.

Both the employee and manager or supervisor shall sign an agreement acknowledging any restrictions and forward the original to the Human Resources Manager. The employee's supervisor will monitor the injured employee's work area and ensure compliance with the physician's work restrictions.

WORK PROCEDURE

All work provided will be consistent with and not exceed the limitations set by the treating physician. When feasible, every effort will be made to accommodate the needs of the employee by modifying his/her present work setting. The Human Resources Manager will maintain ongoing contact with employees in the transitional work programs to assess progress. It is the responsibility of the manager or supervisor of the transitional work to evaluate work performance.

The Student Center's regular payroll procedures will be followed. Hours worked under all categories of transitional work assignments will be considered "productive hours" in the computation and eligibility for getting benefit pay and accruals. It is the option of the manager or supervisor to change regular days off and work hours while an employee is in the ERTW program.

As long as work can be provided, there is no right of refusal, without jeopardizing benefits and entitlements. If the employee's health status changes, it must be reported immediately to the manager and to the Human Resources Manager.

REVIEW AND EVALUATION

Managers and supervisors of the transitional work areas will be expected to keep track of hours worked and evaluate work performance. A status review involving management and the employee will be performed at three-week intervals or more often if deemed necessary.

Eligibility for continued transitional work will be reviewed after 30 days from the start of the assignment or when maximum medical improvement is reached. After consultation with the

manager or supervisor and treating physician, the Human Resources Manager may extend the time period on a week-to-week basis for a period of 60 additional days.

SCGB Approval:
February 4, 1999

4.18 DOMESTIC PARTNERSHIP POLICY

PURPOSE

To recognize eligible Student Center employees and their domestic partners, whether the same sex or opposite sex, as having the same status as married persons.

POLICY

Domestic partners of eligible Student Center employees qualify as eligible dependents under our group health insurance policies. This includes medical, dental, and vision care insurance. For the purpose of health insurance benefits, "domestic partner" status shall exist between two persons regardless of their gender, and each of them shall be the "domestic partner" of the other if they both complete, sign and file with the Human Resources Manager the "Affidavit of Domestic Partnership."

PROCEDURE

Signing the affidavit and completing the necessary enrollment forms will grant health insurance benefits to employees with domestic partners. Employees requesting this additional benefit must provide documentation to show that they and their domestic partner have been residing together for at least 12 months prior to the time of application for benefits. Both the employee and the domestic partner must attest to certain facts by completing and signing the affidavit, including a declaration of responsibility by the signing parties for their common welfare.

It should be noted that this declaration may have potential legal implications under California law, which has recognized that non-marital cohabiting couples may privately contract with respect to the financial obligations of their relationship. If you have questions regarding the potential legal effects of signing the "Affidavit of Domestic Partnership," consult an attorney.

ADMINISTRATION

1. Payments for domestic partners of employees who pay for part or all of their medical benefits shall be by payroll deductions at the calculated cost for the health insurance plans. Domestic partners are not eligible for cash payment in lieu of coverage provided to employees.
2. Dependents of domestic partners who meet the eligibility requirements of the plans in question shall be eligible for coverage.
3. Both the employee and the domestic partner must be covered by the same option available under our medical plan.
4. All requests for information and the submission of application forms will be handled by the Human Resources Manager and will be kept in strict confidence.
5. A domestic partner, by definition, does not qualify as a dependant as defined in IRS Code Section 152. As a result, an employee covering a domestic partner will have

accumulated income equal to the employer contributions. The accumulated income will be included in the employee's paycheck as a non-cash benefit.

SCGB Approval:
February 4, 1999

V. CONDUCT

5.1 BUSINESS DECORUM (DRESS CODE)

PURPOSE

The Student Center realizes the importance of projecting a professional image through appropriate dress and grooming.

POLICY

Employees shall dress in a manner that is appropriate for their positions.

PROCEDURE

It is important that employees present an appropriate, professional appearance. In considering what is appropriate, managers/supervisors should consider such factors as safety and contact with the public. Therefore, employees are expected to report to work properly groomed and dressed professionally and appropriate to their job. Managers/supervisors must ensure that these standards are followed at all times.

SCGB Approval:
July 7, 1997

5.2 CONFIDENTIALITY

PURPOSE

It is important that confidential information not be disclosed by any employee of the Student Center.

POLICY

All information that is classified as confidential by the Student Center may not be discussed with anyone outside of the Student Center by any employee.

PROCEDURE

Employees are not to divulge any non-public information obtained while employed by the Student Center. "Non-public information" includes, but is not limited to, non-public financial information, organizational changes and personnel matters. Managers/supervisors should stress that any proprietary information is not to be disclosed to anyone outside of the Student Center.

No copies or reproductions of any kind may be made of Student Center records.

SCGB Approval:
July 7, 1997

5.3 EMPLOYEE CONDUCT AND RIGHTS: RULES AND REGULATIONS

PURPOSE

Standards for employee work-related conduct are necessary to preserve the rights and personal safety of all employees as well as to operate a sound, efficient operation.

POLICY

It is the policy of the Student Center to expect all employees to observe the "Student Center Rules" listed below, as well as all other standards of conduct made known to employees through meetings, bulletins, posted notices, or other methods of communication.

PROCEDURE

Violations of Student Center rules may result in termination of employment if the nature of the offense, number of repetitions, or other factors is determined by the Student Center to be intolerable. Generally, non-major rule violations will result in verbal or written warnings, suspension from work for one or more days, probationary conditions with strict standards, or other types of progressive discipline which may lead to termination. Any major rule violation may subject an employee to immediate termination. The Student Center reserves the sole right to determine the disciplinary action taken in each individual situation. Before any disciplinary action is taken, managers/supervisors should complete the EMPLOYEE DISCIPLINE CHECKLIST contained in this manual and confer with their manager. No employee will be discharged without prior review and approval by the human resources manager and the managing director. If a situation demands immediate attention, managers/supervisors are to suspend the employee or employees believed to be guilty of the offense for investigation. Depending on the results of that investigation, the employee will be reinstated with or without disciplinary action being taken, or will be discharged.

The rule violations listed below are only examples of unacceptable employee conduct. Other rules of conduct are communicated in the form of posted notices, memoranda, and information received from meetings. Other such rules which have been disseminated, but not listed with these examples should also, in most instances, be enforced through progressive discipline.

MAJOR RULE VIOLATIONS

1. Any act which might endanger the safety of others.
2. Refusal to perform work which is properly assigned.
3. Willful, deliberate, or repeated violation of safety rules or other rules.
4. Willfully falsifying Student Center records.

5. Punching the time card of another employee or permitting another to punch the employee's time card (or similar falsification involving time or benefit records).
6. Leaving Student Center premises during working hours without authorization, or similar abandonment of work.
7. Stealing, deliberately abusing, destroying, damaging, or defacing Student Center property, tools, equipment, or property of others on Student Center premises while representing the Student Center or during the course and scope of employment.
8. Unauthorized operation or use of any Student Center equipment or materials.
9. Deliberately delaying or restricting work or inciting others to delay or restrict work.
10. Fighting on Student Center premises.
11. Possession or consumption of alcohol or illegal drugs on Student Center premises or reporting for duty under the influence of alcohol or illegal drugs.
12. Carrying, possessing, or hiding firearms, explosives, or other dangerous weapons on Student Center premises.
13. Failure to return to work from vacation or leave of absence for three (3) working days, absence without leave for three (3) working days (or "no-call," "no-show," failing to contact the manager/supervisor by the end of the third consecutive shift), or failure to report for recall from layoff within three (3) working days.
14. Disclosure of confidential Student Center information to unauthorized persons.

NON-MAJOR RULE VIOLATIONS

15. Excessive tardiness or absenteeism.
16. Failure to notify your manager/supervisor of your absence within one hour of your starting time.
17. Failure to observe department working hour schedules for starting times, quitting times, rest periods, or meal periods.
18. Visiting on assigned work time, distributing any material, soliciting, or collecting contributions for any purpose on Student Center premises during the work time of any employee involved. Visiting, solicitation, and other permissible non-work activities may be conducted only during lunch, rest, or other non-work time.
19. Selling or offering for sale any article or service without authorization.
20. Unsatisfactory work performance.

21. Loafing, unnecessary absence from the assigned work station, or other abuse of time during assigned working hours.
22. Interfering with any employee's performance of duties by talking or other distractions.
23. Leaving the assigned work location without notifying the manager/supervisor and/or obtaining approval.
24. Performing unauthorized personal work on Student Center time or using Student Center tools, equipment, or other facilities for personal work.
25. Defacing, changing, or marking on any Student Center posting, notice, sign, wall, or other Student Center provided material without authorization.
26. Violation of a safety rule or unsafe conduct which is not a "Major Violation" of Student Center rules.
27. Failure to punch or mark a time card or time record as properly instructed.
28. Violations of any other Student Center rules, which are published by announcement, letter, posted notice, or made known to employees through any other method.

Student Center managers/supervisors are responsible for enforcing all Student Center rules and regulations through progressive and fairly administered disciplinary procedures. This requires observing & documenting observed infractions of the Student Center rules and regulations. Managers/supervisors must then promptly deal with the situation in a fair and consistent manner.

All employees are responsible for conduct in keeping with a safe, productive work environment and for observing all Student Center rules and safe practices.

The Student Center adheres to the philosophy and practice of Progressive Discipline, which is predicated on the idea that employees are to be informed of the standards of performance and conduct expected of them, and that failure to conform to these standards results in appropriate disciplinary action. The action taken shall normally follow a progressive pattern, with the penalties to be assessed appropriate to the severity of the circumstance. Disciplinary action under Progressive Discipline typically includes the following steps:

1. Counseling/Corrective Interview
2. Verbal Warning
3. Letter of Reprimand
4. Suspension
5. Dismissal

Again, no fixed pattern of penalties can be given as representing proper application of corrective discipline for all situations; the steps above can be repeated or omitted as circumstances warrant. In all cases, the emphasis is on action that is fair and appropriate to the situation at hand.

EMPLOYEE DISCIPLINE CHECKLIST

1. What material duty owed to the employer was breached?
2. What is the business impact of the breach?
3. Relative to other types of offenses, is this breach minor, major, or intolerable (immediately terminable)?
4. Type of warning action, if not termination:
 - a) Verbal, undocumented.
 - b) Verbal, recorded but unsigned.
 - c) Verbal, recorded and signed by employee.
 - d) Written or Major, documented.
 - e) Letter of suspension: remainder of the day, 1-10 days.
5. Examine mitigating facts and the potential for an adverse cause of action:
 - a) Previous warnings or first time offense.
 - b) Impact to the Organization (morale, monetary or labor loss, etc.).
 - c) Class action potential (are more employees affected?).
 - d) Employees discussing such things as a Workers' Compensation claim or reporting an unlawful activity of the Student Center.
 - e) Impacting issues of race, sex, age, national origin, or similar protected categories.
 - f) Past practice in similar situations.
 - g) The employee's ability to understand the rule that was breached.
 - h) Allow for the bizarre: acts of nature and unusual circumstances.
 - i) Consider efforts at correction already made.
 - j) Impact of condonation -- how long between the offense and the disciplinary action?
 - k) Balance of rights (Has the Student Center breached any of the employee's rights?).

6. What is the time period allowed for correction?
7. What will happen if a similar breach occurs again?

SCGB Approval:
July 7, 1997

5.4 HARASSMENT

PURPOSE

The Student Center's goal is to provide a pleasant work environment where everyone respects and supports their co-worker.

POLICY

To foster a pleasant work environment, no form of discrimination or harassment because of race, color, national origin or ancestry, creed, religion, sex, marital status, age, disability, veteran status, political beliefs, organizational affiliations, sexual/affectional orientation, pregnancy, or medical condition will be tolerated. The Student Center will ensure that all persons will be treated fairly and equitably in regard to recruitment, selection, training, promotion, layoffs and recalls, terminations, equitable pay, performance evaluation and counseling, employee benefits, discipline, or other aspects of employment.

Harassment includes any jokes, slurs, obscene gestures, physical or verbal abuse aimed at individuals based on race, color, national origin or ancestry, creed, religion, sex, marital status, age disability, political beliefs, organizational affiliations, sexual/affectional orientation, or medical condition.

PROCEDURE

The Student Center has adopted a firm policy against any form of harassment and discrimination. Efforts will be made to prevent harassment from occurring. However, if you feel you have been a victim of harassment and/or discrimination, we ask that you report the incident immediately. To resolve any incident as expeditiously and as justly as possible, please adhere to the following procedures:

1. If possible, approach the harasser and ask him/her to stop. Inform him/her that you find his/her behavior offensive and vexing.
2. Inform your immediate manager/supervisor, or if the harasser is your manager/supervisor, inform the human resources manager as soon as the incident occurs. When reporting the incident, provide a written complaint. For your convenience, the human resources manager has a complaint form available. Be sure to include all details of the incident(s), names of persons involved and the names of any witnesses.
3. Managers/supervisors are responsible to inform the human resources manager of any harassment and/or discrimination complaints. The Student Center will take immediate action and conduct a confidential and objective investigation of the harassment and/or discriminatory allegations. All employees are expected to cooperate with the investigation; failure to cooperate may lead to disciplinary action, which may include termination.

4. If the Student Center concludes that harassment and/or discrimination has occurred, it will take appropriate action. The alleged harasser will be disciplined accordingly, which may include termination.
5. Once the Student Center has made its determination regarding the alleged harassment and/or discrimination incident(s), both parties will be informed.
6. Retaliation against any employee for filing a complaint or participating in an investigation is prohibited by law and will not be tolerated by the Student Center.
7. If you, the employee, falsely accuse another employee of harassment and/or discrimination, you will be subject to disciplinary action, which may include termination.
8. In the event you are not satisfied with the results of the investigation, you may contact the EEOC, DFEH, or any appropriate agency. You may obtain the numbers of these agencies in the phone book under government agencies.

If you have any questions regarding the Student Center's harassment and discrimination policy and complaint procedures, please contact the human resources manager in the Business Office at 338-1044.

SCGB Approval:
July 7, 1997

5.5 SEXUAL HARASSMENT

SEXUAL HARASSMENT POLICY

The Student Center's goal is to provide a pleasant work environment where everyone respects and supports their co-workers. To foster such an environment, no form of discrimination, sexual harassment or harassment because of race, color, national origin or ancestry, creed, religion, sex, marital status, age, disability, political beliefs, organizational affiliations, sexual/affectional orientation, or medical condition will be tolerated. The Student Center will ensure that all persons will be treated fairly and equitably in regard to recruitment, selection, training, promotion, layoffs and recalls, terminations, equitable pay, performance evaluation and counseling, employee benefits, discipline, or other aspects of employment.

Part of maintaining a discrimination-free work environment includes freedom from any sexual harassment. For this reason, it is imperative that all employees know that sexual harassment behavior will not be tolerated. Anyone who commits an act of sexual harassment will be subject to severe disciplinary action which may include termination of his/her position.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a condition of employment;
- submission to or rejection of such conduct is used as the basis for employment decisions;
- such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;
- displaying sexual suggestive material or objects;
- leering or making sexual gestures;
- sex-oriented verbal "kidding" or abuse, sexual jokes, comments about a person's body;
- subtle pressure for sexual activity, repeated flirtation or propositions;
- physical contact such as patting, pinching or constant brushing against another person's body;
- demands of sexual favors, accompanied by implied or overt promises or preferential treatment, or threats concerning an individual's status.

Sexual harassment is prohibited by law. Any employee who feels they have been a victim of sexual harassment by a supervisor, manager, another employee, or non-employee who conducts business with the Student Center should immediately inform his/her supervisor or the

human resources manager. If the harasser is their supervisor, the employee should go directly to the human resources manager.

All complaints whether informal or formal will be documented on a complaint form. The employee is to explain in detail exactly what happened or is happening. Each complaint is to be handled in the most expedient manner with extreme confidentiality. Employees are required to cooperate in any investigation. Once a decision has been made, both parties are to be informed. Retaliation against any employee for filing a complaint or participating in an investigation is prohibited.

If the employee is not satisfied with the results of the investigation s/he may contact the Department of Affirmative Action Advisor, the Department of Fair Employment and Housing, the Equal Opportunity Commission, or a private attorney. The number for agencies may be obtained in the phone book under government agencies.

If the employee falsely accuses another employee of sexual harassment, s/he will be subject to disciplinary action, which may include termination.

This policy applies to all part-time and full-time employees, including vendors.

SEXUAL HARASSMENT IS PROHIBITED BY LAW

FEDERAL LAW

Under Federal law, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

STATE LAW

California law defines sexual harassment as including, but not limited to:

Verbal harassment:

Epithets, derogatory comments or slurs.

Examples: Name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and / or dress, sexually oriented noises or remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.

Physical harassment:

Assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual.

Examples: Touching, pinching, patting, grabbing, brushing against or poking another employee's body, hazing or initiation that involves a sexual component, requiring an employee to wear sexually suggestive clothing.

Visual forms of harassment:

Derogatory posters, cartoons or drawings.

Examples: Displaying sexual posters, writings or objects, obscene letters or invitations, staring at an employee's anatomy, leering, sexually-oriented gestures, mooning, unwanted love letters or notes.

Sexual favors:

Unwanted sexual advances which condition an employment benefit upon an exchange of sexual favors.

Examples: Continued requests for dates, any threat of demotion, termination, etc., if requested sexual favors are not given, making or threatening reprisals after a negative response to sexual advances, propositioning and individual.

It is not possible to define every behavior or expression that may be interpreted as sexual harassment. The above list illustrates a few examples which constitute sexual harassment, but is not limited to just those examples.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

The Student Center has adopted a firm policy against sexual harassment. Efforts will be made to prevent sexual harassment from occurring. However, if you feel you have been a victim of sexual harassment, we ask that you report the incident immediately. In order to resolve any incidents as expeditiously and as justly as possible, please adhere to the following procedures:

1. If possible, approach the harasser and ask him/her to stop. Inform him/her that you find his/her behavior offensive and vexing.
2. Inform your immediate manager/supervisor, or if the harasser is your manager/supervisor, inform the human resources manager as soon as the incident occurs. When reporting the incident, provide a written complaint. For your convenience, the human resources manager has a complaint form available. Be sure to include all details of the incident(s), names of persons involved and the names of any witnesses.

3. Managers/supervisors are responsible to inform the human resources manager of any sexual harassment complaints. The Student Center will take immediate action and conduct a confidential and objective investigation of the sexual harassment allegations. All employees are expected to cooperate with the investigation; failure to cooperate may lead to disciplinary action, which may include termination.
4. If the Student Center concludes that sexual harassment has occurred, it will take appropriate action. The alleged sexual harasser will be disciplined accordingly, which may include termination.
5. Once the Student Center has made their determination regarding the alleged sexual harassment incident(s), both parties will be informed.
6. Retaliation against any employee for filing a complaint or participating in an investigation is prohibited by law and will not be tolerated by the Student Center.
7. If you, the employee, falsely accuse another employee of sexual harassment, you will be subject to disciplinary action, which may include termination.
8. In the event you are not satisfied with the results of the investigation, you may contact the EEOC, DFEH, or any appropriate agency. You may obtain the numbers of these agencies in the phone book under government agencies.

If you have any questions regarding the Student Center's sexual harassment policy and complaint procedures, please contact the human resources manager in the Business Office at 338-1044.

SCGB Approval:
July 7, 1997

5.6 TERMINATION

PURPOSE

The purpose of this policy is to provide a fair and consistent method of dealing with employee terminations. It is particularly important in the case of involuntary terminations that this policy be followed to avoid legal liability.

POLICY

At the Student Center, every effort will be made to minimize the number of employee terminations. However, both voluntary and involuntary terminations will occur. Because of the serious consequences that may result from an improperly handled termination, no employee shall be discharged without prior approval of the managing director.

PROCEDURE

VOLUNTARY TERMINATIONS

Voluntary terminations are normally initiated by the employee. However, the Student Center may also treat as a voluntary termination those situations where an employee fails to return to work by the third day following the conclusion of a leave of absence or vacation without giving the Student Center notice. An employee who is absent for three consecutive days without notice may be considered as having voluntarily terminated.

Employees voluntarily leaving the Student Center should be encouraged to submit a letter of resignation at least two weeks prior to their intended date of severance. A Voluntary Resignation form is available from the human resources manager for this purpose. The resigning employee's manager/supervisor should notify both human resources and the appropriate department head upon learning of an impending termination. The manager/supervisor should also complete a Resignation Check List form showing Student Center property returned and other important information. If the manager/supervisor feels the resigning employee's position should be filled, an Employee Requisition Form should be submitted. The human resources manager will conduct an exit interview for all non-student staff and student managers and will coordinate with the Payroll Department to ensure the departing employee receives the proper final paycheck.

INVOLUNTARY TERMINATIONS

Involuntary terminations most frequently occur because of lack of work, the employee's failure to meet minimum performance standards or because the employee violates Student Center rules or policies. As mentioned above, all employee discharges must have the prior approval of the managing director. In situations where the manager/supervisor feels action must be taken immediately, such as in the case of insubordination or fighting, the employee should be suspended pending investigation. The situation should be immediately reported to the managing director, the applicable department head and the human resources manager. Following the investigation, a prompt decision will be reached regarding termination or reinstatement of the employee.

Managers/supervisors who contemplate discharging an employee for cause must document the reasons for their recommendation and must confer with the appropriate department head and with the human resources manager as to procedures and approvals.

When a discharge has been approved, the employee will be made aware of the reason for the termination. The human resources manager will coordinate with Payroll to ensure that the terminated employee is paid all monies due on the final day of employment. Managers/supervisors should complete the Termination Check List form and ensure that all Student Center property has been returned.

SCGB Approval:
July 7, 1997

VI. SAFETY AND SECURITY

6.1 HEALTH & SAFETY

PURPOSE

The Student Center regards protecting the health and safety of its employees to be of highest priority. For this reason, the Student Center has made a significant investment in modern facilities and proper equipment. The Student Center has also established a comprehensive Illness and Injury Prevention Program, the details of which are contained in its Safety Manual.

POLICY

All employees shall be required to perform their duties in a safe and professional manner.

PROCEDURE

All employees will be given a health & safety orientation on the first day of employment. Each employee will review the Injury and Illness Manual which they will be required to read.

Employees are required to carry out their duties in a safe manner by following all established safety rules. If, in the judgment of the employee, an unsafe condition exists, the employee is required to notify his/her manager/supervisor. Once a manager/supervisor has been notified of a potential problem, an investigation must take place to determine if corrective action is required. Following the investigation, the manager/supervisor should notify his/her manager of the results of the investigation. Once a determination has been made on the approach to be followed to deal with the problem, the supervisor should notify the employee of what action, if any, will be taken.

All injuries must be reported, no matter how slight, to the injured employee's manager/supervisor. The employee must be given the appropriate Accident Report form within twenty-four hours of an accident. The manager/supervisor must then complete his/her accident investigation form. Accident report forms are available in the Business Office C-134.

SCGB Approval:
July 7, 1997

6.2 EMERGENCY PLAN

PURPOSE

This plan is established to help ensure the safety of all employees and building users in case of emergency.

POLICY

The Student Center will maintain a written emergency plan that coordinates safety procedures for the Student Center building with those of the rest of the university.

PROCEDURE

Each employee is responsible for reading the Emergency Evacuation Plan. All employees should be familiar with all available building exits and know the two closest exits to their normal work area.

An emergency is defined as:

1. An injury or illness to one or more employees or guests which requires an ambulance for transportation to a medical facility,
2. Any disaster such as a fire, explosion, damaging earthquake, or any act of nature that endangers personnel or property,
3. A bomb threat, riot, burglary, or other manmade disaster.

In the event of an emergency, designated managers shall determine the course of action to be followed and whether emergency service is needed. The designated employee shall call the proper agency and relay all necessary information. After normal working hours, or on weekends, a direct call to the outside agency shall be made.

In the event of a fire or other disaster, the fire department will be called and the building evacuated according to evacuation procedures contained in the Student Center's Safety Manual.

SCGB Approval:
July 7, 1997

6.3 CARE OF STUDENT CENTER PROPERTY

PURPOSE

Taking proper care of Student Center equipment is necessary to ensure the Student Center's ability to provide quality services to its customers.

POLICY

All employees will be held responsible for taking proper care of Student Center equipment.

PROCEDURE

Every employee is expected to exercise care in the use of Student Center property and to use such property only for authorized purposes. Negligence in the care and use of Student Center property may be considered cause for suspension and/or dismissal. Similarly, unauthorized removal of Student Center property from the premises or its conversion to personal use will be considered cause for suspension and/or dismissal.

Student Center property issued to an employee must be returned at the time the employee terminates employment or when the employee's manager/supervisor requests its return.

SCGB Approval:
July 7, 1997

6.4 HOUSEKEEPING

PURPOSE

To establish procedures and understand the importance of proper housekeeping.

POLICY

Every Student Center employee shares responsibility for keeping our facility neat and orderly. Managers/supervisors have the added responsibility of setting the example for their employees of how proper housekeeping should be accomplished. Besides being vital to safety and productivity, this demonstrates a positive, professional attitude.

PROCEDURE

Good housekeeping practices are necessary to prevent accidents and maintain the high quality and cleanliness standards of our facility. Employees are responsible for keeping their work area clean. Cleanliness is also expected in common areas such as the lunch room, restrooms, and meeting rooms.

Failure to adhere to this policy will result in disciplinary action. Refer to your Safety Manual for additional safety information.

SCGB Approval:
July 7, 1997

VII. EMPLOYEE BENEFITS

7.1 VACATION

PURPOSE

To allow regular full-time and part-time employees to earn paid vacations based upon their length of service.

POLICY

The Student Center recognizes and rewards employees by providing vacation time off with pay.

PROCEDURE

Regular employees working twenty (20) or more hours per week shall be entitled to vacation as follows:

Vacation leave is paid leave provided for planned absences from work which have the prior approval of the managing director. Vacation leave credits cannot be used until the completion of the qualifying period: six (6) months employment or equivalent service for regular employees working 50% time or higher. Upon the completion of the qualifying period, employees will receive six (6) months' credit on a pro rata basis equivalent to full-time employment. Thereafter, for each service period equivalent to one month of full-time service (173.33 hours), employees accumulate vacation leave according to the chart below.

Length of Service	Vacation Allowance	Executive Vacation
1 month to 3 years	1 1/4 day/month (15 days/year)	1 7/8 days/month (22.5 days/year)
3 years to 10 years	1 5/12 day/month (17 days/year)	1 7/8 days/month (22.5 days/year)
10 years to 15 years	1 2/3 day/month (20 days/year)	1 7/8 days/month (22.5 days/year)
15 years to 24 years	1 5/6 day/month (22 days/year)	2 1/12 days/month (25 days/year)
24 years and over	2 1/12 days/month (25 days/year)	2 1/12 days/month (25 days/year)

At no time can vacation leave be taken in less than one-hour increments. In the event that employees do not use all their accumulated vacation leave during a year, they are permitted to carry the balance forward, provided that at the end of each fiscal year (June 30) they do not exceed the following total vacation leave credits:

Full-time rate:

Length of Service	Hours	Days*
Up to 10 years	272	34
More than 10 years	384	48

Management Personnel Plan and Confidential Employees:

Length of Service	Hours	Days*
Up to 10 years	384	48
More than 10 years	440	55

* Vacation leave credit limits are also set on a pro rata basis equivalent to full-time limits.

Accrual of vacation leave credits will cease upon reaching or exceeding the maximum allowable credits as indicated above. At such time that the total accumulated vacation hours have been reduced below the allowable limit, regular vacation leave accrual will commence.

SCGB Approval:
July 7, 1997
Amended:
August 12, 1999

7.2 HOLIDAYS

PURPOSE

To provide employees with time off from work on days specified by the Student Center as holidays.

POLICY

The Student Center recognizes legal and other holidays as defined in this policy.

PROCEDURE

Regular full-time and part-time employees working twenty (20) hours or more per week, upon assignment to an eligible classification, qualify for thirteen (13) scheduled paid holidays in each calendar year. A "holiday list" will be posted each year. Student employees qualify for five (5) scheduled holidays in each calendar year and will be granted holiday pay for regularly scheduled hours on the workday for which the holiday falls. For student employees not scheduled on the workday which the holiday falls, holiday pay will be paid commensurate to the number of hours worked per week. A holiday list will be posted each year.

Every full-time employee receives eight (8) hours of personal time off each calendar year as a "Personal Holiday" to be used on the employee's birthday or at such other time as the employee chooses. Regular employees working 50% time or more receive personal time off each calendar year based on the number of hours the employee would normally have worked at their regular rate. "Personal Holiday" time must be used in eight-hour increments (percentage of equivalent eight-hour for part-time employees) during the calendar year in which it is granted.

To receive holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the absence is approved by the employee's manager/supervisor. Holiday pay will be calculated based on the number of hours the employee would normally have worked at the regular straight-time rate of pay up to eight hours.

If a recognized holiday falls during employee's leave of absence, the employee will accrue that holiday time as long as vacation or sick time is also accruing during the leave.

If the employee is on a leave of absence without pay (not receiving vacation or sick hours), the employee will not accrue the holiday pay.

If an employee entitled to receive holiday pay works on a recognized holiday, the employee will receive holiday pay in addition to their normal straight-time wages. Paid time off for holidays will be treated as time worked for the purposes of calculating entitlement for overtime pay within that workweek.

Employees who voluntarily resign are not eligible for any paid holidays subsequent to their resignation. No holiday pay will be granted to employees on a leave of absence when a holiday occurs during their leave.

HOLIDAY SCHEDULE

Month	Day	Holiday
January	1 Third Monday	New Years Day ¹ Martin Luther King Day ⁴
February	12 Third Monday	Lincoln's Birthday ³ Washington's Birthday ³
March	31	Cesar Chavez Day ^{1, 4}
May	Last Monday	Memorial Day ⁴
July	4	Independence Day ^{1, 4}
September	First Monday 9	Labor Day ⁴ Admission Day ³
October	Second Monday	Columbus Day ²
November	11 Last Thursday	Veteran's Day ¹ Thanksgiving Day
December	25	Christmas Day ¹

1. To be observed on the day specified, unless it falls on a Saturday or Sunday. If holiday falls on a Saturday, observe on preceding Friday. If holiday falls on a Sunday, observe on the following Monday.
2. To be taken during campus closure the day after Thanksgiving.
3. To be taken during campus closure over winter break.
4. Paid holiday also for student employees.

SCGB Approval:
July 7, 1997
Amended:
March 15, 2007

7.3 MEDICAL LEAVE (SICK LEAVE)

PURPOSE

To provide a policy that defines when regular full-time employees may receive paid time off from work when they cannot report for work due to illness or injury.

POLICY

The Student Center provides paid medical leave to all regular full-time employees for temporary absence due to personal illness or injury.

PROCEDURE

Eligible employees earn medical leave benefits at the rate of one (1) day per month of service for a total of twelve (12) days per year. Part-time employees will be allotted medical leave benefits in accordance with the percentage of their part-time schedule. Unused medical leave benefits will accumulate from year to year. Upon termination of employment, the Student Center makes available to the employee a conversion of their medical leave into vacation leave at 1/4 value; e.g., twelve days sick leave would convert to three days vacation leave. Medical leave benefits may be used only in cases of personal injury or illness and cannot be added to vacation or any other leave period.

Employees must notify their supervisor of their intended absence due to injury or illness prior to the beginning of their shift. The supervisor must be contacted each additional day of illness. Before returning from an absence due to medical reasons of three days or more, the employee must provide a physician's statement verifying the nature of the illness and that they are capable of safely returning to work.

Medical leave benefits provided under this plan will be computed on the basis of the employee's regular rate of pay for the number of hours normally worked up to eight hours per day. Benefits will also be offset by the amount of any other compensation paid from either State Disability Insurance (SDI) or Workers' Compensation Insurance. The combination of payments from any source cannot exceed the employee's normal rate of pay.

SCGB Approval:
July 7, 1997
Amended:
March 4, 2004

7.3-A SICK LEAVE

PURPOSE

To provide a policy that defines when non-regular (temporary or intermittent) and student employees may receive paid time off from work when they cannot report for work due to personal illness, injury, or care or aid for a qualified person.

POLICY

The Student Center provides paid sick leave to all non-regular employees for temporary absence due to personal illness, injury, or care or aid for a qualified person.

PROCEDURE

ACCRUAL OF SICK LEAVE

Paid sick leave shall begin to accrue as of February 1, 2007 in compliance with San Francisco City Administrative Code Chapter 12W (Sick Leave Ordinance). For employees hired after February 1, 2007, paid sick leave shall begin to accrue 90 days after the commencement of employment.

For every 30 hours worked after paid sick leave begins to accrue for an employee, the employee shall accrue one hour of paid sick leave.

There is a cap of 72 hours of accrued paid sick leave. Accrued paid sick leave for employees carries over from year to year (whether calendar year or fiscal year), but is limited to the 72-hour cap.

USAGE OF SICK LEAVE

An employee may use paid sick leave not only when he or she is ill or injured or for the purpose of the employee's receiving medical care, treatment, or diagnosis, but also to aid or care for the following persons when they are ill or injured or receiving medical care, treatment, or diagnosis: Child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state or local law, or designated person. The employee may use all or any percentage of his or her paid sick leave to aid or care for the aforementioned persons. The aforementioned child, parent, sibling, grandparent, and grandchild relationships include not only biological relationships but also relationships resulting from adoption; step-relationships; and foster care relationships. "Child" includes a child of a domestic partner and a child of a person standing in loco parentis.

If the employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for the person. The opportunity to make such a designation shall be extended to the employee no later than the date on which the employee has worked 30 hours after paid sick leave begins to accrue. There shall be a window of 10 workdays for the employee to make this designation. Thereafter, the

opportunity to make such a designation, including the opportunity to change such a designation previously made, shall be extended to the employee on an annual basis, with a window of 10 workdays for the employee to make the designation.

Employees must notify their supervisor of their intended absence due to injury, illness, or aid or care for a qualified person as listed above prior to the beginning of their shift. The supervisor must be contacted each additional day of illness. Before returning to work from an absence due to medical reasons of three days or more, the employee must provide a physician's statement verifying the nature of the illness and they are capable of safely returning to work.

Sick leave usage will be computed on the bases of the employee's regular rate of pay for the number of hours normally worked up to eight hours per day. Sick leave usage will also be offset by the amount of any other compensation paid from either State Disability Insurance or Workers' Compensation Insurance. The combination of payments from any source cannot exceed the employee's normal rate of pay.

RECORDS

The Student Center retains all records documenting accrual and usage of paid sick leave of each employee for a period of four years.

LIMITATIONS

There shall be no financial or other reimbursement upon the employee's termination, resignation, retirement, or other employment, for accrued paid sick leave that the employee has not used.

Non-regular and student employees are exempt from participation in the Catastrophic Leave Donation Program (Section 8.2).

SCGB Approval:
March 15, 2007

7.4 MEDICAL AND DENTAL INSURANCE

PURPOSE

This policy establishes participation in the Student Center group medical, vision, and dental plan.

POLICY

All regular full-time and part-time employees scheduled to work at least 20 hours per week are eligible to enroll in the medical, vision, and dental plan on the first day of the month following completion of 30 days of continuous service.

Currently, the Student Center pays the entire monthly premium cost of this program for its eligible employees and qualifying dependents hired prior to November 1, 2003. The employee is responsible for any per visit co-pay. For eligible employees hired after November 1, 2003 the Student Center will pay for the monthly premium cost of this program. The employee is responsible for any per visit co-pay. Employees may elect to have any qualifying dependents covered, with the Student Center paying 85% of the monthly premium cost. The employee will be responsible for the remaining 15% of the monthly premium cost. For employees electing to cover any qualified dependents, the money owed for the premium cost to the Student Center will be automatically deducted from their salary.

PROCEDURE

Prior to the date an employee becomes eligible to join the health, vision, and dental plans, the employee will receive information that explains the types of coverage available. Employees will also receive an enrollment card which must be filled out completely and returned to the Student Center prior to the date coverage is to begin. managers/supervisors should confirm that their employees receive the necessary forms prior to the date they are eligible.

Note: Currently, the Student Center provides medical and vision coverage through Kaiser and dental coverage through Guardian. Medical, vision, and dental benefits and carriers are subject to change. Coverage will cease on the last day of the month in the month an employee terminates. Continued coverage after termination is available at the employee's expense through the COBRA Plan.

The methods used to communicate benefit information to the employees are the following: brochures, memos, staff meetings, and presentations.

SCGB Approval:
July 7, 1997
Amended:
October 2, 2003

7.5 CREDIT UNION MEMBERSHIP

PURPOSE

To provide Student Center employees access to the benefits of Credit Union membership.

POLICY

The Student Center provides all full-time employees with the opportunity to become members of The Golden 1 Credit Union. The registration fee, which must accompany the membership application, is currently \$10.00.

Membership entitles employees to all Credit Union benefits, which include:

1. Establishing and maintaining a savings account (with insurance) through the purchase of shares; and
2. Apply for a variety of loans at attractive rates.

PROCEDURE

It is recommended that the Credit Union be contracted when loans or financial services are required. For specific questions about the benefits of Credit Union membership, employees are encouraged to call the Credit Union directly.

Information, brochures, and membership applications may be obtained at the specific Credit Union office.

SCGB Approval:
July 7, 1997

7.6 RETIREMENT BENEFITS

PURPOSE

To establish participation eligibility requirements for and outline the benefits of the Student Center Retirement Program.

POLICY

All regular full-time employees may participate in the Student Center Retirement Program. In addition to matching employee Social Security contributions, the Student Center will offer benefits through the Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equity Fund (CREF).

PROCEDURE

Under the TIAA-CREF Retirement System, the Student Center contributes 11.5% of an employee's gross salary into his/her retirement plan. An employee who wishes to participate in the plan may contribute a percentage of his/her gross salary to fund his/her retirement benefit. Employees are advised to speak with a TIAA-CREF representative to determine their annual maximum contribution limit according to tax law before agreeing to a salary deduction. An employee is not required to contribute to the plan in order to receive the Student Center's 11.5% contribution.

Contributions made to TIAA are used to purchase individual annuities that guarantee employees payment of a fixed monthly benefit upon retirement for the rest of their lives. Employees wishing to establish greater retirement benefits may make additional contributions to the TIAA Supplemental Annuity fund. This is a tax-deferred fund that allows contributions and earnings to remain untaxed until retirement benefits are paid.

Contributions to CREF purchase annuity units (like shares of ownership) in a broadly based common stock fund. Upon retirement, an employee's annuity unit ownership is determined. The monthly retirement benefit is based upon the value of these shares. The benefit amount paid will vary year to year based upon the value of the fund.

Further information can be obtained through the human resources manager in the Business Office, C-134.

SCGB Approval:
July 7, 1997
Amended:
November 1, 1998

7.7 FLEXCASH BENEFIT PLAN

PURPOSE

To provide Student Center employees with the option of waiving Student Center medical and/or dental insurance coverage in exchange for a monthly cash benefit.

POLICY

All employees who are eligible for Student Center medical and dental benefits are also eligible to waive either or both of those benefits in exchange for a monthly cash premium, provided there is proof of substitute coverage in place. The premium amount currently in effect may be obtained from the Human Resources Manager.

PROCEDURE

Employees electing to waive medical and/or dental insurance coverage will receive an additional cash premium each pay period. The payment is treated as taxable income and will be subject to the same payroll taxes (federal, state, Social Security) as regular salary and will be reported as income on Form W-2 in the year it is earned. FlexCash will not be considered compensation for retirement purposes.

Flex Cash Plan participants will be required to certify on the FlexCash Enrollment Authorization form that they have alternative non-Student Center medical and/or dental coverage. Enrollment in the FlexCash Plan will continue from plan year to plan year until enrollment status changes or terminates. Flex Cash is not available to dependents of Student Center employees, nor can dependents stay on the Student Center plan if the employee waives coverage.

Employees may enroll in the FlexCash Plan as new hires who meet medical and dental plan eligibility or during the regular open enrollment period for Student Center health and/or dental plans. Plan election may not start or stop in the middle of a plan year, with the exception of allowable family status changes as defined by IRS regulations. A complete list of allowable family status changes may be obtained from the Human Resources Manager. The enrollment changes must be requested within 60 days of the status change.

Note: Like medical and dental benefits, FlexCash benefits and premium rates are subject to change. Payments will stop the month an employee terminates. Participants further waive any COBRA continuation rights under the Student Center medical and/or dental plans. FlexCash payments continue during periods of paid leave, but are discontinued during unpaid leave until employment is active.

SCGB Approval:
April 6, 2000

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VIII. LEAVES OF ABSENCE

8.1 FAMILY AND MEDICAL CARE LEAVES OF ABSENCE

PURPOSE

To define the procedures under which an employee may qualify for and receive an unpaid leave of absence under the FAMILY AND MEDICAL CARE LEAVE ACT.

POLICY

The Student Center provides a policy and procedure governing the authorized absence of an employee. Further, the Student Center shall comply with the Family and Medical Care Leave Act, California Fair Employment and Housing Commission's regulations, and the Pregnancy Disability Amendment to Title VII.

PROCEDURE

MEDICAL LEAVE

Employees who become unable to perform the duties of their position as a result of a medical disability, or a pregnancy disability may be eligible for placement on a medical leave of absence for all or a portion of the period of disability. The period of such leave shall normally not exceed twelve months, with an additional one month extension available if needed. A medical leave of absence without pay shall be granted to a non-student employee under the provisions of the Family and Medical Care Leave provisions highlighted below. Eligibility for this leave is dependent upon a physician's verification of need. The Student Center reserves the right to request, at any time, that an employee confirm the existence of the continued disability with a written verification from a licensed physician, including absences that exceed two continuous work days. Leaves of absence beyond periods of verified disability shall be treated as any other personal leave without pay request.

Insurance benefits for covered employees will continue for the first 12 weeks of medical leave. Insurance benefits may be continued beyond this point for the period of time outlined in federal regulations (COBRA) if the employee pays the required premium.

Upon return from leave, employees will be reinstated to the same or a comparable position to the one held prior to the leave, if conditions permit.

Employees on Family and Medical Care leave, medical leave of absence, or pregnancy leave of absence may be qualified for State Disability Insurance Program benefits administered by the California Employment Development Department. Forms may be obtained from the human resources manager. Employees are required to give reasonable notice of the date when their medical leave will begin and its estimated duration. Leaves of absence forms may be obtained from the human resources manager. The medical note from the doctor or other licensed health care practitioner must be given to the human resources manager and placed in the employee's medical file.

FAMILY AND MEDICAL CARE LEAVE

Regular full-time employees with more than one year of continuous service or who have worked more than 1250 hours during the previous 12 months may request an unpaid Family and Medical Care Leave of absence of up to 12 weeks in any one calendar year. This leave may be taken for the birth or adoption of a child, to care for a child, spouse, or parent who has a serious health condition, or for the employee's own health condition that makes him/her unable to perform the essential functions of his/her job. If this leave is granted, the employee will be reinstated to the same or comparable position as the position held before the leave, unless such a position no longer exists.

Whenever possible, the employee must provide at least 30 days written notice that s/he wishes to take this leave of absence. When this is not possible, they must notify us in writing as soon as possible. Failure to comply with these notification rules may result in the denial or deferral of the requested leave until the employee complies with the notice provisions.

We will require the certification from the health care provider who is attending to the serious health care condition of the employee, the employee's child, spouse, or parent before allowing the employee to take a leave to take care of that family member. If there is a question concerning this certification, the Student Center reserves the right to require additional certification(s) at Student Center expense.

Unless otherwise agreed to by the Student Center, any Family and Medical Care Leave must be taken in segments of one full work day.

If the employee is pregnant, she has the right to take a maternity leave and some amount of Family and Medical Care Leave. Employees should check with the human resources manager to determine their eligibility under such circumstances.

If an employee on Family and Medical Care Leave has vacation or sick leave hours available for use while on leave s/he will continue to accrue vacation and sick leave hours. Once these hours are used, the employee will cease to accrue such hours.

The cost of the employee's health care coverage while on a Family and Medical Care Leave less any portion of the premium they are required to pay will be paid for by the Student Center for up to 12 weeks. If the employee does not return from his/her leave, s/he will be responsible for reimbursing the Student Center for the insurance premiums paid on his/her behalf.

While the above provisions will apply to most employees in most circumstances, there are certain exceptions under which the Student Center may refuse to grant a Family Care Leave.

SCGB Approval:
July 7, 1997

8.2 CATASTROPHIC LEAVE DONATION PROGRAM

PURPOSE

The Catastrophic Leave Donation (CLD) Program of the Student Center allows employees to donate 1-40 hours total each fiscal year of their vacation and/or sick leave credits to other employees who (1) have experienced a catastrophic illness or injury, (2) have exhausted their own accrued leave credits including sick leave, vacation and compensating time off (CTO), and (3) are totally incapacitated from work.

POLICY

All salaried and hourly full-time employees will be eligible to draw from or donate to the Catastrophic Leave Donation Program. Hourly part-time employees, though incapable of donating hours, will be eligible to draw from the CLD Program.

PROCEDURE

DEFINITIONS

Catastrophic illness/injury is one that has totally incapacitated the employee from work. Conditions which are short-term in nature (for example: flu, measles, common illness, common injuries, etc.) are not deemed catastrophic. Chronic illnesses or injuries that result in intermittent absences from work may be considered catastrophic (e.g., cancer, AIDS, major surgery). Generally speaking, such chronic illnesses or injuries must be considered both long term in nature and require long term recuperation periods. The medical verification required should indicate a total incapacitation from work.

PROVISIONS

Catastrophic illness or injury may also include the illness or injury of an incapacitated member of the employee's immediate family (parent, spouse, son, daughter, sibling, or domestic partner). A family member's care is eligible for catastrophic leave hours if the person's illness results in the employee being required to take an extended period of time off and the employee has exhausted all of his/her accrued sick leave and vacation credits which may be used for family care in accordance with policy. (Proof of relationship must be submitted.)

Donated leave credits may be used to supplement Industrial Disability Leave, Non-Industrial Disability Leave, or Temporary Disability payments from the State Compensation Insurance Fund to a combined maximum of 66-2/3% of gross salary earned at the time of disability and upon the application for these benefits by an eligible employee.

The total donated leave credits used by an eligible employee shall normally not exceed 30% of the total fund (to a maximum of 260 hours of credit) in any three-year period. In exceptional cases, additional credits not to exceed 30% of the remaining fund (to a maximum of 260 hours) may be approved by the managing director.

An employee who is otherwise eligible may not use donated leave credits on any day (or part thereof) during which the employee actually worked for the Student Center.

AUTHORIZATION

The managing director has full authority to review and authorize use of catastrophic leave. All requests for catastrophic leave must be submitted to the managing director for approval.

PROCEDURE

To request participation, the employee or the employee's representative shall submit a request for the employee's participation to the human resources manager and to the managing director.

The request to the human resources manager shall include a physician's statement indicating that the illness/injury is catastrophic, the extent of disability, and anticipated/projected length of absence.

In consultation with the managing director, the human resources manager shall determine eligibility. The human resources manager shall counsel the employee regarding the disability options available to him/her.

The Accounting Department shall calculate the amount of catastrophic leave needed and provide this information with solicitation forms to the employee. The Accounting Department shall maintain an account of donations and balances.

METHODS TO DONATE VACATION AND/OR SICK LEAVE CREDITS

1. The CLD Bank: employees may donate leave to the Student Center's Catastrophic Leave Bank by completing CLD Form PCL1-A and submitting the form to the Accounting Department. Credits in the Bank shall be distributed once each year; however, employees can submit forms at any time.
2. For an individual: employees may donate leave to a specific individual by completing the CLD Form PCL1-A indicating the name of the individual and submitting the form to the Payroll Clerk. A department or the Student Center may conduct a solicitation campaign on behalf of the employee by attaching a personal appeal to the CLD form and circulating the appeal within the Student Center.

The leave shall not be deemed donated until actually transferred by the Accounting Department. Donated leave shall be used in the order it is donated. Any employee whose donated leave was not transferred for use to a recipient in the year it was donated shall have the right to rescind his/her donation, but it must be done prior to the end of the calendar year the donation was made. Such request must be submitted on a CLD Form PCL1-B to the managing director.

SCGB Approval:
July 7, 1997
Amended:
March 4, 2004

8.3 MILITARY LEAVE

PURPOSE

To establish a leave of absence policy that assists employees to fulfill their military obligations.

POLICY

Leaves of absence without pay are granted to regular full-time or regular part-time employees who are in the National Guard or military reserve unit. Military leaves of absence are granted for the purpose of permitting the eligible employee to participate in required training exercises.

PROCEDURE

Employees requesting a military leave of absence must provide a copy of their military orders to the human resources manager as soon as their orders are received. Total military leave with pay is not to exceed 30 days in a calendar year. The managing director will approve such leave contingent upon receipt of a copy of the military orders placing the employee on active duty.

SCGB Approval:
July 7, 1997

8.4 PERSONAL LEAVE

PURPOSE

To define the requirements for obtaining a personal leave of absence without pay.

POLICY

A personal leave of absence not covered by the family and medical leave policy may be granted without pay at the Student Center's sole discretion for a period not to exceed six (6) months. All leaves without pay must be approved by the managing director.

PROCEDURE

Leave of absence without pay is defined as time away from work without pay and benefits. However, the granting of leave without pay guarantees the employee the right to resume his/her position at the end of the leave, with the same pay rate and benefits that exist prior to the leave.

The employee may request an extension of leave for a period up to an additional six months, for a maximum leave of one year. In approving or disapproving a leave of absence without pay, the managing director will take into consideration the following factors: employee service record, the possible advantages and disadvantages to the Student Center and the employee, the possibility of securing a temporary replacement, and the overall effect of the employee's absence on the operation and on other employees.

An employee granted a leave of absence without pay will retain all benefits time and service time earned prior to the leave period, but will not accumulate benefits time or service time while on leave.

1. **Personal Emergency:** When a manager/supervisor has verified the existence of a personal emergency, leave may be granted to that employee. This leave may not exceed 5 days without the approval of the managing director. Time off may be charged to vacation, accumulated compensatory time, or leave without pay.
2. **Court Appearances:** If an employee must appear as a witness in a case not involving the Student Center or the University, time off is charged to leave without pay, vacation, or accumulated compensatory time.
3. **Religious Observances:** Employees may observe special religious holidays with advance approval of their manager/supervisor. Time off is charged to leave without pay, vacation, or accumulated compensatory time.
4. **Military Leave:** An employee is entitled to a military leave of absence in the event that s/he is drafted or called up for military reserve service. Total military leave with pay is not to exceed 30 days in a calendar year. The managing director will approve such leave contingent upon receipt of a copy of the military orders placing the employee on active duty.

5. Extended Sick Leave: In the case of illness or injury to an employee whose accumulated sick leave, vacation, and compensatory time have been exhausted, the employee may be granted leave without pay with the approval of the managing director.

SCGB Approval:
July 7, 1997

8.5 BEREAVEMENT LEAVE

PURPOSE

This policy defines when an employer may be absent from work due to the death of an individual(s) in specific relationship to the employee.

POLICY

The Student Center grants employees time off from work upon the death of a member of their family.

PROCEDURE

Up to five days of paid leave is available to regular full-time employees upon the death of a member of their immediate family. For regularly schedule part-time employees, paid leave will be allotted in accordance with the percentage of their part-time schedule. For student employees, paid leave will be granted for hours scheduled during the "consecutive days" terms mentioned above. Immediate family or significantly close relative is defined as father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or relative living in the immediate household of the employee. Employees must notify their immediate manager/supervisor and the human resources manager.

If additional time off is needed, leave without pay may be granted subject to approval by the managing director. For employees who accrue medical leave, vacation time or compensating time off (CTO), additional time may be granted as paid medical leave, vacation time, or CTO subject to approval by the managing director.

SCGB Approval:
July 7, 1997
Amended:
March 3, 2005

8.6 JURY DUTY

PURPOSE

The purpose of this policy is to explain the compensation available to employees who are summoned for jury duty.

POLICY

The Student Center recognizes the civic responsibility of employees called upon to perform jury duty. The Student Center will work to assist employees in making their jury service possible while maintaining needed work schedules.

PROCEDURE

Employees must notify their manager/supervisor as soon as they receive a summons to appear. They will be granted a leave of absence for the duration of their jury service. Regular full-time employees will be compensated at their regular rate of pay less any amount received as a juror's fee.

Employees are expected to report for work whenever the court schedule permits.

SCGB Approval:
July 7, 1997