



**Employee Handbook**  
**CSU FULLERTON**  
**AUXILIARY SERVICES CORPORATION**  
**“ASC”**

**January 3, 2018**

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## INTRODUCTION

If you have been looking for an organization to join with a solid future – you have clearly come to the right place. You are now a team member of a dynamic and successful organization. Our continued success can only come with good team members and teamwork. This means we are committed to the best possible employer-employee relationship.

There is so much truth to the saying “A business is only as good as the people who work for it.” Our public image is a direct reflection of your presentation and professionalism. To help you understand your role, this Employee Handbook outlines the policies and procedures that are the foundation of our organization.

It is essential that you read and understand all training materials. Understanding your job responsibilities will enable our customers to receive the professional service they deserve.

Your continued opportunity and advancement at ASC begins with our philosophy of promoting from within. Our Management Team is available to help in all areas and will always listen to your input.

Congratulations on your selection to join our team! This is an organization about serving people in higher education. I hope you will find working at the ASC to be an exciting and rewarding experience.

Charles D. Kissel  
Executive Director

## WELCOME TO ASC!

### Our Services

CSU Fullerton Auxiliary Service Corporation (ASC) was incorporated on October 26, 1959 as a nonprofit public corporation for the purpose of promoting and assisting the educational mission of Cal State Fullerton. In fulfilling its mission, the ASC employs over 1,700 people as it performs a variety of services throughout the campus community. Specifically, it oversees commercial operations; educational grants and contracts for the University; is responsible for the fiscal administration for numerous University programs; acquired College Park to provide additional offices and classrooms for the University; and administers University Gables.

The CSU Fullerton ASC is a multi-dimensional organization created to provide a multitude of services, efficiently and effectively under the auspices of a single organization. The ASC returns a significant portion of its revenues generated through these programs to aid the University in achieving its educational mission. Visit our website at [www.csufasc.org](http://www.csufasc.org) to learn more about our organization.

### Our Employees

For ASC to be successful, teamwork among employees is essential. You play an important role in helping ASC to meet its objectives. As an ASC employee, you should emphasize cooperation with other employees and always treat your co-workers and supervisors with dignity and respect.

### Our Board

A 15-25-member Board of Directors, comprised of students, faculty, administrators and prominent leaders from the surrounding community, governs ASC. The Executive Director serves as ASC's Chief Executive Officer and reports to the Executive Committee of the Board.

### About This Handbook

This Employee Handbook will assist you in finding the answers to questions that you may have, and to familiarize you with ASC's philosophy, guidelines and employee benefits. Please read it carefully and keep it for future reference. Remember, this Handbook is only intended to provide a summary of the policies/procedures and benefits of ASC. It is *not* intended to create a contract of employment, express or implied, or to modify the rights of both you and ASC.

This Handbook replaces all prior handbooks, manuals and policies and it applies to all of our employees. Although this handbook is intended to be comprehensive, it cannot answer every question or anticipate every situation. Based on ongoing changes in applicable governmental regulations and the needs of our organization to retain necessary operational flexibility in the administration of policies and procedures, ASC reserves the right to modify, rescind, delete or add to any of the provisions of this handbook, except for the policy of at-will employment. Any modifications to this handbook will be posted to our website. Your immediate supervisor will be a major source of information, although we also encourage you to seek clarification of any policy or procedure by discussing it with your supervisor or with a Human Resources Representative. We welcome your interest and we will do our best to give you a prompt response.

## **EMPLOYMENT POLICIES**

### **Equal Employment Opportunity**

ASC is an equal opportunity employer and is committed to an active nondiscriminatory policy for all employees. It is the ASC's policy that all employees and applicants shall receive equal consideration and treatment. All recruitment, hires, transfers and reclassifications will be made on the basis of the qualifications of the individuals for the positions being filled regardless of race, color, creed, religion, ancestry, sex, gender, gender expression, gender identity, pregnancy, sexual orientation, age for individuals over forty years of age, medical condition, military and veteran status, genetic information, marital status, national origin and physical or mental disability or any other consideration made unlawful by federal, state or local laws. Indeed, the ASC's policy of equal employment opportunity applies to all aspects of employment, including recruitment, hiring, training, compensation, benefits, promotion, transfer, discipline and termination. It is the duty of every employee to help maintain a work environment that promotes this policy.

ASC is committed to assisting employees in performing the essential functions of their jobs by providing reasonable accommodations for any known physical or mental disability for which an employee requests accommodation, unless undue hardship would result in such an accommodation.

Access to a support animal may be deemed to be a reasonable accommodation, based on the same individualized analysis required by the required interactive process. "A support animal is one that provides emotional, cognitive, or other similar support to a person with a disability, including but not limited to, traumatic brain injuries or mental disabilities, such as major depression."

Anyone who has a question or a concern about discrimination in the workplace should bring his or her concerns to the attention of a supervisor, a Human Resources Representative or the Executive Director. Employees may raise concerns and make complaints without fear of reprisal. Anyone found to be engaging in any type of discrimination or retaliation will be subject to disciplinary action up to and including termination of employment.

### **Diversity Policy**

Today we live and work in a dynamic and ever-changing society. One of ASC's focal points is to ensure our employees are well educated on an important component of our society and company: *Diversity*.

Our Diversity Policy requires all ASC employees to understand and respect differences around us: differences of race, culture, religion, gender, abilities, appearances and socioeconomic factors. Diversity is also about diversity of thought, diversity of values and the diversity of perspectives. For employees to respect value and appreciate diversity, they must experience other employees who are reflective of the varied cultures and backgrounds that make up each community where ASC conducts business. It reaffirms ASC's commitment to equal employment opportunity and its desire to seek a balanced representation of gender, racial and ethnic groups; it is intended to promote non-discrimination. It is the responsibility and obligation of all ASC employees to support the implementation of the Diversity Policy.



### Employment Eligibility - Immigration Compliance: Form I-9 Information

ASC complies with the Immigration Reform and Control Act of 1986. This law requires every employee to provide valid documentation proving his or her legal right to work in the United States within three (3) days of the date of hire. In addition to the appropriate documentation at the time of hire, employees must provide current and valid replacements of specific authorization to work permits should they expire prior to or upon their expiration. Failure to provide such replacements may result in disciplinary action, up to and including possible termination.

### Policy Against Harassment

ASC is committed to providing a work environment that is free of sexual harassment, as well as other unlawful harassment based on such factors as race, color, creed, religion, ancestry, sex, gender, gender expression, gender identity, pregnancy, sexual orientation, age for individuals over forty years of age, medical condition, military and veteran status, genetic information, marital status, national origin and physical or mental disability or any other consideration made unlawful by federal, state or local laws. In keeping with this commitment, ASC maintains a strict policy that prohibits unlawful harassment of employees by managers, supervisors or co-workers and unlawful harassment of students by any ASC employee. Visitors to the campus and workers employed by the University, by other auxiliaries, or by other public or private organizations engaged in business with ASC are expected to comply with this policy. The purpose of this policy is to (i) familiarize ASC's employees with the definition of unlawful harassment and the forms it can take; (ii) confirm that unlawful harassment will not be tolerated and is contrary to the standards of conduct expected and required of ASC's employees; and (iii) make clear that employees who engage in unlawful harassment are subject to possible disciplinary action which may include discharge. ASC also provides regular training to its supervisors and managers regarding this policy.

For the purposes of this policy, unlawful harassment means harassment on the job that is in fact prohibited by provisions of state or federal law applicable to ASC at the time the harassment occurs. Subject to this general definition, unlawful harassment may include unwelcome verbal, physical or visual conduct that unreasonably interferes with an employee's performance or that creates an intimidating, offensive or hostile working environment. This may occur where:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment.
2. Submission to or rejection of the conduct by the individual is used as the basis of employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile or offensive work environment.

Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive and sufficiently severe to alter the conditions of an employee's employment. It also may refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that it substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job related responsibilities.

Employees also should not confuse harassment with supervision. Supervisors have the right and responsibility to define the job that they want an employee to perform, as well as the manner in

which an employee must perform that job. Thus, close supervision of an employee (which includes, but is not limited to, counseling and warnings about job performance, inappropriate conduct or other performance issues) is not considered to be an example of unlawful harassment.

Harassment may take many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment.

Conduct that is part of a consensual relationship is not considered harassment. Nevertheless, a prior consensual relationship does not permit subsequent unwelcome or unwanted harassment.

It is the obligation of all employees to cooperate fully in the investigation process. In addition, disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using ASC's complaint procedure to report unlawful harassment. Retaliation by an ASC employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of a Human Resources Representative.

If unlawful harassment of or by an ASC employee is established, ASC will take action that is reasonably calculated to stop the harassment. In cases in which the alleged harasser is not an employee, ASC will take action to minimize the recurrence of any unlawful behavior.

Discipline that ASC or the University may impose on employees for behavior that violates this policy (or for other unprofessional conduct by an ASC employee) may include, but is not limited to, reprimand, mandatory attendance at an unlawful harassment training program, suspension, demotion or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to campus.

Employees are encouraged to report incidents of inappropriate or unwelcome conduct whenever it occurs. Employees and students are not required to wait for the conduct to be repeated or to worsen. Any incident of unlawful harassment by any ASC employee or any other person conducting business with ASC should be reported promptly to the employee's supervisor, manager and/or to a Human Resources Representative, who will arrange for an investigation of the matter. The employee is free to complain either verbally or in writing. Managers who receive complaints or who observe harassing conduct are required to immediately inform a Human Resources Representative. An employee may contact Human Resources directly and is not required to complain first to his or her supervisor.

All complaints of unlawful harassment are taken seriously and are promptly and objectively investigated. For example, an investigation may include interviews of individuals who might

have information pertaining to the alleged harassment. If ASC begins an investigation, we will endeavor to keep the investigation confidential to the extent possible, including the names of complaining employees and witnesses. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why ASC will only share information about a complaint of harassment with those who need to know. Failure to keep information about an investigation confidential may result in disciplinary action.

When the investigation has been completed, ASC will communicate the results of the investigation to the complaining employee, to the alleged harasser and, if appropriate, to others who are directly involved. If ASC's policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

In addition to ASC's internal complaint procedure, employees may also contact either the Equal Employment Opportunity Commission ("EEOC") or the California Department of Fair Employment and Housing ("DFEH") to report unlawful harassment. The EEOC and the DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Human Resources office or you may contact the nearest EEOC or DFEH office.

### **At-Will Employment**

Employment with ASC is at-will. This means that the employment relationship may be terminated at any time with or without cause and with or without prior notice by either you or ASC. Moreover, every aspect of the employment relationship with ASC is subject to ASC's policy of at-will employment, and ASC reserves its inherent authority to manage and control its business enterprise and to exercise its discretion to determine all issues pertaining to your employment, including (but not limited to) all matters pertaining to promotion, salary, job assignment, the size of the workforce, demotion, transfer, discipline or any other term or condition that ASC may determine to be necessary for the safe, efficient and economic operation of its business. Nothing in this Handbook or in any other policy statement shall limit the right of ASC to terminate employment at-will. No department manager, supervisor or employee of ASC has any authority to make any promise or representation or otherwise to enter into any binding agreement that is contrary to this policy which alters in any way an employee's at-will status. Only the ASC Executive Director has the authority to alter the employment at-will status of any employee, and then only in writing signed by the employee and the Executive Director.

### **Professionalism**

As a valued member of ASC, you are expected to act at all times in a professional manner and to be sensitive to circumstances in which certain conduct is not acceptable. To that end, every employee should treat all staff, management, co-workers and customers with dignity and respect, and take the extra step to ensure that everyone is given timely and courteous service. Employees are also expected to perform their job functions to the best of their ability and are expected to inform ASC of any assistance that is required and to improve the quality of ASC's services.

If you are unsure whether your actions in a particular instance are acceptable under ASC's standards, you should consult with your supervisor/ manager or a Human Resources Representative.

### **Conflicts of Interest**

ASC is concerned about conflicts of interest between ASC and its clients and vendors, and between ASC and its employees. While you are employed with us, ASC is entitled to your undivided loyalty. That means that you have an obligation both to avoid actual and potential conflicts of interest with ASC and its clients and vendors. An obvious conflict of interest would include engaging in, or preparing to engage in, a business that competes with ASC's business. Other obvious conflicts would occur if you or a close relative accepted a gratuity, gift or premium from a vendor who is seeking to do business with ASC, or where an ASC project, department or agency enters into a business relationship with an entity that is substantially owned or operated by an employee or relative of ASC. Overall, you are expected to represent ASC in a positive, ethical and loyal manner.

For these reasons, you should not engage in, directly or indirectly, either on or off the job, any conduct that is disloyal, disruptive, competitive or damaging to ASC. For example, employees should not accept employment outside ASC if that employment is to be conducted during the hours that the employee is working for ASC, or if such employment conflicts with the effectiveness of the employee's work for ASC. Further, employees should not utilize ASC information or services for their personal use, nor should they perform activities that are unrelated to ASC's work during working hours.

Additionally, materials, products, designs, plans, ideas, files, techniques, procedures, research, patents, intellectual materials, publications, computer programs, formulas, patterns, methods, models, films, audio tapes, specifications, processes, strategies, bids, proposals, financial information, lists of customers, inventions, discoveries, programs, drawings and other data of this organization are the property of ASC and should not be used for personal gain or given to an outside firm or individual except through regular channels and with appropriate authorization by ASC management and external project sponsors if the projects is funded by the sponsor. Any transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

Any employee found to be in violation of ASC's conflict of interest policy will be subject to discipline, up to and including immediate termination. If you have any questions as to whether any action you take may constitute a conflict of interest or violation of this policy, you should speak to your supervisor or to a Human Resources Representative immediately.

### **Confidentiality**

It is the policy of ASC to ensure that the operations, activities and business affairs of ASC, its employees, customers, suppliers and vendors are kept confidential and divulged only to individuals within ASC with both a need to know and authorization to receive such information. Confidential information obtained through employment with ASC may not be used for the purpose of furthering either current or future outside employment or for obtaining personal gain or profit. If, during the course of your employment, you acquire confidential or proprietary information about ASC, its employees, independent agents or clients, such information is to be handled in strict confidence and may not to be discussed with anyone not employed with ASC.

Employees are also responsible for the internal security of such information. If you are in doubt as to whether certain information may be divulged, you should not disclose the information. Of course, if you have any questions, you should discuss them with your manager.

All records and files maintained by ASC are confidential and remain the property of ASC. Records and files are not to be disclosed to any outside party without the express permission of the Human Resources Administrator. Confidential information includes, but is in no way limited to: financial records; business, marketing and strategic plans; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on customers, vendors and suppliers; inventions, programs, trade secrets, formulas, techniques and processes; and any other documents or information regarding ASC's operations, procedures or practices. Confidential information may not be removed from ASC's premises without express authorization.

Employees who violate this policy of confidentiality are subject to disciplinary action, up to and including termination of employment. Moreover, ASC reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

#### **Open-Door Policy**

ASC promotes ongoing open communications between its employees and management. We believe that good communication is essential to the well-being of ASC as an organization and that problems, questions, concerns or complaints that are left unresolved negatively impact our work and our environment. If you have a question, concern or complaint of any kind, you are urged to bring it immediately to the attention of your supervisor. Alternatively, if you believe that your immediate supervisor is not the appropriate person with whom to raise the concern, you may raise it with a manager, a Human Resources Representative or ASC's Executive Director without fear of reprisal.

#### **Complaint Resolution**

If you have any concerns or questions about your job, get it out in the open and talk about it. Discuss it frankly with us and we will do everything we can to help you remedy the situation. Your complaint will be handled in an open and fair manner.

First, if you feel you have a problem, you should present the situation to your immediate supervisor. Your immediate supervisor knows you and your job best. Past situations have shown that most problems can be settled by simple examination and discussion of the facts at this level.

However, if your complaint involves your supervisor, or if you are not satisfied with your supervisor's response, or if for any reason you do not wish to bring the problem to your supervisor's attention, you may present your concern to your manager or to Human Resources Representative.

Finally, if your problem is still not solved to your satisfaction, you may contact the ASC Executive Director. All complaints will be discussed, reviewed and investigated in a confidential manner. In addition, we wish to assure you that you will not be retaliated against in any manner for the use of this Complaint Resolution Procedure.

## WORKING AT ASC

### Employment Classifications

Throughout this handbook you will find various terms relating to employment status and to assist you in understanding them, they are defined as follows.

#### Full-Time Employees

Full-time employees are those employees who have received an appointment of twelve (12) months or more and who are regularly scheduled to work at least forty (40) hours per week. Full-time employees are eligible for full benefits which include medical, dental, vision, life insurance, long-term disability, retirement, holidays, vacation, sick pay, tuition reimbursement and other benefits based on various participation schedules.

#### Part-Time Benefited Employees

Part-time benefited employees are those employees who are regularly scheduled to work at least thirty (30) hours per week but less than thirty-five (35) hours. Part-time benefited employees are eligible for benefits which may include medical, dental, life insurance, retirement, vacation, sick pay, holiday pay and other benefits based on various participation schedules.

#### Part-Time Employees

Part-time employees are those employees who are regularly scheduled to work less than twenty-five (25) hours per week. Part-Time employees are eligible for sick pay benefits.

#### Temporary Employees

Temporary employees are those employees who are hired for a specific task, project or season usually involving fewer than 180 days, equivalent to six (6) months. Temporary employees are eligible for sick pay benefits.

#### Student Employees

Student employees are those employees who regularly attend class at CSUF and have a work schedule not to exceed twenty (20) hours a week. Student employees are not eligible for ASC employee benefits. Student employees are paid at an hourly rate and may be exempt from paying Social Security and Medicare during the academic year. Student employees are eligible for sick pay benefits.

#### Categories for the Purposes of Overtime:

For purposes of overtime compensation, employees are also classified as either non-exempt or exempt:

**Non-exempt** employees are entitled to receive overtime pay when they work overtime hours; or

**Exempt** employees are not entitled to receive overtime compensation. These exempt employees are salaried executive, administrative and professional employees.

#### Hours of Work, Meal Periods and Schedules

Generally, ASC is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday, although individual operations or projects may have different business hours. ASC's regular workweek is Sunday through Saturday, beginning at 12:01 a.m. on Sunday morning and ending at 12:00 a.m. the following Saturday night. Most employees are assigned a work schedule and are expected to begin and end their workday in accordance with their schedule. Daily and

weekly work schedules may change from time to time at the discretion of ASC to meet varying needs of our business.

Employees are expected to observe their assigned meal and rest periods. With regard to rest periods, employees are authorized and shall take one (1) ten (10) minute rest break for every four (4) hours worked. This rest break should be taken during the middle of the work period as the work day permits. Employees should not leave the premises during the rest period.

A meal period is either thirty (30) minutes or one (1) hour, and it should be scheduled so that adequate office coverage is provided at all times. All non-exempt employees must take at least thirty (30) minutes unpaid lunch period when they work more than five (5) hours per day. If the total work period per day is no more than six (6) hours, the meal period may be waived by mutual consent of both ASC and the employee by signing a waiver form. Employees who work in excess of ten (10) hours in a workday are eligible to receive a second unpaid meal period of no less than thirty (30) minutes. If the total hours worked is no more than twelve (12) hours, the second meal period may be waived by mutual consent of the ASC and the employee only if the first meal period was not waived.

The specifics of your work schedule will be determined by your supervisor; and meal and rest periods may not be saved until the end of the schedule for the purpose of leaving early.

At times, emergencies such as power failures, road closings, earthquakes, fires or severe weather may interfere with ASC's operations. In such an event, ASC may order a temporary shutdown of all or part of its operations. Depending on the circumstances, time off may or may not be paid.

### **Employee Eligibility**

Those individuals with a right to work in the United States include, but are not limited to, citizens of the US, resident aliens and individuals with visas that permit employment in the US. All new employees must complete the I-9 form and must provide proof of the right to work in the US by submitting original documentation that is required by the US Department Homeland Security Enforcement. ASC will not continue to employ an individual who does not meet the eligibility requirements for employment in the U.S.

All documents presented must be in their original form; or in the case of State-issued birth certificates, a certified copy with seal must be presented. All documents must be in the current name of the individual, unless the individual is able to present an official document linking a previous name to the current name. For example, a marriage license may be used to link the previous name to the married name. Those unable or unwilling to provide appropriate documentation and complete the verification form will be terminated. Any falsification of required documentation will result in immediate termination.

### **Attendance and Punctuality**

ASC expects you to be reliable and to be punctual in reporting for scheduled work. You will be considered late if you do not report to work at the time of your scheduled start time. Absenteeism, tardiness and early departures from work place an undue burden on other employees and on ASC. If you cannot avoid being late to work or are unable to work as scheduled, you must call and report your absence to your supervisor at least fifteen (15) minutes before the start of your schedule, although each department may have different requirements

regarding when you must call in. It is not acceptable for you to ask a receptionist to report your absence to your supervisor. If it is not practical for you to speak with your supervisor when you call, you must leave a message and then call back when your supervisor is available.

Excessive absenteeism, early departures or tardiness may lead to disciplinary action, up to and including termination of employment. Simply notifying your supervisor that you will be absent or tardy does not mean that the absence or tardiness is excused. If you are absent due to illness for three consecutive days or more, ASC reserves the right to require a doctor's certificate before you return to work. Employees who fail to report to work without any notification to the employee's supervisor for three consecutive days will be considered to have voluntarily terminated their employment with ASC as of the first day of the unreported absence.

### Timekeeping

Non-exempt employees must record their actual time worked for payroll and benefit purposes by clocking in/out via the Time Clock Plus system, including the time that they begin work, the time that work ends, and the times of their meal periods.

Exempt employees are required to submit an exception report via Time Clock Plus for reasons such as leave without pay, sick leave or personal business. All planned vacation, disability or medical leave of absence should have prior approval via Time Clock Plus system.

Any errors on your time reporting in the Time Clock Plus system should be reported immediately to your supervisor who will attempt to correct legitimate errors. Altering, falsifying and tampering with time records, or recording time on another employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment.

### Overtime

From time to time or as necessary, you may be required to work overtime. Non-exempt employees will be paid one and one-half (1.5) times their regular straight time rate for all hours worked over forty (40) hours in a workweek, eight (8) hours in a workday, or for the first eight (8) hours on the seventh consecutive day of work in a workweek. Non-exempt employees will be paid two (2) times their regular rate for all hours worked in excess of twelve (12) in a workday or in excess of eight (8) on the seventh consecutive day of work in a workweek. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. Exempt employees are not entitled to overtime pay.

You may not work overtime unless it has been authorized in advance by your supervisor. Employees working unauthorized overtime will be subject to disciplinary action. Additionally, project employees **must** obtain the Project Director's prior approval to ensure overtime is payable under the grant or sponsored contract. ASC federal sponsored project employees have to indicate and certify his/her time/efforts for the project on the attendance records.

### Pay Periods, Paydays and Paychecks

Pay periods occur every two (2) weeks and payday is the Friday of the following week after the pay period ends. Schedules of ASC's pay periods and paydays are available at ASC's Payroll office and on the ASC website. Paychecks are available for pick up after 10 a.m. at ASC's payroll office. Some departments pick up the checks for the entire department for distribution after 10 a.m.



If an employee wants to authorize another individual to obtain his or her paycheck, the employee must provide written authorization. This individual must provide proper identification and sign for the check before it will be released.

### **Direct Deposit**

All employees may authorize ASC to automatically deposit their pay into one (1) or more checking or savings accounts. Specifically, an employee may designate up to three (3) bank accounts into which his or her paycheck may be distributed. The applicable forms are available at the payroll office or on the ASC website and employees should keep in mind that it usually takes two (2) payroll periods to process a direct deposit request. Direct deposits usually are recorded by the designated institution on the scheduled payday. In lieu of a paycheck, employees who choose direct deposit will receive a check stub through the Employee Online (EO) web portal that reflects their applicable payroll information.

### **Payroll Deductions**

ASC may deduct items of indebtedness from your paycheck if you have provided written advanced authorization. Items of indebtedness include approved bookstore purchases; overpayment of wages including vacation, personal floating holidays and sick pay; tools and equipment issued to you; damages caused to equipment or to the workplace as the result of the employee's gross negligence; for situations arising from willful misconduct or dishonesty; or other outstanding payments.

### **Wage Garnishment**

Employees are responsible for their own debts even when ASC receives a wage garnishment. Garnishments are court orders requiring ASC to remit part of an employee's wages to a third party in payment of various types of debt, including taxes, child support, alimony, loans, mortgages, etc. Because a garnishment is based on an individual's failure to pay a debt incurred, it is our experience that anyone may receive a garnishment regardless of wealth or economic resources. For example, the individual may simply contest the debt and has refused to pay. Nevertheless, garnishments cause considerable paperwork and expense for ASC.

Although we understand that a wage garnishment can happen to anyone, we strongly encourage employees to work out any financial problems before this situation occurs.

### **Business Expense Reimbursement**

Employees are reimbursed for reasonable expenses that are incurred as the direct result of performing his or her job duties. These expenses may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage in accordance with the ASC's travel policies. Refer to Policy TR250. A travel advance may be requested and received. All expenses incurred and receipts must be attached to the travel claim and submitted to accounts payable within thirty (30) days of the date of the expenditure. Employees are expected to exercise restraint and good judgment when incurring expenses and should contact their supervisor before incurring an expense when they have any questions about whether an expense will be reimbursed.

Project Employees who travel for purposes of a contract or grant must adhere to any policies required by the contract, grant or granting agency.

### Employee Records

We keep records concerning your employment, so it is important that your personnel records are accurate and up to date. When you were hired, you provided us with certain information about yourself and it is important that this information remains current because it enables us to reach you in an emergency, to maintain your benefits properly, and to compute your payroll deductions. Please notify ASC immediately of any change in your name, address, telephone number, marital status, number of dependents, beneficiary or dependents listed on your insurance policy or any change in the person that you want us to notify in case of an emergency. Most changes can be made via the Employee Online portal. For other changes, please see the HR office.

### Performance Reviews

ASC believes in the principle that employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. Performance evaluations are provided annually, usually in July (unless otherwise specified by your department), although performance evaluations may be conducted at any time to provide both you and your supervisor with the opportunity to discuss your job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your performance if required. Employees also may receive an appraisal any time there is a change in performance or changes in position duties. Where performance problems exist, ASC will endeavor to notify an employee about his or her deficiencies. Such notification is an opportunity for the employee to improve. At the same time, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion or even continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions and demotions are determined by and at the discretion of ASC.

In addition to these more formal performance evaluations, ASC encourages you and your supervisor to discuss your job performance on an ongoing basis.

### **Job Opportunities within ASC**

Employees who are interested in other job opportunities within ASC should contact ASC's Human Resources office. All position announcements are posted on ASC's website (under job opportunities) for at least three (3) days and/or until filled.

Individuals applying for open positions with ASC should have the minimum qualifications as stated in the announcement. To be considered an applicant, an application must be submitted by following the application procedures as indicated on the job posting.

For non-managerial positions, an employee may be selected for a promotional position without having the position announcement if the open position is in a normal progression for that position and that individual has the qualifications as stated in the job description to perform the required job duties. For more information, please refer to the Promotion/Transfer policy and Recruitment/Selection policy posted on the ASC website.

### **Internal Job Opportunities**

ASC is committed to providing employees with opportunities for both professional and personal growth. We encourage internal mobility in the form of a transfer or promotion to an open position, whenever appropriate. Internal mobility is based on employee performance, qualifications, knowledge training and talent, as evidenced by daily work and management assessment.

We believe in full transparency among all parties who may become involved in an internal job transfer. Common courtesy should prevail such that a Hiring Supervisor and an employee do not engage in any discussion about internal employment opportunities without having spoken in advance with the employee's current supervisor.

Please see ASC's promotion and transfer policy found on ASC's website.

### **Bridging of Service**

ASC allows service credit for employees who were previously employed by ASC, if reinstated within one (1) year of their employment separation. Time away from work for approved leaves of absence will not be treated as a break in service if the length of the break remains within the limits of the leave policy. Service time adjustments will be made by Human Resources.

## **ASC'S BENEFITS**

### **Medical Plan**

All full-time and part-time benefited employees are eligible for medical coverage the first day of the month following date of benefited employment. You must enroll in a plan within thirty (30) days of appointment or during open enrollment. ASC and the employee share in the cost of this program. Enrollment for employees can be for yourself and your eligible dependents. Complete details on our medical benefit plans are described in separate materials which will be provided to you at your request or at your benefits orientation.

### **Dental Plan**

ASC provides eligible full-time and part-time benefited employees and their dependents dental care benefits. ASC's dental plan for full-time employees is a reimbursement plan designed to reimburse employees for incurred dental expense by eligible providers. Part-time benefited employees have a separate dental plan. Complete details of ASC's dental benefit plans are described in separate materials which will be provided to you at the time of hire or another qualifying event.

### **Loss of Other Coverage**

If an employee has declined or canceled enrollment in ASC's health or dental coverage plans because the employee has other employer group health coverage, and the employee then loses that other coverage, the employee may enroll in ASC's current plan and may request enrollment for him or herself and/or for all family members. The request must include proof of loss of coverage and be received within sixty (60) days after the other coverage ends. The effective date is the first of the month following the request to enroll.

### **Vision Plan**

Full-time employees are eligible for vision care coverage effective the first day of the month following benefited employment. ASC's vision coverage is through VSP vision care. Complete details of ASC's vision benefit plan are described in separate materials which will be provided to you at the time of hire or other qualifying event.

### **Life Insurance**

Full-time and part-time benefited employees are eligible for life insurance. Complete details of this benefit are described in separate materials which will be provided at the time of hire or other qualifying event.

### **Long Term Disability**

Long Term Disability (LTD) is an optional benefit and provides income for full-time employees who become disabled from an accident or injury and cannot continue to work. If you do not enroll within the first 30 days of employment, you may be required to provide proof of eligibility or you may be denied coverage. Complete details of this benefit are described in separate materials which will be provided to you at the time of hire or other qualifying event.

### **Health Flex Plan**

Full-time employees who have medical, dental and/or vision coverage through another employer group plan may waive their medical, dental and/or vision coverage and will be eligible to enroll in the health flex benefit plan at employment or during open enrollment. Complete details of

ASC's health flex benefit plan are described in separate materials which will be provided at the time of hire or other qualifying event.

### COBRA

All employees enrolled in benefits at the time of separation from ASC are eligible to continue medical, dental and vision through COBRA.

### Social Security

Most employees of ASC are covered by Social Security benefits. Social Security costs are borne by both the employee and ASC.

### Workers' Compensation

All employees are covered by ASC's Workers' Compensation Insurance. The cost of the insurance is borne by ASC with no cost to the employee. The purpose of Workers' Compensation is to assist employees who have suffered a job-related injury or illness. If you are injured on the job or incur a work-related illness, please contact your supervisor and Human Resources *immediately* to receive information or appropriate medical treatment.

### State Disability Insurance

All **non-student** employees are covered under the state disability insurance plan which provides benefits in the event you need to miss work due to a non-work-related accident or illness. A small percentage of your wage will be deducted each pay period for disability insurance. Benefits will begin the first day you are hospitalized or after the seventh day of illness or accident if you are not hospitalized. You must file a claim with the state to receive this benefit.

### Unemployment Insurance

All non-student employees are covered by unemployment insurance which provides payment to an eligible individual who is unemployed, physically able to work and available to accept and actively seek employment as directed. ASC pays the entire premium for this insurance for our employees.

### Retirement Benefits

ASC provides a retirement plan for eligible full-time and part-time benefited employees through TIAA/CREF (Teachers Insurance and Annuity Association/College Retirement Equities Fund) to assist employees in meeting their future income goals. Eligible employees may participate in the plan immediately. Complete details of this benefit are described in separate materials which will be provided to you during your benefits orientation.

### Supplemental Retirement Benefit Plan

All employees may also participate in the supplemental retirement plan by completing an Enrollment and Salary Reduction Form for TIAA/CREF Supplemental Retirement Annuity. ASC does not contribute any funds on behalf of the employee to this plan. Complete details of this benefit are described in separate materials which will be provided to you at your request or at the time of hire. Employees, who wish to make changes to the plan regarding premium allocation, beneficiaries, etc., should call the TIAA/CREF toll-free number: 800-842-2776.

### Post-Retirement Benefit Plan

The normal retirement age under the TIAA/CREF plan is on the sixtieth (60) birthday. Employees may receive early retirement benefits with provisions to be followed. Employees

may request a Retirement Benefit Package by calling TIAA/CREF headquarters toll-free at (800) 842-2777.

To receive post-retirement medical benefits, the individual must be a full-time employee (working 40 hours weekly) at retirement and have met the years of service eligibility requirement. **All employees hired prior to December 31, 1991, will be eligible to receive post-retirement medical benefits under the PERS eligibility requirements.** Complete details of the post-retirement benefit plan are described in separate materials.

**Vacation**

All full-time and part-time benefited employees may accrue vacation to be used as paid time away from work. Employees accrue vacation pay according to classification and length of service. The vacation year is January 1 to December 31. Eligible employees begin accruing vacation on the first day of employment. Vacation accrues on a monthly basis and will be reflected as it accrues on an employee’s paycheck (credited on the first and second paycheck of the month). Employees will not earn vacation accrual during an unpaid leave of absence.

Full-time employees accrue monthly vacation hours according to the schedule below:

<u>Length of Service</u>	<u>Executives/ Management</u>	<u>Exempt/ Salaried</u>	<u>Non-Exempt/ Hourly</u>
	13.33		
1 to 60 months (5 years)		8.00	6.67
61 to 120 months (10 years)		10.67	10.00
121 to 180 months (15 years)		12.00	11.33
181 to 240 months (20 years)		13.33	12.67
over 241 months		13.33	13.33

Part-time benefited employees accrue monthly vacation hours according to the schedule below:

<u>Length of Service</u>	<u>Non-Exempt &amp; Exempt</u>
1 to 60 months (5 years)	5.00
61 to 120 months (10 years)	7.50
121 to 180 months (15 years)	8.50
181 to 240 months (20 years)	9.50
over 241 months	10.00

**Vacation Accrual**

The maximum number of vacation hours per employee is up to 320 hours. When vacation accrual reaches its maximum entitlement at any time of the year, it ceases. Therefore, employees with 320 vacation hours will stop accruing vacation hours until their leave balance is reduced below 320 hours. All accrued but unused vacation hours will be paid to the employee upon separation of employment with ASC at the employee’s current rate of pay.

**Use of Vacation**

Requests for vacation should be made at least one (1) month prior to the date the vacation is to start. If a scheduling conflict develops, preference will be given to the employee who requested the schedule first. To request vacation, a vacation request must be submitted via the Time Clock Plus system and approved by your immediate supervisor. ASC retains the right not to approve

vacation at any time and at specified times of the year that absence of the employee would adversely affect normal business operations.

Only accrued vacation time may be taken. ASC does not permit advances of vacation pay.

Exempt employees must take vacation accruals in increments of a minimum of eight (8) hours. Non-exempt employees may take vacation accruals in increments of no less than thirty (30) minutes.

To receive vacation pay, vacation hours must be recorded on the Time Clock Plus system for the period for which it was used.

### Holidays

The President of the University establishes the academic schedule and holidays for the University and ASC generally observes the same holidays. All full-time regular and part-time benefited employees are eligible to receive holiday pay, but they must be actively working with ASC on the date that the holiday is actually observed, as established by the University's academic calendar to qualify for holiday pay. No holiday pay will be credited for all employees who are on unpaid leave status.

Exempt employees who work on holidays are eligible to take informal time off within ninety (90) days of the holiday worked. Non-exempt employees who work on holidays will be paid the holiday hours in addition to hours worked. When a holiday falls on a Saturday or a Sunday, it is usually observed on the preceding Friday or the following Monday.

ASC is closed on the following holidays:

- |                               |                           |
|-------------------------------|---------------------------|
| 1. New Year's Day             | 6. Labor Day              |
| 2. Martin Luther King, Jr Day | 7. Veterans' Day          |
| 3. Washington's Birthday      | 8. Thanksgiving Day       |
| 4. Caesar Chavez Day          | 9. Day after Thanksgiving |
| 5. Independence Day           | 10. Christmas Day         |

ASC observes the day after Thanksgiving and three (3) days during Winter Break as paid holidays. See the current Calendar Year Holiday Schedule for exact dates.

Holiday pay will be paid on a pro rata basis to those employees who are regularly scheduled to work fewer than eight (8) hours per day. Eligible employees must use leave credits (vacation) during the closure of the campus between December 25 and January 1 for any days during the Winter Break not designated as paid holidays. Employees who do not have enough vacation time accrued will be considered off without pay.

### Sick Pay

Full-time, part-time benefited, part-time regular, temporary and student employees are eligible to receive sick pay to be used for personal illness, injury or doctor's appointments. Full-time and part-time benefitted employees will accrue sick time on a monthly basis, while part-time regular, temporary and student employees are awarded sick pay hours at the time of hire and annually thereafter.

Abuse of sick leave is defined as the use of sick leave for purposes other than those defined in this policy. Supervisors shall periodically analyze attendance records for evidence of possible abuse (e.g., patterns of absences on Fridays/Mondays, seasonal absences, absences when a vacation request has been denied). Absences interrupted by weekends and/or holidays are considered consecutive. Sick leave should be denied when there is evidence or reason to believe abuse has occurred until or unless the employee provides satisfactory evidence of legitimate use of sick leave. Where a supervisor has reason to suspect that an employee is abusing sick leave the supervisor may require the employee to provide a physician's certificate for a fixed duration to verify legitimate use of sick leave.

Full-time employees begin accruing sick pay on the first day of employment and will earn eight (8) hours of sick leave credit for each month of service. Part-time benefited employees accrue six (6) hours of sick leave credit for each month. Sick pay is accrued on a daily basis and employees do not accrue sick pay during unpaid leaves of absence.

All part-time regular, temporary, and student employees are eligible to receive twenty-four (24) hours paid sick leave upon commencement of employment and at the start of each fiscal year thereafter. This paid sick time can be used after ninety (90) days of employment. Unused sick pay for part-time regular, temporary and student employees is not carried over to the next fiscal year.

To receive sick pay, absences for illness or for a doctor's appointment must be recorded on the timesheet for the period for which it was used. You may not record more sick leave hours on your time records than you have accrued. Any sick leave hours recorded in excess of sick leave accrued will be treated as "unpaid leave." Employees who are on sick leave with or without pay may be subject to the attendance policy.

Only accrued but unused sick pay credits may be used. If you do not have sufficient sick leave credits to cover the disability period, you may use any paid leave accrual benefit or the leave may be taken without pay. Non-exempt employees must take sick leave hours in increments of a minimum of thirty (30) minutes. Exempt employees must take sick leave credits in increments of a minimum of eight (8) hours.

Employees who are eligible for sick pay may use no more than half (1/2) of their annual accrual to care for a parent, spouse, domestic partner, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, child, step-child or any relative residing in the employee's immediate household.

*Coordination of Benefits: Required Use of Paid Sick Leave*

Employees who take a Paid Family Leave (PFL) may use a maximum of 40 hours per week of vacation accruals as well as the PFL benefit. If you are absent for a reason that qualifies you for PFL payments and you elect to receive PFL benefits, you are required to use any accrued and unused sick leave during the seven (7)-day waiting period before PFL benefits begin. PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave pay. If you have no sick leave pay available, accrued and unused vacation will be used to supplement your PFL benefits.



Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for seven (7) calendar days. If you elect to receive SDI payments for the duration of your leave, any accrued sick leave will be used for the first seven (7) days before SDI payments begin. If you have no accrued sick leave, any accrued vacation will be used during the waiting period. SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused sick leave. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.

### Notify Your Supervisor/Manager

If you are absent from work for medical reasons, you are required to contact your supervisor/manager each day of the absence unless the leave is covered by a physician's statement or the supervisor/manager has approved the absence for the leave required.

### Physician's Statement Requirement

Employees absent from work for three (3) or more days due to illness or injury must provide a physician's certification of illness before returning to work. The physician's certification must also verify that the employee can perform their normal work functions, is able to return to work, and give any accommodation that should be considered.

### Leave Donation Program

To assist ASC employees who experience a catastrophic illness and deplete their leave, ASC has a leave donation program. ASC employees who accrue sick leave may voluntarily donate sick pay hours to another ASC employee who is eligible to accrue sick pay and has exhausted all sick pay accruals due to a catastrophic illness or injury. A catastrophic illness is an illness or injury that totally incapacitates an individual.

The total accrued sick leave hours an employee may donate may not exceed forty (40) hours in a twelve (12) month period. Only sick pay accruals may be donated and only in increments of no less than two (2) hours.

An employee who wishes to participate in the leave donation program may request solicitation of sick pay hours by completing the Request for Solicitation of leave accrual form. The department or Human Resources may then solicit sick pay or publish the request. Employees who wish to donate hours will be required to complete a leave donation form and submit it to Human Resources. The donated hours will be transferred to the requesting employee at the end of the pay period. Forms may be obtained from the ASC website under the Human Resources section.

### Employee Discounts

Employees may obtain discount tickets on various amusement attractions, seasonal events, dinner theaters and shows, movie tickets, fine arts, sporting events, books and special events. For more information please inquire with Human Resources.

### Employee Recognition

The University acknowledges employees for their service and dedication to the University. ASC employees are included in this recognition and may receive awards for every five (5) years of service.

Employees may also be acknowledged or recognized by their department, although the type of acknowledgement will vary. For example, some departments may acknowledge outstanding performance through employee of the month awards while other departments may recognize employee birthdays and anniversaries.

### **Titan Card and Titan Tender**

The Titan Card is the University's official means of identification that provides employees with access to a variety of campus services and products. In many areas, the Titan Card ID number will serve as a means to record an employee's work hours and attendance. Cardholders have the option to open a prepaid, stored value account (Titan Tender), which allows the employee to purchase goods at various on-campus locations. Newly hired employees receive a Titan Card at no cost. There is a fee for replacement cards. The Titan Card office is located on campus, on the first floor of Pollack Library.

### **Credit Union**

As an employee of ASC, you may utilize the services of SchoolsFirst Federal Credit Union. SchoolsFirst offers many services including checking accounts, payroll deductions for shares, loan payments and direct deposit.

### **Education Reimbursement**

ASC encourages employees to continue their education efforts to increase their efficiency in their current position and as a tool to acquire knowledge to perform other higher-level positions within ASC. Full-time ASC employees who have completed one (1) full year of employment are eligible for tuition reimbursement. An employee's part-time service may be used for service time eligibility.

Courses taken must be towards a degree program, related to the employee's job function or other positions within ASC. The program shall reimburse tuition only with reimbursement based on the grade received.

An Education Approval/Reimbursement Application must be completed, approved by the appropriate manager, and forwarded to Human Resources prior to the beginning of the course. For more information regarding procedures for course approval and refund, contact Human Resources.

### **Computer Training**

ASC recognizes the need for its employees to be competitive in a technology-driven world. As such, CSUF's Employee Training & Development offers extensive training classes in most Microsoft, Adobe and Macromedia Software packages as well as other assorted applications. ASC employees have the opportunity to take these training classes to enhance their skills.

## **LEAVES OF ABSENCE**

### **Family/Medical Leave**

Under the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), eligible employees are entitled to take medical leave and family care leave up to a combined total of twelve (12) weeks in any twelve (12)-month period.

To qualify for a medical leave or family care leave, an employee must have worked for ASC for at least twelve (12) months and must have provided at least 1,250 hours of service during the twelve (12)-month period prior to beginning each leave.

As determined by applicable law in effect at the time of said leave, a leave may be granted to an employee for the following reasons:

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

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care in a hospital, hospice or residential health care facility; or (2) continuing treatment or continuing supervision by a health care provider that also requires an absence from work or other regular daily activities of more than three (3) days.

Eligible employees are entitled to take family care and medical leave of absence up to a combined total of twelve (12) weeks in a twelve (12)-month period. Computation of the twelve (12)-month period is based on a rolling twelve (12) months. Leave for the birth, adoption or foster placement of a child must conclude within one (1) calendar year of the actual birth, adoption or placement. If both parents work for ASC, the parents' combined leave for the birth or placement of a child may not exceed twelve (12) weeks during any twelve (12)-month period.

An eligible employee may take intermittent leave or may work a reduced work schedule for a serious health condition of the employee's child, parent, spouse or for the employee's own serious health condition when medically necessary and if certified by a health care provider. If the need for the leave or intermittent leave is foreseeable, the employee should consult with ASC and make a reasonable effort to schedule any planned treatment in cooperation with ASC, if possible, in order to minimize disruption to the workplace.

Group health insurance coverage will continue for eligible employees taking family care or medical leave under this policy under the same terms and conditions that applied before the leave commenced. To continue health insurance coverage, the employee must continue to make any premium contributions that he or she was required to make prior to taking leave. Premium payments are due monthly and should be made payable to ASC and mailed or delivered to the Human Resources department. If an employee fails to pay his or her portion within thirty (30) days of the due date of a premium, his or her health insurance coverage may be canceled. In such cases, employees will be notified at least fifteen (15) days before coverage terminates.

Employees on family care or medical leave do not accrue benefits including holiday pay while on unpaid leave. Employees will not accrue vacation and sick pay while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work. An employee who takes a family or medical care leave of absence will not lose any seniority earned prior to the commencement of family care or medical leave.

Family care and medical leaves are unpaid. An employee who is granted a family or medical care leave of absence will utilize any accrued but unused paid time off benefits (*i.e.*, vacation and sick leave) during the period of the leave if they elect benefits associated with Paid Family Leave (PFL) or State Disability Insurance (SDI) benefits. See Coordination of Benefits for additional information on this policy. Any portion of a leave that occurs after all paid time off benefits have been exhausted will be without pay.

Any unpaid or paid portions of this policy shall be added together and will not extend the 12-week total leave period limitation allowed under the family and medical leave policy.

Employees who need to take family care or medical leave should contact the Human Resources Manager as soon as they learn of the need for leave, even when they do not know the precise dates that leave will begin. If foreseeable, at least thirty (30) days' notice is required. For events that are not foreseeable thirty (30) days in advance, but are not emergencies, the employee must give notice within two (2) working days of learning of the need for the leave. If ASC determines that the notice was inadequate, it may require the employee to delay his or her leave. If circumstances of the leave change and the employee is able to return to work earlier than indicated, the employee is required to notify Human Resources at least two (2) working days prior to the date he or she intends to return to work. Similarly, if an employee learns he or she will be unable to return to work on the date previously indicated, the employee is responsible for applying for an extension and furnishing a medical recertification for an extension, prior to the date that the leave expires.

An employee taking leave for the serious health condition of a family member or for his or her own serious health must provide ASC with certification from a health care provider on ASC's form, within fifteen (15) calendar days of ASC's request. Failure to provide a satisfactory medical certification may result in the denial of leave.

In cases of a leave for the serious condition of an employee, ASC may require the medical opinion of a second health care provider at its own expense, chosen by it to substantiate a medical certification. If the second opinion is different from the first, ASC may require the opinion of a third health care provider (also at its own expense) jointly approved by both ASC and the employee. The opinion of the third health care provider will be binding on both ASC and the employee.

If an employee requests an extension of leave beyond the time estimated by the health care provider, ASC will require recertification of the employee's or the family member's serious health condition. ASC also requires employees taking leave for their own serious health condition to present a Doctor's Release before returning to work. In no event will a leave be extended beyond the maximum twelve (12)-week period.

You may not be employed with any employer, other than ASC, during your leave of absence. Outside employment during your leave will result in immediate termination.

When an employee is able to return to work, he or she should give ASC at least two (2) weeks' notice. This is important so that the employee's return to work is properly scheduled.

Under most circumstances, ASC will reinstate employees to their former or equivalent position if they return from leave within twelve (12) weeks. Exceptions, however, may occur as permitted

by law. For example, ASC cannot guarantee reinstatement if the employee is a salaried employee and among the highest paid ten (10) percent of all employees within a seventy-five (75) mile radius and reinstatement would cause substantial and grievous economic injury, or if the employee would have been subject to layoff or job elimination had the employee not taken leave. Employees should also understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave.

Employees who do not return to work immediately upon the expiration of an approved leave of absence or within the maximum period allowed for the family care and medical leave will be considered to have voluntarily terminated from ASC.

Your continued absence from work because your leave must extend beyond thirty (30) weeks will normally be considered a voluntary resignation of your employment with ASC. The cessation or continuation of eligible benefits upon separation of employment is subject to the respective plan terms and conditions.

### Leave Related to Military Service

A leave taken due to a “qualifying exigency” related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member’s health care provider.

### Pregnancy Disability Leave

All employees are eligible to take an unpaid leave of absence for their own disability caused by pregnancy, childbirth or related medical conditions.

Pregnancy-related disability leave may be taken for the duration of the disability up to four (4) months for each pregnancy. At the end of the employee’s period of pregnancy disability (not to exceed four [4] months), employees who are also eligible for a family care and medical leave, as described above, may take a leave up to twelve (12) weeks for reasons of the birth of her child. The maximum possible combined leave for both family care and medical leave and pregnancy disability leave for the reason of the birth of the child is four (4) months and twelve (12) weeks. This assumes that the employee is disabled by childbirth or related medical conditions for four (4) months and then requests, and is eligible for, a twelve (12)-week family leave for the reason of the birth of her child. Pregnancy-related disability leave is counted towards an employee’s FMLA entitlement.

An employee is also entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability so long as (i) the employee requests the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable; and (ii) the request can be reasonably accommodated by ASC. Employees who are transferred to accommodate a pregnancy-related disability possess the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

ASC may also require an employee to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate an employee’s need for intermittent leave or a reduced work schedule.

Employees will not accrue vacation and sick pay while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work. An employee who takes a pregnancy-related disability leave of absence will not lose any seniority.

Pregnancy-related disability leaves are unpaid. An employee who is granted a pregnancy-related disability leave may elect to use any accrued but unused paid time off benefits (i.e. vacation or sick leave) during the period of the leave. Employees who elect to receive Pregnancy Disability Leave (PDL) Benefits will be required to coordinate any accrued but unused time off benefits. Any portion of a leave that occurs after all paid time off benefits have been exhausted is without pay. Any unpaid or paid portions of this policy shall be added together and will not extend the four (4) month total leave period limitation allowed under this pregnancy-related disability leave policy.

ASC will maintain group health insurance coverage for up to a maximum of four (4) months if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Employees will be responsible for and expected to arrange for direct payment of their portion of the group insurance premiums for themselves and their dependents during that time. The employee may be required to reimburse ASC for premiums paid during the PDL if the employee fails to return to work following the completion of the PDL.

An employee requesting pregnancy-related disability leave must provide medical certification that she is disabled by pregnancy. Medical certification is required under the same conditions as is required for family care and medical leaves of absence as described above. An employee taking a pregnancy-related disability leave must present a Doctor's Release before returning to work.

Employees should contact their supervisor as soon as they learn that they will need a pregnancy-related disability leave, even when they do not know the precise dates that such leave will begin. Employees must provide at least thirty (30) days' notice when the need for pregnancy-related disability leave is foreseeable. If the need for leave is not foreseeable, notice must be given to ASC within two (2) business days of learning of the need for the leave.

Employees must indicate the estimated time and duration of the leave and make a reasonable effort to schedule any planned medical treatment so as to minimize the disruption of ASC's activities.

If an employee requests an extension of leave beyond the time estimated by the health care provider, the employee must submit a recertification prior to the expiration date if the employee desires additional leave. Extensions will not be granted that cause the total period of the pregnancy-related disability leave to exceed the four (4)-month limitation.

You may not be employed with any employer, other than ASC, during your leave of absence. Outside employment during your leave will result in immediate termination.

When an employee is able to return to work, he or she should give ASC at least a two (2) weeks' notice. This is important so that the employee's return to work is properly scheduled. Under most circumstances, ASC will reinstate employees to their former or equivalent position if they return from leave within four (4) months. Exceptions, however, may occur as permitted by law.

Employees should understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave.

For example, an employee will not be reinstated to the same position where (i) s/he would not otherwise have been employed in the same position due to legitimate business reasons unrelated to her taking leave (such as layoff or job elimination); or (ii) the means of preserving the job would substantially undermine ASC's ability to operate its business safely and efficiently. In such cases, the employee will be placed in a comparable position for which the employee is qualified unless (i) no comparable position is available within ten (10) working days of the employee's return to work; or (ii) filling the comparable position with the employee would substantially undermine ASC's ability to operate its business safely and efficiently. Employees who fail to return to work at the conclusion of their approved leave or within the maximum period allowed for the leave will be considered to have voluntarily terminated from ASC.

### Organ Donor Leave

ASC will grant to an employee paid leaves of absence to assist with organ or bone marrow donation.

A leave of absence not exceeding thirty (30) business days to an employee who is an organ donor in any one (1) year rolling period, for the purpose of donating his or her organ to another person.

A leave of absence not exceeding five (5) business days to an employee who is a bone marrow donor in any one (1) year rolling period, for the purpose of donating his or her bone marrow to another person.

In order to receive a leave of absence, an employee should provide written verification to Human Resources that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or marrow. Any period of time during which an employee is required to be absent from his or her position by reason for being an organ or bone marrow donor will not be considered a break in his or her continuous service for the purpose of his or her right to salary adjustments, sick leave, vacation, annual leave or seniority. During any period that an employee takes leave under this policy, the company will maintain and pay for the coverage under any group health plan, for the full duration of the leave.

ASC may require as a condition of an employee's initial receipt of bone marrow or organ donation leave that the employee take up to five (5) days of earned but unused sick or vacation leave for bone marrow donation and up to two (2) weeks of earned but unused sick or vacation leave for organ donation. Bone marrow and organ donation leave shall not be taken concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act. Leave provided may be taken in one (1) or more periods.

Upon expiration of a leave authorized by this policy, ASC will restore the employee to the position held by him or her when the leave began or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. ASC may decline to restore an employee's position as required by this leave law because of conditions unrelated to the exercise of rights under this part by the employee.

### Personal Leaves of Absence

After an employee has completed at least one (1) year of continuous employment, an unpaid personal leave of absence for a specified period of time that is no longer than one (1) month may be granted, at ASC's discretion. Requests for a personal leave of absence must be presented in writing to the Human Resources Manager at least ten (10) days in advance, whenever possible. Your request will be considered on the basis of our staffing requirements, the reasons for the leave, as well as your performance and attendance record. Before taking an unpaid leave any accrued vacation must be exhausted.

Employees on a personal leave of absence do not accrue leave hours or benefits, including holiday pay. Vacation and sick pay will begin accruing when the employee returns to work. An employee who takes a personal leave of absence will not lose any seniority earned prior to the commencement of the leave.

ASC will not pay insurance premiums while an employee is on an unpaid personal leave of absence. Should you desire to maintain insurance coverage while on an approved personal leave of absence, you will have the option of continuing your insurance coverage by paying the entire monthly insurance premiums.

Before returning to work, an employee should notify the Human Resources Manager of the date at least two (2) weeks before the expiration of the leave. The Human Resources Manager will notify the employee if an opening exists. ASC cannot guarantee reemployment to employees returning from a personal leave of absence.

The following will be deemed a voluntary resignation while an employee is on a personal leave of absence:

- (1) Failure to advise ASC of your availability to work;
- (2) Application for unemployment benefits;
- (3) Obtaining another position;
- (4) Engaging in another business;
- (5) Failure to return to work when notified; or
- (6) Your continued absence from work beyond the time approved by ASC.

### Occupational Disability Leave

All employees, regardless of classification, are eligible for Workers' Compensation in the event of an occupational injury or illness according to applicable state law.

If you experience an occupational injury or illness, you must immediately contact your supervisor or Human Resources Representative to ensure proper and timely medical care. Your supervisor or Human Resources Representative will arrange for first aid, emergency care or other medical care as is necessary based on your injury or illness. ASC can designate that you be treated by a specific medical provider for up to thirty (30) days following the date of injury or illness, or as otherwise required by state law.



Your supervisor or Human Resources Representative will file the appropriate State Report of Injury. Once your claim for Workers' Compensation benefits is approved by the Company's Workers' Compensation insurance carrier or the applicable state agency, you will be eligible for reimbursement of your medical expenses incurred because of the injury or illness and compensation as determined by state law if you are absent from work for an extended period of time.

You may supplement your state Workers' Compensation benefit by using any accrued paid time off including sick leave, personal floating holidays and/or vacation during your occupational disability leave, not to result in your receiving more than one hundred (100) percent of your gross base salary.

During an occupational disability leave, you must pay your insurance premium contributions to continue participation in the ASC benefit plans. It is your responsibility to confirm if your premium contributions may be continued through payroll deduction or if you will need to make alternative arrangements for payment. Please contact your Human Resources Representative or Payroll office. ASC service, vacation, sick leave, personal floating holidays and any other benefits that are based on length of service will continue to accrue during an approved disability leave of absence. If a designated holiday occurs while you are on occupational disability leave, it will not be paid to you.

The ASC deserves the right to inquire periodically as to the date of your return to work and you are required to provide an updated Certification to confirm your continued inability to return to work due to your disability.

When you are able to return to work, you are required to give the ASC at least one (1) weeks' notice by contacting your Human Resources Representative and mailing to him/her a doctor's certificate stating that you are physically able to return to the position that you held immediately prior to your disability leave with or without reasonable accommodation. This notice is important so that your return to work is properly scheduled.

If you are on an approved FMLA leave and return to work immediately after the end of your approved FMLA leave, you will be returned to the same or an equivalent position with the same pay, benefits, and terms and conditions of employment, and with no loss in benefits accrued prior to the FMLA leave. Otherwise, and for a non-FMLA leave, we will make reasonable efforts to return you to the same or a similar job and at the same rate of pay held prior to your disability leave, subject to business needs that may exist.

If you neither return from work on your scheduled return date nor request, at least one (1) week in advance, an extension of the agreed-upon leave with appropriate medical documentation, you will be deemed to have voluntarily terminated your employment with the ASC.

In addition, failure to notify ASC of your ability to return to work or failure to return to work when scheduled by the Company will be deemed a voluntary termination of your employment with ASC.

Your continued absence from work because your leave must extend beyond thirty (30) weeks will normally be considered a voluntary resignation of your employment with ASC. The

cessation or continuation of eligible benefits upon separation of employment is subject to the respective plan coverage's terms and conditions.

### **Military Leave of Absence**

Military leaves of absence are granted without pay in accordance with applicable federal laws. An employee may use accumulated vacation credits in lieu of leave without pay. However, in order to be eligible, employees must submit written verification from the appropriate military authority at least two (2) weeks before the date of active duty. ASC will reinstate an employee returning from military leave to the same position or to a position with comparable functions, status and pay providing the employee: (i) has a certificate of satisfactory completion of service; (ii) applies within ninety (90) days after release from active duty; and (iii) is qualified to fill the position.

Full-time employees who are members of military reserves or National Guard units, and who are called to active duty may continue to maintain enrollment of their dependents in ASC sponsored health insurance programs until such time as those dependents are eligible for coverage by the employee's military unit. ASC will continue to pay the normal employer's share of those costs.

Exceptions to this policy will occur wherever necessary to comply with applicable laws.

### **Bereavement Leave**

All full-time and part-time benefited employees are eligible for benefits under this policy. An employee may request up to three (3) days of paid leave due to the death of an immediate relative. An immediate relative is defined as the employee's spouse, children, parents, siblings, in-laws, legal guardian, grandparents, grandchildren or members of the immediate household. The supervisor may require proof of the employee's relationship with the deceased and attendance at the funeral services.

If additional time is required or in the event of a death of a family member not included in the definition, employees who wish to take leave to attend the funeral may request vacation or unpaid time off.

If an employee requires bereavement leave, his or her supervisor should be notified as soon as practical of the need for leave. To receive pay, leave hours should be entered as a request or time sheet entry via the Time Clock Plus system. Bereavement leave is paid through an employee's sick pay accrual. Employees who have no leave accruals available may request time off without pay.

### **Voting**

If you lack sufficient time outside of working hours to vote in a statewide election, you may take work time off to vote. Such time off shall be taken at the beginning or the end of your regular work schedule. Under these circumstances, you will be allowed a maximum of two (2) hours on Election Day without loss of pay. Voting time off should be requested at least two (2) days before the time is needed.

### **Jury and Court Duty**

It is ASC's policy to provide its employees the opportunity to fulfill their civic obligations. If an employee is called to serve on jury duty, the employee is requested to notify his/her supervisor immediately. All full-time and part-time benefited employees will be paid no more than ten (10)

days of their regular wages while serving on jury duty. Non-benefited employees will be provided time off for jury duty but are ineligible for compensation during jury duty.

In order to receive compensation, you must give your supervisor prior written notice that you have been summoned for jury duty. You must furnish evidence satisfactory to ASC that you reported for or performed jury duty on the days for which you claim such compensation (such evidence normally would be the pay voucher provided by the appropriate court).

If your services as a juror are not required for all or any part of a day, you must immediately advise your supervisor of that fact and report back to your regular work location.

In no event will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury.

### **Time Off for Parents**

Employees, who are parents with one (1) or more children in kindergarten, or in grades one (1) through twelve (12), may take time off up to forty (40) hours per year to attend authorized school activities which involve one or more of their school-age children. To be eligible for parental time off, the employee must obtain from the school, written verification that he/she attended or participated in the school activity. Parental time off may not exceed eight (8) hours in any calendar month.

Employees may use any leave accrual while attending their child's school activities. If not, the parental time off will be unpaid. For scheduling purposes, employees must notify their supervisor at least one (1) week before the date of the school activity, so that their scheduled duties may be covered.

### **Time Off for Victims of Domestic Violence**

ASC is concerned about its employees who may become victims of domestic violence. ASC permits employees who become victims of domestic violence to take time off to obtain a restraining order, medical treatment, psychological counseling, assistance from a shelter or similar organization, or to obtain relief to help ensure the health, safety or welfare of the employee or of the employee's child, including time off to participate in safety planning. Employees may use their unused vacation or sick pay when taking time off due to domestic violence; otherwise the time off will be unpaid.

Employees who take time off under this policy must provide ASC with advance notice of the need to take time off, including the date and length of time off that is required. Advance notice may not be required but only if it is not feasible. Employees who are able to provide advance notice should consult their supervisor and schedule their time off to minimize the effect of their absence from ASC's business. ASC will maintain the confidentiality of any employee requesting time off under this policy. In addition to advance notice, ASC also requires certification of time off due to domestic violence. Certification may be in the form of a police report, court order or official documentation from a medical professional, counselor or social services advocate. Failure to provide the required certification may result in a denial of the requested time off.

Employees who are victims of domestic violence also should be concerned about how their domestic situation might impact employees of ASC. That is why employees who obtain

restraining orders as the result of domestic violence should provide a copy of the restraining order to Human Resources, as well as a photograph and a description of the individual who is being restrained.

## **PERSONNEL POLICIES**

### **Employment of Relatives**

Employees' relatives will not be eligible for employment with ASC where potential problems of supervision, safety, security, morale or potential conflicts of interest exist. For purposes of this policy, "relatives" include spouses, children, parents, siblings, in-laws, step-children, step-parents, step-siblings, legal guardians and/or members of the immediate household.

If two (2) employees become subject to the restrictions of this policy after they are hired, one (1) or both of the employees must seek a transfer or reassignment to eliminate the actual or potential conflict of interest as specified in this policy.

ASC reserves the right to determine that other relationships not specifically covered by this policy represent actual or potential conflicts of interest as well. Where ASC determines that the relationship between two (2) employees presents an actual or potential conflict of interest, ASC may take appropriate action which includes, but is not necessarily limited to transfers, reassignments, changing shifts or if necessary, possible termination.

### **Standards of Conduct and Prohibited Conduct**

ASC employees are expected to treat each other with dignity and respect and to adhere to certain rules of conduct, based on honesty, good taste, fair play and safety. Conduct that is immoral, unethical or illegal will not be tolerated by ASC. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are examples of some, but not all, conduct that will lead to disciplinary action, up to and including termination:

1. Falsification of employment records, employment information or other ASC records.
2. Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any timesheet, either your own or another employee's.
3. Theft, deliberate or careless damage or destruction of any of ASC's or the University's property or the property of any employee or customer.
4. Unauthorized use or removal of ASC's or the University's property, equipment, time, materials or facilities.
5. Provoking a fight or fighting during working hours or while on ASC's or the University's premises.
6. Participating in horseplay or practical jokes on ASC's time or while on ASC's or the University's premises.
7. Carrying firearms or any other dangerous weapons while on ASC's or the University's premises at any time.
8. Causing, creating or participating in a disruption of any kind during working hours on ASC's or the University's property.
9. Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a co-worker, supervisor, member of management or customer.

10. Failure to comply with the call in procedures set forth in ASC's Attendance and Punctuality policy.
11. Unreported absence of three (3) consecutive scheduled workdays.
12. Failure to obtain permission to leave work for any reason during normal working hours.
13. Failure to observe working schedules, including rest and meal periods.
14. Failure to provide a physician's certificate when requested or required to do so.
15. Sleeping or malingering on the job.
16. Making or accepting excessive personal telephone calls during working hours, except in cases of emergency.
17. Unsatisfactory work performance or being incompetent.
18. Working overtime without authorization or refusing to work assigned overtime.
19. Wearing unprofessional or inappropriate styles of dress or hair while working.
20. Committing a fraudulent act or a breach of trust under any circumstances.
21. Harassing other employees or customers.
22. Soliciting or accepting gratuities from customers or clients.
23. Excessive absenteeism or tardiness.
24. Abuse of leaves of absence or other time off.
25. Reporting to work intoxicated or under the influence of non-prescribed drugs.
26. Manufacturing, possessing, using, selling, distributing or transporting non-prescribed drugs.
27. Consuming alcoholic beverages on ASC's premises except as outlined in the Drug and Alcohol Policy.
28. Gambling on ASC's premises.
29. Failing to maintain the confidentiality of ASC, its employees, agents or customers.
30. Failing to report accidents, breakage or damage to equipment that occurs when an employee is assigned to use such equipment.
31. Violation of any safety, health, security or policies, rules or procedures of ASC or the University.
32. Failure to follow ASC's policies as outlined in this Handbook or any newly instituted policies.

Discipline may be initiated for various reasons. The severity of the action generally depends on the nature of the offense and the employee's past record, and may range from written warnings to immediate dismissal. ASC reserves the absolute right to initiate the form of discipline it deems to be appropriate.

Nothing in this policy alters ASC's policy of at will employment. Either ASC or an employee may terminate the employment relationship at any time and for any reason.

### Background Checks

ASC complies with the CSU's Chancellor Office policy for background checks. Background checks will be required for the following prior to an employment offer being made:

- All non-student new hires
- Current employees who have voluntarily moved into a new position designated as sensitive
- Student workers with access to protected data
- Volunteers, consultants, outside entities, and independent contractors in sensitive positions.

All background checks for non-student positions will require;

- Employment verification
- Education verification
- Reference checks
- Criminal record checks

For student workers who require a background check only a criminal record check will be done.

Background checks must be initiated prior to a contingent offer being made. In addition, ASC reserves the right to conduct other job related background checks including but not limited to:

- Motor Vehicle Reports (MVRs)
- Criminal and civil records
- Social Security and credit reports
- Naturalization Service search
- Military records
- Other records as appropriate

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for a new position.

### Drugs and Alcohol in the Workplace

ASC is committed to establishing and maintaining a drug-free workplace. To that end, ASC prohibits the unauthorized use of drugs or alcohol, including but not limited to the unlawful manufacture, distribution, dispensation, possession or use of alcohol or controlled substances in the workplace. An employee who violates this policy shall be subject to discipline including immediate termination. Except as provided below, the following is strictly prohibited for all employees while on ASC's or the University's premises, while operating ASC's or the University's vehicles or equipment, or while performing ASC business regardless of the location:

1. Use of alcohol, drugs, intoxicants or controlled substances.
2. Reporting to work, or remaining on duty, while impaired by or under the influence of alcohol, drugs, intoxicants or controlled substances.

3. Driving a vehicle on ASC business while impaired by or under the influence of alcohol, drugs, intoxicants or controlled substances.
4. Possession, sale, purchase, manufacture, transportation, dispensation or distribution of alcohol, drugs, intoxicants or controlled substances, or drug paraphernalia or an attempt to do any of the same.

The use of prescribed or over-the-counter drugs, or possession incident to such use, is not prohibited by this policy if: (i) the drug has been legally obtained and is being used for the purpose for which it was prescribed or manufactured; (ii) the drug is being used at the dosage prescribed or authorized; and (iii) the use of the drug does not prevent the employee from safely performing the essential functions of his or her position with or without reasonable accommodation. ASC reserves the right to require certification that the use of the drug will not impair the ability of the employee to perform his/her job properly and safely.

In the event that ASC discovers that an employee has violated this policy, the employee will be subject to discipline up to and including termination and ASC may report the violation to appropriate law enforcement authorities. It is the responsibility of any ASC employee convicted of a criminal drug offense to notify ASC's Human Resources Manager within five (5) calendar days of the conviction. Additionally, an employee's conviction for the sale, possession or use of any illegal controlled substance while off the job will also subject the employee to discipline up to and including termination.

ASC understands that there may arise certain functions or gatherings where alcohol may be served to and consumed by employees. For that reason, ASC has the sole discretion to approve the consumption and availability of alcohol for employees if deemed appropriate at any ASC sponsored event and/or function under the following circumstances:

1. Employees may consume alcohol in moderation at ASC events where the consumption and availability of alcohol is deemed appropriate and approved by the ASC Executive Director.
2. Employees may consume alcohol in moderation at a conference or other off-premises event where the consumption is approved by the ASC Executive Director.
3. The ASC Executive Director has discretion to determine and notify any employee when he or she has exceeded a moderate consumption of alcohol that is contemplated by this policy exception.

Employees who suspect that they may have a substance abuse problem may contact Human Resources about the possibility of a leave to enroll in a professionally recognized alcohol and/or drug rehabilitation program. However, such a request does not give an employee the right to state that he or she has a substance abuse problem and expect accommodation once ASC discovers that an employee has violated this policy. Nor does it shield an employee from disciplinary action for violation of this policy.

ASC is not responsible for the cost of the employee's participation in the rehabilitation program. Any leave necessary to attend a rehabilitation program is unpaid, unless the employee is otherwise eligible to use paid time off under ASC's policies. If the employee fails to return to



work upon the expiration of his or her rehabilitation program leave or fails to satisfactorily complete the program, the employee will be terminated.

Nothing contained in this policy is intended to create a contract of any kind or to alter the at-will nature of the employee's employment.

Employees with questions about this policy or about issues related to drug or alcohol use in the workplace may raise their concerns with their supervisor or with ASC's Human Resources Manager. All records or communications relevant to an employee's participation in a drug or alcohol rehabilitation program or use of prescription drugs or over the counter drugs will be confidentially maintained and limited to personnel on a need to know basis.

### Use and Inspection of ASC's Property

ASC provides desks and other equipment for the use of its employees at ASC's expense. Although desks are made available for the use of employees while at work, employees should remember that all desks, work areas and similar equipment remain the sole property of ASC. Additionally, employees should only access files or documents if the employee is authorized to do so. Unauthorized review, duplication, dissemination, removal, damage or alteration of files or other property of ASC or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including discharge.

Employees may – but only with authorization from their direct manager – use ASC's equipment for occasional, non-work purposes. At times, however, it may be necessary to inspect an employee's desk, work area or other ASC property for operational or other reasons. ASC reserves the right to conduct periodic inspections of desks or work areas, as well as any contents, effects, articles that are in desks or the work area, as well as packages or other articles that leave ASC premises in the possession of an employee. Such inspections may occur at any time, with or without advance notice or consent. Further, such inspections may be conducted during, before or after working hours by any supervisor, manager or security personnel designated by ASC. All bills and other documentation related to the use of ASC equipment or property may be inspected as well. Employees who fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or termination.

All ASC property must be used properly and maintained in good working order. Employees who steal or misuse ASC property may be required to replace or reimburse ASC for the cost of the item and are subject to discipline up to and including discharge.

### Employee Property

Generally, employees should refrain from bringing personal valuables to work. If it is necessary to do so, you should keep your valuables in a secure location. At the same time, an employee's personal property that is brought on to ASC premises may be subject to review. If employees want to avoid review of their personal belongings, they should refrain from bringing packages or other articles onto ASC's premises. Of course, prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be brought on to ASC's premises. ASC is not responsible for any articles that are lost, damaged, stolen or destroyed while on any ASC premises.

Generally, employees may not use the ASC mailing address to ship or receive personal packages or mail. For personal stamped mail, a U.S. drop is located at the College Park building south entrance.

### Voice-Mail, E-mail and Computer Systems Access

ASC's computer systems, voice mail, electronic mail (e-mail) and its access to the internet enable employees to access and exchange information quickly and efficiently. When used properly, we believe these resources greatly enhance employee productivity and knowledge. In many respects, these tools are similar to other tools, such as stationery, file cabinets, photocopiers and telephones.

Voice-mail, e-mail and computer systems and files used by ASC are provided *solely* to further ASC's business operations. These systems and the information stored in them belong to ASC. Although employee passwords may be used for ASC-oriented security reasons, the use of such passwords is not intended to assure employees that their messages or other communications generated by or stored on these systems will be kept confidential. ASC maintains the right to access these systems and to retrieve information stored therein at any time, and all employee passwords must be made known to ASC upon demand. Further, ASC reserves the right to monitor, review or access at any time information revealing an employee's internet usage, including websites accessed or any information that may have been downloaded. Consequently, ASC's voice mail, e-mail and computer systems, including the internet, ***should be used primarily for business purposes***. We therefore ask you to exercise good judgment in using these systems.

#### Guidelines for Use:

1. Since voice-mail and e-mail messages, as well as other computer-stored data, are considered business records and may be electronically retrieved, even after you "delete" them, nothing should be included in a voice-mail or e-mail message that you would not consider putting in a memorandum.
2. Employees should delete unwanted voice-mail and e-mail messages as soon as practical and should log off when not using the computer system.
3. Employees should exercise good judgment in the use of e-mail distribution lists; these lists are developed for the convenience of the addressees and unnecessary or frivolous messages should not be sent, thereby cluttering up user screens.
4. Employees should not use a password, access a file, retrieve or download any stored communication without express authorization. Employees should not send e-mail or other communications that either mask your identity or indicate that someone else sent them, and employees should never access another employee's voicemail, e-mail or computer systems without express authorization.
5. Employees may not install any software on ASC computer systems without the prior authorization of ASC's IT Director.
6. ASC's voice-mail, e-mail and computer systems, including the internet, must not be used for the following purposes:

- a. Any illegal, discriminatory, threatening, harassing, abusive or offensive comments. For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.
  - b. Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.).
  - c. Messages or other communications violating ASC policy or contrary to supervisory instructions.
  - d. To copy or distribute copyrighted material unless you have confirmation from an appropriate source that ASC has the right to copy or distribute the material.
  - e. For the illegal duplication of software and its related documentation. Employees also may not use any software on local area networks or on multiple machines that is not in accordance with the software license agreement.
7. Employees should notify their immediate supervisor, the network administrator or any member of management upon learning of a violation of this policy. Any violations of these "Guidelines for Use" or other provisions of this policy may result in disciplinary action, including possible termination.

Under certain conditions, employees will need to communicate with clients and other external users via voice-mail, e-mail and/or via the internet. Employees are cautioned to exercise an additional level of discretion, professionalism and sound judgment when communicating with third parties via these systems. For example, all employees should safeguard ASC's confidential information, as well as that of guests and others from disclosure. Messages containing confidential information should not be left visible while you are away from your work area.

Also, you should be aware that internet sites maintain logs of visits from users. These logs identify the company and the individual who accessed the internet website. If your work requires a high level of security, please ask your supervisor or an appropriate manager for guidance on securely exchanging e-mail or gathering information from internet sources.

As previously noted, ASC's and the University's voice-mail, e-mail and computer systems including the use of the internet are provided to facilitate the conduct of its business. All messages and other communications generated through and/or stored on these systems are considered business records. Employees who use the voice-mail, e-mail and/or computer systems should understand that information stored on these systems cannot be considered confidential or private. Indeed, ASC reserves the right to access any voice-mail, e-mail, internet usage or other computer-stored information at any time.

## Social Media

ASC acknowledges the growing popularity of social media as a means for sharing experiences, ideas and opinions. ASC also strives to protect itself, its employees, and those with whom we do business from the improper or unlawful use of social media.

For purposes of this policy, the phrase “Social Media” refers to any type of internet-based media created through social or group interaction, where individuals primarily produce – rather than consume – the content. Examples of Social Media include: social and professional networking websites (Facebook, MySpace, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Flickr, Pinterest), location-sharing websites (foursquare), consumer review websites (Yelp), virtual worlds (Second Life), and social bookmarking websites (Reddit). The lack of reference to a specific Social Media website in this policy does not limit the extent or application of this policy.

This policy applies to all employees of ASC during both working and non-working hours, and regardless of whether the employee is using ASC’s or the employees’ computers, network, internet access, equipment, or technology. Employees must understand that ASC’s other employee relations policies – including but not limited to its harassment, discrimination, standards of conduct, and confidentiality policies – apply to online conduct including the use of Social Media.

Keep in mind that an employee’s online conduct that violates ASC’s policy, that adversely affects your or your fellow employees’ job performance, that adversely affects the reputation or brand of ASC’s customers, vendors, affiliates, or business partners, or that adversely affects ASC’s legitimate business interests may result in disciplinary action, up to and including termination.

That being said, nothing in this Social Media policy is intended to prohibit employees from complying with or exercising their rights under any applicable federal, state or local law or from communicating about wages, hours, or other terms and conditions of employment. At the same time, employees should be aware that ASC has an open door policy and encourages every employee to address such matter with their direct supervisors. If you have any questions about this policy or its applicability, please contact ASC Human Resources.

Employees who choose to use Social Media for personal or professional reasons must adhere to the following guidelines:

- Use caution and your best personal and professional judgement when contributing content about or related to ASC, or third parties such as customers, subsidiaries, vendors affiliates, or business partners.
- Do not engage in behavior or contribute content that could be considered an act or threat of violence, bullying or unlawful discrimination or harassment.
- Do not intentionally or negligently contribute content that could be considered an act or threat of violence, bullying or unlawful discrimination or harassment.
- Do not intentionally or negligently contribute content that could damage the reputation or brand of ASC or interfere with ASC’s business relationships with its customers, subsidiaries, vendors, affiliates, or business partners.

- Employees may not contribute content in the name of ASC, on behalf of ASC, or in a manner that could reasonably be attributed to ASC without prior written authorization from the Executive Director.
- Employees may not contribute content that could be considered an endorsement of ASC's goods or services without prior authorization from the Executive Director. If you do contribute content that could be considered an endorsement of ASC's goods or services, you must disclose your employment relationship with ASC.
- Do not contribute or disclose any content or information about or related to ASC, its employees, customers, subsidiaries, vendors, affiliates or business partners *that you know to be false*. Do not disparage or defame ASC's customers, vendors, affiliates, or business partners.
- Do not contribute content that could identify ASC's customers, vendors, affiliates or business partners without prior consent from ASC.
- If you, as an ASC employee, have access to proprietary information about ASC and its customers, subsidiaries, vendors, affiliates, or business partners, ASC trusts and expect you to keep this information confidential. You may not disclose it through Social Media. Note that "proprietary" includes ASC's patents, copyrights, trade secrets, inventions, internal processes, policies, reports, source code, computer programs in various stages of development, competitive analysis and strategy, marketing and development plans, potential or actual mergers and acquisitions, customer and client lists, and names of vendors and suppliers.
- Do not use ASC's logos or trademarks for commercial gain without prior consent from the Executive Director.
- Do not use your email address with ASC to register for Social Media. If you indicate that you are an employee of ASC on any Social Media, you must include a disclaimer indicating that the content you contribute is your own, and does not represent the opinion of ASC.
- Do not allow your use of Social Media to interfere with your work commitments, performance, or productivity.
- Consider whether connecting to ASC's customers, business partners, vendors, or competitors via Social Media is appropriate for your level, position, responsibilities within ASC, and relationship with the person at issue. To the extent that you do connect to ASC's customers, business partners, vendors, or competitors via Social Media, consider using available privacy filters or settings to block any inappropriate, unprofessional, or personal content from such people.
- Employees should not speak to the media on ASC's behalf without prior approval from the Executive Director. All media inquiries should be directed there.
- Prior to posting a photograph or quoting written content that someone else has authored, contact the Executive Director to obtain the proper release form and ensure that it is signed.
- Requests for employment references or recommendations through Social Media such as LinkedIn, should be referred to ASC's Human Resources.

Any violation of any part of this policy may result in disciplinary action, up to and including termination of employment.

### No Smoking Policy

Smoking is prohibited in all ASC's facilities, in all state buildings, and in all vehicles where ASC's and/or the University's employees work or ride. Smoking is limited to areas outside campus vehicles and buildings, and at least twenty (20) feet from doorways and air intakes.

### Dress Code and Personal Appearance

It is ASC policy that each employee's dress, grooming and personal hygiene be appropriate to the work situation. Employees are expected to report to work well groomed, clean and dressed according to the requirements of the position. ASC reserves the right to determine the propriety of an employee's attire.

Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your supervisor or manager for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

ASC observes casual day on Fridays, although casual attire may not be appropriate for employees who have contact with off-campus visitors and customers. Casual dress does not include ripped or torn clothing, t-shirts with suggestive messages, halter tops, bare midriffs or shorts.

### Employees Who Are Required to Drive

Employees who are required to drive an ASC-owned, ASC-leased, personal-owned or non-owned vehicle while on ASC business, will be required to show proof of valid driver's license or an ASC approved equivalent to legally operate the class of vehicle(s) they operate. Drivers who use personal vehicles for ASC business shall maintain and provide proof of liability insurance in the minimum amount prescribed by Vehicle Code Section 16208. Employees also must drive safely and obey all traffic safety, vehicle safety and parking laws or regulations while driving on ASC business. Employees who lease vehicles for ASC's business will be required to purchase the appropriate insurance from the leasing company. Employees will be reimbursed for expenses incurred in completing ASC's business. For leased and privately owned vehicles, the owner's or purchased insurance will always be primary. Employees may only use leased vehicles for work-related activities and may not use them for personal activities without the express prior approval of ASC management. Drivers on ASC business shall only carry passengers who are also on ASC business.

Any change in license status, driving record, certificate status or insurability must be reported to ASC management immediately and prior to driving a vehicle while on ASC business. In the event that an employee's license status, driving record, certificate status or insurability becomes unacceptable either to ASC management or to ASC's insurance carrier, the employee may be restricted from driving, reassigned, suspended or terminated at management's discretion.

While operating the vehicle, individuals are required to wear seat belts. Accidents should be reported immediately to ASC and no later than twenty-four (24) hours after the accident. Employees who drive their own vehicles on ASC business will be reimbursed for mileage at the current applicable rate.

Any violation of this policy will subject the employee to discipline, up to and including termination.

### Parking

Employees who park on University/ASC property will be subject to parking fees and all University parking rules and regulations. Full-time and part-time benefited employees are eligible to have parking fees deducted from their pay. Employees may not use parking areas specifically designated for customer/visitors and department vehicles. ASC is not responsible for damages to an employee's vehicle or the loss of property or contents within the vehicle.

### Telephone and Company Issued Cell Phone Use

All ASC telephones are to be used for the official ASC business. ASC telephones are available to all employees in the event of an emergency.

ASC issued cellular phones are for business use only. Use of cell phones while driving, both when phones are company-issued and when the vehicle is company-issued is strictly prohibited. ASC reserves the right to monitor usage of phones that it has issued to employees and is allowed to determine the consequences of excessive or irregular use.

### Bulletin Boards

Bulletin boards maintained by ASC are to be used only for posting or distributing material of the following nature: (i) notices containing matters directly concerning ASC's business; and (ii) announcements of a business nature which are equally applicable and of interest to employees, students and the campus community. All posted material must be authorized by ASC.

### Workplace Violence

ASC has zero tolerance for violence and/or threats of violence against its employees, business associates or any member of the campus community. ASC prohibits any violent act, threat of violence or any behavior which by intent, action or outcome harms or intimidates another person or property on any ASC or University worksite or while conducting ASC business. Such conduct will be subject to disciplinary action up to and including termination and may be reported to Campus Police or other law enforcement agencies.

We strongly encourage you to report any observations, experiences of violence or threats of violence to ASC Human Resources or any member of ASC's management team.

## **SAFETY**

### **Health and Safety**

ASC is concerned about the health and safety of its employees and others who enter ASC's premises. It is the policy of ASC to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as feasible from recognized hazards. You are expected to comply with all safety and health requirements whether established by management or by federal, state or local law. Please refer to our Illness and Injury Prevention Plan ("IIPP") for further information regarding employee safety or contact the Campus Safety and Risk Manager for more information.

Any accident that occurs on ASC's premises should be reported *immediately* to your supervisor or to an ASC Human Resources Representative. For your own safety and the safety of others, please do not attempt to give medical aid to an injured client, visitor or fellow employee. Call the appropriate medical authorities.

ASC also requires that work areas be kept clean and orderly at all times. You are responsible for maintaining your work area in a clean and orderly fashion at all times. ASC will attempt to maintain the temperature, lighting and noise level of its facilities at a level that is comfortable for employees yet appropriate for the nature of our operations. You should inform your supervisor of any concerns about working conditions.

### **Security**

Every employee should remain alert at all times and should immediately report the presence of any suspicious persons to a supervisor, manager, ASC's Human Resources Manager or to the University Police Department. Employees should also maintain in their possession at all times their keys, security passes and identification badge(s). Employees should not leave these items where they may be picked up by someone else; furthermore, employees should never lend these items to anyone who is not authorized to possess them. Computer passwords, electronic door codes and any other security access information should not be disclosed to anyone who is not authorized to have such information.

### **Workplace Violence**

ASC has zero tolerance for violence and/or threats of violence against its employees, business associates or any member of the campus community. ASC prohibits any violent act, threat of violence or any behavior which by intent, action or outcome harms or intimidates another person or property on any ASC or University worksite or while conducting ASC business. Such conduct will be subject to disciplinary action up to and including termination and may be reported to Campus Police or other law enforcement agencies.

We strongly encourage you to report any observations, experiences of violence or threats of violence to ASC Human Resources or any member of ASC's management team.



## **IF YOU MUST LEAVE ASC**

### **Inquiries about Your Employment**

From time to time, ASC may receive inquiries from outside individuals regarding the status of your employment. For example, we may receive calls from banks, credit agencies or prospective employers, asking us whether you are employed with ASC, your current position with ASC, your salary and why you may have left ASC. Be aware that when we receive such inquiries about your employment, **ASC has a strict policy** of providing only limited information. Consequently, no employee (other than certain authorized people in Human Resources) may provide any information regarding current or former employees (either on- or off-the-record) to any non-employee without the specific written approval of ASC's Human Resources Manager. This includes letters of reference. An employee who receives a request for any information concerning a past or current employee of ASC should refer the person making the request to the Human Resources Manager without engaging in any on or "off the record" comments about the individual.

The only information that we provide are your dates of employment and your position with ASC. We will not reveal your salary; although if we are asked to confirm your salary, we will only say "yes" or "no" to a particular amount. ASC's strict policy prohibits us from revealing any information about why you may have left us. However, in some instances, you may want us to reveal additional information. In those instances, we require written authorization from you, permitting us to divulge such additional information.

### **If You Must Leave Us**

While we hope that your employment with us will be lengthy and pleasant, it must be remembered that the employment policy of ASC is that all employees are employed on an at-will basis. Thus, either you or ASC may terminate the employment relationship at any time and for any reason, with or without cause.

When an employee considers leaving ASC for any reason, a supervisor or the Human Resources Manager may be helpful in discussing the resignation before the final decision is made. ASC often finds that such conversations result in addressing a particular problem or in finding an alternative or other solution to a particular concern. If, however, you decide to leave ASC, we would appreciate at least two (2) weeks written notice of your resignation. Should you fail to provide sufficient written notice of your resignation, you will be deemed ineligible for re-employment. Please return all property owned by ASC (e.g., vehicles, computers, keys, uniforms, identification badges, etc.) prior to your departure.

ASC retains the right to accept your resignation immediately and pay you the amount of compensation you would have earned had you continued to work during your resignation period.

### **Exit Interview**

Before leaving, you may be asked to participate in a voluntary exit interview. This will provide closure to your employment with ASC and will allow ASC to ensure that it has resolved various administrative matters and that it has answered any questions you may have about continuation of benefits. It also provides ASC with an opportunity to listen to any of your comments or ideas about improving ASC's operations or procedures.

### **Benefits**

For full-time and part-time benefited employees, Life and Long Term Disability benefits end on the last day of work. An employee may convert Life and Long Term Disability to private coverage (portable). An employee has the option to continue to individual medical and dental benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) provisions.

### **Returning Equipment**

Employees leaving ASC must return picture identification, office keys, corporate credit cards, company manuals and all other ASC property issued during employment. Employees should remove any personal items from the worksite on their last day. Personal items left at the workplace may be subject to disposal.

### **Final Paycheck**

Final paychecks will reflect hours worked and any unused vacation time. Unused sick will not be paid. If there are unpaid obligations to ASC, the final paycheck will reflect the appropriate deductions.



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