



**ASSOCIATED
STUDENTS, INC.**

CALIFORNIA STATE UNIVERSITY, FULLERTON

Associated Students, Inc.
California State University, Fullerton

**GOVERNANCE COMMITTEE
Meeting Minutes**

Thursday, October 17, 2019
2:30 p.m.

CALL TO ORDER Maria Linares called the meeting to order at 02:34 p.m.

ROLL CALL

Members Present: Aguirre, Cortes, Linares, Soria

Members Absent: Reveles

(M) Aguirre (S) Cortez moved to approve Reveles excuse.

Non-Voting Members Present: Robles, Nettles

Non-Voting Members Absent: None

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the by-laws, a member of the board who does not remain until the scheduled ending for the meeting (3:45 p.m.) is considered not to be in attendance.]

**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

APPROVAL OF AGENDA (M) Soria (S) Aguirre moved to approve the agenda.

APPROVAL OF MINUTES None

PUBLIC SPEAKERS None

REPORT:

DIRECTOR OF LEADER
PROGRAM &
DEVELOPMENT

No report.

CHAIR

No report.

UNFINISHED BUSINESS None

NEW BUSINESS

**a. Discussion: ASI Policy
Concerning Student
Employee
Compensation**

Linares yielded to Carol McDoniel, Director of Administration to elaborate on the policy.

McDoniel reviewed the policy and highlighted the changes. The changes made were required changes. McDoniel informed the committee that redundant information was removed to ensure the policy was consistent.

Linares yielded to Sharon Johnson, Human Resources Director to elaborate on the policy.

Johnson stated student employees are hired per semester to verify they are students each semester. Student employees are only allowed to work 20 hours.

Linares moved to discussion.

The committee stated the policy was very detailed.

Johnson informed the committee the policy was updated as the laws changed.

Discussion ensued.

**b. Discussion: ASI Policy
Concerning Professional
Employee Compensation**

Linares yielded to McDoniel to elaborate on the changes made to the policy.

Johnson explained the changes regarding retirement.

Johnson stated the policy was altered to be vague in order for Cal Pers to administer retirement and not ASI.

McDoniel highlighted the changes towards occurred sick time.

Johnson informed the committee the main change to the policy was regarding bereavement. The change does not allow ASI professional staff to use it towards staff relatives.

Discussion ensued.

**c. Discussion: ASI Policy
Concerning Employee
Conduct**

Linares yielded to McDoniel to highlight the changes.

The added language to the policy was “whistle blower” due to it being mandated language.

Johnson informed the committee the employees are allowed to speak to whomever they feel comfortable speaking to.

Linares moved into discussion.

Aguirre asked McDoniel to clarify mobile devices options.

McDoniel stated all employees using mobile devices in part to conduct ASI business may be subject to public record, subpoena, or other formal request of information.

McDoniel clarified that ASI business can be from reviewing ASI documents to sending emails.

ASI policy is attached to the minutes.

ANNOUNCEMENTS/MEMBERS' PRIVILEGE

The committee members shared their college events.

Cortes informed the committee of the College of Natural Science and Mathematics event on Wednesday, October 30.

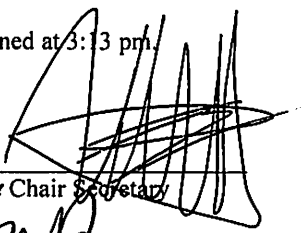
Baker informed the committee she was involved in the visibility awareness day.

Gonzalez informed the committee about the focus groups occurring during the Fall semester. Gonzalez encouraged the committee to visit ASI social media for more information.


Nettles reminded the committee about priority registration & encouraged them to prepare for the spring 2020 semester.

ADJOURNMENT

The meeting adjourned at 3:13 pm.



Maria Linares, Vice Chair Secretary



Kristyne Robles, Recording Secretary

POLICY CONCERNING STUDENT EMPLOYEE COMPENSATION

PURPOSE

The Associated Students ~~Inc., California State University, Fullerton, CSUF, Inc.~~ (ASI) is committed to providing compensation that enables the corporation to attract and retain skilled and talented student employees for all positions. Through this student compensation policy, ASI strives to:

- Affirm ASI's commitment to Equal Employment Opportunity
- Maintain consistency with the CSU employee classification standards and compensation
- Recognize the diverse needs of the student employee population

The purpose of ASI's Policy on student compensation is to provide equity and incentive in the administration of the corporation's compensation program for all student employees.

Within the framework of applicable law, and consistent with the judicious expenditure of funds, it is the policy of ~~ASI Associated Students, CSUF, Inc.~~ to employ competent personnel, motivate these employees to perform well, and create inducements both through basic compensation to retain competent student employees for productive periods of service.

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WHO SHOULD KNOW THIS POLICY

- | | |
|--|--|
| <input type="checkbox"/> Budget Area Administrators
<input checked="" type="checkbox"/> Management Personnel
<input checked="" type="checkbox"/> Supervisors
<input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Volunteers
<input type="checkbox"/> Grant Recipients
<input checked="" type="checkbox"/> Staff
<input type="checkbox"/> Students |
|--|--|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Salary Range	Minimum and maximum rate currently authorized for a position classification.
Classification	Category of a position within the organization (i.e. secretary, office assistant, Director, etc.).
Reclassification	Changing classification of position due to significant changes in job duties placing position requirements, accountability, responsibilities, etc. outside of present classification.
Immediate family member	<u>Spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).</u> Mother, father, spouse, son, daughter, brother, sister, registered domestic partner, or any person residing in employee's immediate household
Significantly close relative	<u>Spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, registered domestic partner, or relative living in the immediate household of the employee, including grandparents and grandchildren.</u>
Volunteer Civil Service Personnel	Volunteer firefighters, reserve peace officers, and emergency rescue personnel.
Catastrophic illness or injury	Illness or injury which totally incapacitates an employee or member of employee's immediate family if it requires the employee to take time off for an extended period in order to care for the family member and the employee has exhausted all of their available leave credits.
State Disability	Disability payments made for leaves of absence due to personal disability (state paid). Funded by employee deductions.
<u>Student Employee</u>	<u>A student currently at CSUF and is enrolled/registered (fees paid) student in a current regular semester as a new and continuing student.</u>

**Graduate Assistant
Employee**

A current student is currently enrolled/registered (fees paid) in at CSUF and/or an accredited graduate program, is enrolled/registered (fees paid) in a current regular semester as a new or continuing graduate student.

STANDARDS

1. ELIGIBILITY

The following are requirements to be eligible for student employment:

- Current student at CSUF and is enrolled/registered (fees paid) in a current regular semester as a new or continuing student.
Student who has completed the prior semester (has not graduated), or who is registered for the subsequent semester.
- A student in good academic standing (not on academic probation, continued probation, academic dismissal).

Student employees are those employees who regularly attend class at CSU Fullerton (CSUF) and have a work schedule not to exceed twenty (20) hours a week. Student employees are limited to one work assignment/job at a time. Student employees are eligible for student benefits as outlined in the student handbook and Student Employee Compensation Policy.

- ~~• Current student at CSUF and is enrolled/registered (fees paid) in a current regular semester as a new or continuing student.~~
- ~~• Student who has completed the prior semester (has not graduated), or who is registered for the subsequent semester.~~
- ~~• In good academic standing (not on academic probation, continued probation, academic dismissal).~~

~~The following are requirements to be eligible for employment as a Graduate Assistant:~~

a. Graduate Assistants

Graduate Assistants are appointed to positions in which their duties are directly related to their fields of study and in which they gain experience, practice, or guidance directly related to their career preparation.

The following are requirements to be eligible for employment as a Graduate Assistant:

- A student enrolled/registered (fees paid) in a current regular semester of an accredited graduate program as a new or continuing graduate student.
- A student in good academic standing (not on academic probation, continued probation, academic dismissal).

Graduate Assistants are those employees who regularly attend class at CSUF/or an accredited program and have a work schedule not to exceed twenty (20) hours a week. Graduate Assistants are limited to one work assignment/job at a time. Graduate Assistants are eligible for student benefits as outlined in the Student Handbook and Student Employee Compensation Policy.

2. CONTINUITY OF EMPLOYMENT

Employment

All student employees are hired on a semester basis ~~and~~

~~All student employment is reevaluated at the beginning of each semester.~~

~~A student's employment may end at any time for the following reasons: serious misconduct, unsatisfactory evaluation, failure to report to work without prior notice, position abolishment, voluntary resignation, budget limitations, workload shifts, and breaching confidentiality contract.~~

Breaks in Employment

~~Winter/Summer session break constitutes a break in employment. -Winter/Spring Recess~~

~~Spring/Holiday Break does not constitute a break in employment.~~

~~Student employees not working during these periods does not constitute a break in employment.~~

~~A student's employment may end at any time for the following reasons: serious misconduct, unsatisfactory evaluation, failure to report to work without prior notice, position abolishment, voluntary resignation, budget limitations, workload shifts, and breaching confidentiality contract. All student employment is reevaluated at the beginning of each semester.~~

Rehires

~~In order to rehire a formerly employed student, Ssupervisors must complete a rehire offer letter and payroll action form, as well as schedule a re-hire appointment with the Human Resources office in order for the employee to update their W-4, personal contact information, direct deposit (if desired), and I9 (if previous documents have expired). Once completed, the employee will be authorized to resume work.~~

~~Rehired employees will not need to attend the New Hire Orientation if their date of rehire is within one year of their termination date.~~

Semester Layoff

~~Student eEmployees who are temporarily laid off over the summer break or intersession due to a reduction of the workload in their department may be extended a rehire offer an offer of re-employment at the beginning of the next academic year or spring semester. While this action constitutes a break in employment, the "reasonable assurance" of returning to work after the recess period exempts them from being eligible for unemployment insurance. The Employment Development Department will disqualify these claimants beginning on the date in which they were informed of academic layoff through the date they are to return to work.~~

~~In the event a rehire offer is extended to the employee and the date of the rehire is within one year of their last day of work, a new hire orientation is not required. If the rehire is offered more than one year from the previous last day of work, the above procedures for rehire will apply.~~

Spring/Holiday Break

~~Student employees not working during these periods does not constitute a break in employment.~~

Position Abolishment

~~Abolishment of a position due to budget reductions or a change in workload does constitute a break in employment.~~

Post-Graduation

Students who have graduated and are not continuing to graduate school at CSUF, may be eligible to be employed up to 3 months post-graduation based on business necessity. Approval must be granted by the Executive Director or designee. Eligible employment periods:

<u>Graduation</u>	<u>Employment Period</u>
<u>December</u>	<u>January-February-March</u>
<u>May</u>	<u>June-July-August</u>

2-3. SALARY RANGE

There are three salary ranges within the salary schedule. Each range consists of several steps and each range has been determined by a combination of factors; job responsibilities, degree of skills, and/or experience required. The level of work performed in each range is described and each pay range has a minimum and a maximum pay rate. Please refer to the Student Salary Schedule.

3-4. INITIAL COMPENSATION

All employees are to be hired at the entry level designated for their particular position. However, there may be an exception to entry level placement. For example, a higher pay rate may be offered to an employee based on:

- Demonstrated previous experience and/or education relative to the job
- Length of employment within the department
- Rehire of a former employee with a satisfactory work history

Only under exceptional circumstances will an initial placement be two steps higher than the posted step. Such exceptions must be reviewed and approved by the Human Resources Director prior to making an offer of employment.

4-5. RECLASSIFICATION

A reclassification may be processed if one of these criteria is met:

- Assigned duties and responsibilities of the position have changed to a degree where there is a marked difference in the complexity of work being performed
- If an employee has been hired into a position designated as a trainee position for the purpose of training and developing the employee to perform at the classification level the job requires. The employee must have satisfactorily completed the minimum training period required and must have acquired the skills and knowledge required for the next level of classification.

If a position is reclassified, the employee is guaranteed a raise to the minimum of his/her new pay range, or a full step above their current rate, whichever is greater. An employee may only be reclassified to an approved position on file.

An employee who is reclassified will not normally need to serve an additional training period and will be eligible for a merit increase after six (6) months of service.

a. Justification

Student Reclassification Requests should be submitted for review by the Human Resources Director a prior to proposed effective date. An employee must meet the minimum qualifications for the reclassified position. Upon review, the Human Resources Director will return a copy of the form with their decision.

b. Effective Date

A reclassification is effective the pay period following approval. In noting the effective date, please refer to the applicable payroll schedule.

5.6. PAY AND OVERTIME

a. Overtime

Student Assistants

An employee who works in excess of eight hours in one day and forty (40) hours in one week is entitled to overtime on a time and one-half basis. Payment will be made no later than the pay period following the period in which the overtime was performed. From time to time circumstances or conditions arise where an employee may need to work overtime; however, due to budget restraints overtime is not encouraged.

Work-Study Employees

Work-study employees cannot work overtime.

b. Pay

Payday

ASI employees are paid semi-monthly on the 15th and the last day of the month.

Shift Differential

A shift differential is provided to hourly student employees as an incentive for working overnight shift hours on a regular basis. The employee must be assigned to work this shift. An overnight shift is defined as a shift beginning at 10:00pm and ending the next morning at or before 8:00am. Shift differential pay is a flat amount of \$0.50 to be added to your hourly rate. This amount will only apply to actual hours worked and not to holidays, vacation or sick time.

Premium Pay

Reasons for Premium Pay Request:

- Working late/overnight hours as part of Titan Student Union - All Night Study program (12:00AM – 5:00AM) – during last two weeks of fall or spring academic semester)

Department supervisors wishing this option for employees must submit a Request for Premium Pay form to the Human Resources Department for review and approval. For work-study employees, supervisors are to submit a written request to the Work-Study Coordinator with a copy to Human Resources with the following information:

- Premium pay rate
- Reason for premium pay
- Individuals authorized to receive premium pay
- Dates premium rates are to be paid

An employee must use proper job code when clocking in for these time periods.

Maximum Hours Worked per Year

A student employee may be employed by one or more ASI departments or campus for a combined maximum of twenty hours per week when classes are in session and up to thirty hours per week during the winter, spring, and summer breaks, not to exceed a 1000 hours in a year (Jan-Dec). It is recognized that on occasion an employee may work in excess of twenty hours per week during the fiscal year.

6.7. BENEFITS

a. Academic Benefits

~~The Associated Students, CSUF Inc. ASI~~ is committed to supporting the academic successes of ~~ASI our~~ student employees ~~at California State University, Fullerton~~. The purpose of this policy is to provide employee benefits that will directly improve the academic success of ASI student employees.

Book Voucher Program

Student employees who complete four total semesters of employment (fall and spring semesters only) before the first day of the semester are eligible for a \$50 book voucher in that semester and all future semesters the student employee is both employed with ASI and enrolled in courses at CSUF. The book voucher program is offered only in the fall and spring semesters for a maximum total of \$100 per fiscal year.

Paid Time Off to Study

Student Employees who complete six total semesters of employment (fall and spring semesters only) by the first day of the semester are eligible for four hours of paid time off to study in that semester and all future semesters the student employee is both employed with ASI and enrolled in courses at CSUF. The paid time off to study program is offered only in the fall and spring semesters for a total of eight hours per fiscal year. Time off must be approved by the student employee's supervisor with two weeks' notice to ensure the shift can be covered by another student employee if necessary. The time off can be used in either two two-hour increments or one four- hour increment. Unused hours do not carry over to the following semester.

ASI reserves the right to modify or discontinue this policy at any time with or without notice and these benefits are offered contingence on budget availability.

b. State Disability Insurance

State Disability Insurance covers an employee who is unable to continue work due to an off-the-job injury or illness. The amount of benefits paid depends upon the wages paid to the employee during a twelve-month base period. Benefits begin after a seven-day waiting period.

Since work-study students do not pay into the disability program, they are not eligible for benefits.

c. Workers Compensation Insurance

All employees are covered by ASI's Workers' Compensation Insurance. The cost of the insurance is paid by ASI 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 an employee is injured on the job or incur a work-related illness, they must immediately contact their supervisor and the Human Resources office to make a written report in addition to seeking medical treatment with follow-up care as required.

d. Volunteer Workers' Compensation Insurance

Volunteer employees are to complete, sign, and date a Volunteer Start Notice form at the beginning of their appointment that serves as the ASI acknowledgment of the volunteer's desire to perform work or provide a service without compensation for a semester, academic year, calendar year, session or any part thereof for the ASI. Once a Volunteer Start Notice form has been completed, a volunteer need not complete another form until after expiration date of the appointment. The start notice must be signed and dated by both the supervisor and the employee prior to submitting it to Human Resources.

7.8. LEAVE

a. Holiday Pay

Student assistants and work-study employees who are required to work on an ASI recognized holiday are to be compensated at a premium rate of time and one-half.

A student employee is not eligible for paid vacations or holidays; however, the employee will have time off on the same holidays as full-time employees.

b. Leave

Sick Leave

Sick leave is provided so employees will be protected from loss of income when unable to work. Absences must be reported to a supervisor as soon as possible and recorded on the employee's timecard. Accrued sick leave, if any, is not paid at time of termination.

A total of 24 hours of sick leave is granted on the first day of employment and on January 1st of each subsequent year. Sick leave is not accrued nor carried over year to year. and on the anniversary date of their hire each year thereafter. S

Sick leave must be used for the following purposes: Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or their family member. An Employee may also use sick leave if an employee is a victim of domestic violence, sexual assault, or stalking.

"Family member" includes:

- A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stand in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- The biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or their spouse or registered domestic partner, or a person who stood in loco parentis when an employee was a minor child.
- Spouse
- Registered domestic partner
- Grandparents
- Grandchildren
- Sibling

If the need for paid sick leave is foreseeable, an employee must provide reasonable advance notice to their supervisor. If the need for paid sick leave is unforeseeable, an employee must provide notice to their supervisor as soon as practicable.

Paid sick leave is available only for days on which an employee would have been scheduled to work, but were unable to work because of one of the purposes described above.

Unused paid sick leave is not carried over from one year to the next. Under no circumstances will unused paid sick leave be converted to cash or payment of any kind. Unused sick leave is not paid out upon termination.

Leave of Absence

The ASI grants requests for unpaid leaves of absence for five (5) working days or more up to a maximum of two (2) work weeks to student assistants for only the following reasons:

- Illness
- Hospitalization
- Family Illness
- Jury Duty
- Death in the Family
- Recognized Academic Related Participation

A leave of up to two (2) weeks shall not constitute a break in employment.

Requests will be approved based on the ability to obtain proper temporary help so as to maintain continuity in the position. An extension of two (2) additional weeks of unpaid leave as designated may be approved for: 1) an extended personal illness or hospitalization, required attendance upon an ill or injured spouse, child, parents or siblings, or 2) in the event of the death of a significantly close relative defined as a spouse, child, parents, siblings, grandparents, grandchildren, or in-laws which requires the employee to travel overseas to arrange for and/or attend the funeral. However, a leave of absence of more than two (2) weeks shall constitute a break in employment.

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 upon the first day of employment.

Duration Of Leave - Pregnancy-related disability begins when the health care provider determines the individual to be disabled by pregnancy, childbirth or related medical conditions. PDL covers the actual period of disability up to four months. The four months leave is the number of days or hours the employee would normally work in four calendar months. At the end of PDL CFRA will provide a separate leave for bonding with a newborn that can last up to twelve weeks.

Transfer and Accommodation - 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 (1) 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 (2) the request can be reasonably accommodated by ASI. 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.

ASI 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.

Benefits During Leave - Employees on a pregnancy-related disability leave do not accrue seniority or benefits including holiday pay, vacation and sick accrual, 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 earned prior to the commencement of her leave.

Coordination Of Benefits - 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. 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 4 month total leave period limitation allowed under this pregnancy-related disability leave policy.

Medical Certification - An employee requesting pregnancy-related disability leave must provide medical certification of the disability. 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 fitness for duty certification before returning to work.

Notice – 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 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 ASI within two business days of learning of the need for the leave.

Employees must indicate the estimated timing and duration of the leave and make a reasonable effort to schedule any planned medical treatment so as to minimize the disruption of ASI'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 4-month limitation.

Outside Employment – An employee may not be employed with any employer, other than ASI, during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.

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

Under most circumstances, ASI will reinstate employees to their former or equivalent position if they return from leave within 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 (1) she 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 (2) the means of preserving the job would substantially undermine ASI'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 (1) no comparable position is available within 10 working days of the employee's return to work, or (2) filling the comparable position with the employee would substantially undermine ASI'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 ASI.

Family Medical Leave

The federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA") provide for overlapping as well as separate leaves, eligible employees are entitled to take medical leave and family care leave up to a combined total of 12 weeks in any 12-month period.

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

Reasons For Leave - Eligible employees may take medical leave or family care leave for the following reasons:

- The employee's own serious health
- A qualifying exigency relating to a close family members military service-Up to 26 weeks per 12 month period to care for an ill or injured military service member.
- Pregnancy-related Disability
- Bonding with a newborn, an adopted child or child placed in foster care with an employee
- Caring for a family member with a serious health condition
- Caring for a registered domestic partner with a serious health condition
- Birth, adoption or foster placement of a child
- Care of a spouse, domestic partner, child, or parent with a serious health condition
- Employee's own serious health condition if the employee is unable to perform the essential functions of their job.

Duration Of Leave - Eligible employees are entitled to take family care and medical leave of absence up to a combined total of 12 weeks in a rolling 12-month period, which is measured backward from the date the leave is taken. Leave for the birth, adoption or foster placement of a child must conclude within one calendar year of the actual birth, adoption or placement. If both parents work for ASI, the parents' combined leave for the birth or placement of a child may not exceed 12 weeks during any 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 or the employee's child, parent, or spouse 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 ASI and make a reasonable effort to schedule any planned treatment in cooperation, if possible, in order to minimize disruption to the workplace.

Benefits During Leave - 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 made prior to taking leave. Premium payments are due monthly and should be made payable to ASI and delivered to the Human Resources department. If an employee

fails to pay his or her portion within 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 15 days before coverage terminates.

Employees on family care or medical leave do not accrue seniority, vacation or sick pay or benefits including holiday 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.

Coordination Of Benefits - Family care and medical leaves are unpaid. An employee who is granted a family or medical care leave of absence must utilize any accrued but unused paid time off benefits (i.e., vacation and sick leave) during the period of the leave. 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 exceed the 12 week total leave period limitation allowed under the family leave and medical leave policy.

Notice Requirements - Employees who need to take family care or medical leave should contact the Human Resources Director as soon as they learn of the need for leave, even when they do not know the precise dates that leave will begin. If leave is foreseeable, at least 30 days' notice is required. For events that are not foreseeable 30 days in advance, but are not emergencies, the employee must give notice within 2 working days of learning of the need for the leave. If ASI determines that the notice was inadequate and that the employee knew of the need for leave in advance of the request, 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 2 working days prior to the intended return to work date. Similarly, if an employee learns they 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.

Medical Certification - An employee taking leave for their own serious health condition or that of a family member must provide ASI with certification from a health care provider within 15 calendar days of ASI'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, ASI may require the medical opinion of a second health care provider of its choice and at its expense to substantiate a medical certification. If the second opinion is different from the first, ASI may require the opinion of a third health care provider (also at its own expense) jointly approved by both ASI and the employee. The opinion of the third health care provider will be binding on both ASI and the employee.

If an employee requests an extension of leave beyond the time estimated by the health care provider, ASI will require recertification of the employee's or the family member's serious health condition. ASI also requires employees taking leave for their own serious health condition to present a fitness-for-duty certification before return to work.

Outside Employment – An employee may not be employed with any employer other than ASI during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.

Reinstatement - When an employee is able to return to work, they should give ASI at least two weeks' notice. It is important that the employee's return to work be properly scheduled. Under most

circumstances, ASI will reinstate employees to their former or equivalent position if they return from leave within 12 weeks. Exceptions may occur as permitted by law. For example, ASI cannot guarantee reinstatement if the employee is a salaried employee and among the highest paid ten percent of all employees within a 75 mile radius and reinstatement would cause substantial and grievous economic injury, or if the employee would have been subject to lay off 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 and medical leave will be considered to have voluntarily left their position terminated from ASI.

Other Information - The policies and guidelines stated in this policy shall be subject to such other terms and conditions as are provided in the Family and Medical Leave Act of 1993 and applicable California leave laws. The FMLA and CFRA make it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or CFRA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or CFRA, or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. If employees have any questions about the exercise of FMLA rights, please contact Human Resources.

School and Child Care Activities Leave

Leave is provided for an employee who is the parent, guardian, step-parent, foster parent, grandparent or a person who stands in loco parentis to a child who is in grades K-12 or who is with a licensed day-care provider. Up to 40 hours off per calendar year of leave is provided. This is an unpaid leave and employees can use accrued sick time for this time off. An employee can take this time off to:

- Find, enroll or re-enroll in a school or licensed provider
- Participate in activities of the school or licensed provider
- Address a child care or school emergency (illness, discipline/behavioral problems, unexpected closure, and natural disaster)

Employee should provide reasonable prior notice if activity is planned.

Organ Donor/Bone Marrow Donor Leave

The employee must take the leave to donate an organ or bone marrow to another person. The employee must provide written verification of the need for donation leave. The verification must state that the donation is medically necessary. The employee must have also been employed for at least 90 days prior to taking the leave. Employees are permitted to take a leave of absence with pay for up to 30 days for the purpose of organ donation and up to five days for bone marrow donation (See California Labor Code 1510). Employees must use up to five days of paid sick leave for bone marrow donation and two weeks of paid sick leave for organ donation.

Leave for Victims of Domestic Violence, Sexual Assault or Stalking

ASI is prohibited from discharging, discriminating or retaliating against an employee who is the victim of domestic violence, a victim of sexual assault or a victim of stalking, and who takes time off from work to obtain or attempt to obtain any relief, such as a restraining order. Employees are provided unpaid time off if they are a victims of domestic violence, as defined by Family Code Section 6211, to seek medical attention for injuries caused by domestic violence or sexual

assault, to obtain services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to participate in safety planning or other actions as a result of domestic violence or sexual assault (See California Labor Code Section 230).

Crime Victims Leave

All employees are provided unpaid time off if they are a victim of a serious or violent felony to attend judicial proceedings related to the crime. The term "crime victim" applies to an employee who is a victim, the immediate family member of a victim, the registered domestic partner of a victim or the child of a registered domestic partner of a victim (See California Labor Code Section 230.2).

Voting Leave

As required by law (See California Elections Code Section 14001), all employees are provided up to 2 hours of time off with pay on Election Day to vote in city, county, state and national elections if it cannot be done outside of normal working hours. Advanced notice must be given to supervisors before time-off for voting can be approved.

Military Leave

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. The employee should submit a request as soon as he/she learns of the need for military leave. The organization will reinstate those employees returning from military leave to their same position or one of comparable seniority, pay, status, and benefit rights they would have had if they had worked continuously in compliance with state and federal regulations.

Benefits coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA for up to 18 months while on military leave, and will be required to pay the COBRA rate of their health benefits if they wish to continue benefits.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

Military Spouse Leave

An unpaid leave provided for military personnel spouses who work an average of 20 hours or more per week who have a spouse in the US Armed Forces, National Guard or Army Reserve who was deployed during a period of military conflict. Employees can be allowed to use accrued sick, vacation or PTO during this leave but will not be required to do so. The leave lasts for up to 10 days. The employee must provide the employer with notice within two business days of receiving official notice that their spouse will be on leave from deployment.

Volunteer Civil Service and Training Leave

An unpaid leave provided for employees who are required to perform emergency duty. This leave is extended to volunteer firefighters, reserve police officers and emergency rescue personnel. Emergency rescue personnel is defined as any person who is:

- An officer, employee or member of a fire department, fire protection or firefighting agency of the federal government, California state government, local government, special district or other corporation or political subdivision of California
- An officer of a sheriff's department, police department or private fire department

- An officer, employee or member of a disaster medical response team sponsored or requested by the state.

The leave lasts for the duration of the emergency duty.

Time off for Civil Service Training-an employee in the category above may take an unpaid leave of up to 14 days per calendar year to engage in fire, law enforcement or emergency rescue training.

Civil Air Patrol Leave

An unpaid leave of up to 10 days provided to employees who participate in Civil Air Patrol duty. The employee must be employed for at least 90 days before the start of the leave.

c. Layoff

Probable Causes/Effects

- ~~Spring/Holiday Break~~ - Informal layoff during these periods does not constitute a break in employment.
- ~~Position Abolishment~~ - Abolishment of a position due to budget reductions or a change in workload does constitute a break in employment and the employee may apply for unemployment benefits.

~~Academic Layoff (Winter/Summer Break)~~ - Academic layoff for winter (month of January) and summer break constitutes a break in employment.

~~Student Assistants~~
~~Employees who are temporarily laid off over the summer break or intersession due to a reduction of the workload in their department may be extended an offer of re-employment at the beginning of the next academic year or spring semester. While this action constitutes a break in employment, the "reasonable assurance" of returning to work after the recess period exempts them from being eligible for unemployment insurance. The Employment Development Department will disqualify these claimants beginning on the date in which they were informed of academic layoff through the date they are to return to work.~~

Work-Study Employees

~~Work Study employees are not eligible to receive unemployment benefits. However, supervisors may extend an offer of re-employment to a work-study employee whom supervisors wish to layoff for the summer to allow for "reasonable assurance" that the employee will return to both the department and position.~~

DATE APPROVED:

11/29/2016

DATE REVISED:

04/25/2017

POLICY CONCERNING PROFESSIONAL EMPLOYEE COMPENSATION

PURPOSE

The Associated Students, ~~CSUF, Inc.~~, [California State University, Fullerton](#) (ASI) is committed to providing a total compensation package that enables the corporation to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan that serves to:

- Affirm ASI's commitment to Equal Employment Opportunity
- Maintain consistency with the CSU employee classification standards and compensation
- Provide individual choice in selecting benefits
- Recognize the diverse needs of the employee population

The purpose of ASI's Policy on Employee Compensation is to provide equity, incentive, and CSU comparability in the administration of the corporation's compensation program for all employees.

Within the framework of applicable law, and consistent with the judicious expenditure of funds, it is the policy of ~~the Associated Students, CSUF, Inc.~~ [ASI](#) to employ competent personnel, motivate these employees to perform well, and create inducements both through basic compensation and fringe benefits to retain competent employees for productive periods of service.

Pursuant to Education Code, Section 89900(c) and Title V, Section 42405(a) ~~the Associated Students, CSUF, Inc.~~ [ASI](#) shall provide salaries, working conditions, and benefits for its full-time employees that are comparable to those provided CSU employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to those performed by CSU employees, the salaries established will be based on a study of the salaries prevailing at other educational institutions in the area or commercial operations of like nature.

~~ASI The Associated Students, CSUF, Inc.~~ will meet the requirements for comparability by providing its regular, full-time employees with the following:

- Salaries that fall within the corresponding salary range that would be paid to a CSU [Fullerton \(CSUF\)](#) employee in the same CSU classification (if applicable)
- A benefits package (exclusive of educational benefits) that is modeled after that provided by CSUF to its full-time employees
- A personnel management and employee relations system that is within the parameters of that established by the CSU for its full-time employees

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- | | |
|--|--|
| <input type="checkbox"/> Budget Area Administrators
<input checked="" type="checkbox"/> Management Personnel
<input checked="" type="checkbox"/> Supervisors
<input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Volunteers
<input type="checkbox"/> Grant Recipients
<input checked="" type="checkbox"/> Staff
<input type="checkbox"/> Students |
|--|--|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Salary Range	Minimum and maximum rate currently authorized for a position classification.
Comp Time	Time off in lieu of payment for overtime.
Classification	Category of a position within the organization (i.e. secretary, office assistant, Director, etc.).
Reclassification	Changing classification of position due to significant changes in job duties placing position requirements, accountability, responsibilities, etc. outside of present classification.
Immediate family member	<u>Spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle). Mother, father, spouse, son, daughter, brother, sister, registered domestic partner, or any person residing in employee's immediate household</u>
Significantly close relative	<u>Spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, registered domestic partner, or relative living in the immediate household of the employee, including grandparents and grandchildren.</u>
Volunteer Civil Service Personnel	Volunteer firefighters, reserve peace officers, and emergency rescue personnel.
Catastrophic illness or injury	Illness or injury which totally incapacitates an employee or member of employee's immediate family if it requires the employee to take time off for an extended period in order to care for the family member and the employee has exhausted all of their available leave credits.
Exempt	Employees primarily performing work that is not subject to overtime provisions of the Fair Labor Standards Act. Overtime pay is not required by FLSA for exempt employees.
Non-exempt	Employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act. Overtime pay is required.
Professional Staff	Non-student regular staff members.

State Disability	Disability payments made for leaves of absence due to personal disability (state paid). Funded by employee deductions.
Paid Family Leave	Payments made for leaves of absence to care for a disabled family member (State Paid). Funded by employee deductions.

STANDARDS

1. SALARY RANGE

ASI bases its salary ranges on the comparable salary ranges published by the California State University Office of the Chancellor. The determination of an appropriate salary range is contingent upon the determination of a position's CSU classification. For positions that cannot be classified according to the CSU standards, salary ranges will be based on periodic surveys of salaries paid for similar positions in the higher education and nonprofit organizations market.

Salary ranges for full-time positions consist of a minimum and a maximum rate as published in the most recent edition of the California State University Salary Schedule.

Revisions to the CSU Salary Schedule will be monitored by the Human Resources Department. Generally, such revisions will have no impact on individual salaries, unless one of the following occurs:

- The revision results in a new minimum rate that is higher than the rate currently paid to an ASI employee in the same classification. In this case, the employee's salary may be increased to the new minimum rate published in the CSU Salary Schedule.
- The revision results in a new maximum rate that is lower than the rate currently paid to an ASI employee in the same classification. In this case, the employee's salary may be approved to be above the established salary maximum for that position.

In both cases, the position in question will be audited to ensure that it is appropriately classified before any action is taken. If the position is correctly classified, the corresponding salary action referenced above will be submitted to the Human Resources Department for approval. If it is determined that the position is not correctly classified, the position description will be referred to Human Resources for consideration of a new classification and corresponding salary range.

2. INITIAL COMPENSATION

The initial salary offered to a candidate is based on the candidate's skills and abilities in relation to a number of factors including the position/classification requirements, internal and external considerations, as well as budgetary considerations. Specifically, the following factors shall be considered in determining an appropriate starting salary.

- The salary range or skill level sub-range established for the position
- An assessment of the candidate's knowledge, skills, and abilities against the overall requirements for the position and classification and/or skill level
- An internal assessment of salaries of existing employees in comparable positions
- An analysis of applicable market data, if appropriate

a. Appointment Salary

Appointment salaries are commensurate with a candidate's experience and capabilities in relation to the salary range established for the position, as well as internal and external considerations. Following are the approved practices for determining a starting salary. The salary range quartiles and mid points

referred to for hiring ranges are calculated using the minimum and maximum rates for the classification's salary range or for the skill level sub-range for classifications with skill levels.

First Quartile

Hiring within the first quartile of a salary range is appropriate when the candidate is qualified for the position, but still requires a training period to become fully familiar with the requirements of the position. Hiring managers are given the discretion to hire in the first quartile.

Second Quartile

Highly skilled candidates who need minimal training are most often hired in the second quartile of the range up to the mid-point. This is most common with career level professional positions. Hiring at this level can only occur after:

- The hiring manager meets with the Human Resources Director and provides pertinent information (e.g. level of skills, experience, salary history, pay stubs, budget availability) supporting the salary proposal, and
- The appropriate Division Director reviews the information and approves the final offer.

Above Mid-point

In rare operational circumstances, highly qualified individuals with exceptional expertise may need to be hired in excess of the salary range mid-point. Hiring at this level can only occur after:

- The Human Resources Director reviews the request and provides his/her analysis and recommendations.
- The analysis and recommendations are reviewed by Executive Director who has final decision authority.

An appointment salary above the midpoint of the range will be considered in only the following circumstances:

- Clear recruitment and retention difficulties as demonstrated by prolonged and/or unproductive recruitments and high rates of turnover.
- The exceptional qualifications of a preferred candidate in relation to the applicant pool and classification and/or skill level requirements.
- Prevention of substantial salary loss by the preferred candidate.

For current employees selected through the recruitment process for a position in their same classification but in a different department, the hiring department has the discretion to offer the employee a salary increase, subject to budget availability.

3. SALARY ADJUSTMENTS

It is the policy of [ASI the Associated Students, CSUF, Inc.](#) to grant merit based salary increases to employees based on budget availability. The amount of the salary increase will be dependent on the employee's performance evaluation and distributed on a yearly basis when funds are available.

a. Cost of Living Adjustments

A cost of living adjustment is a periodic increase made to all current salaries in an effort to offset the effects of external economic factors, such as inflation. The percentage of cost of living adjustment to be made, if any, will be determined annually during the annual budget process by the ASI Board of Directors. If approved, the same percentage increase will be applied to the current rate of all salaried positions currently occupied, including management personnel.

4. CLASSIFICATION/RECLASSIFICATION

At least once a year, job descriptions will be reviewed by supervisors to determine if the duties and responsibilities assigned to each employee are current. Job descriptions maintained by Human Resources form the basis for the review. If there are changes to the job description, the Human Resources Director will review the position to determine classification.

a. Policy Application

The Human Resources Director along with the Executive Director will evaluate and classify ASI positions as either performing or not performing substantially similar responsibilities and duties to campus positions. Such positions are defined as follows:

Comparable Positions – (Performing substantially similar services):

- Positions with similar duties, responsibilities, and minimum qualifications as established classifications in the CSU system.

Non-Comparable Positions – (Not performing substantially similar services):

- Positions with non-similar duties, responsibilities, and minimum qualifications as established classifications in the CSU system.

b. Review

Written documentation will be reviewed. Decisions will be based on information derived from a number of factors, including:

- Nature and variety of work
- Nature of controls exercised over employees, either in supervision or in the guidance provided by rules, procedure, interpretation, etc.
- Degree of independence of action; nature and scope of commitments; consequence of error
- Nature and purpose of interpersonal relationships
- Degree of originality or ingenuity required
- Nature and extent of supervisory and administrative responsibilities

If more extensive written documentation is needed, a request will be made.

c. Effective Date

The effective date of the reclassification shall be as follows:

- Non-budgeted – Projected New Fiscal Year Budget
- Budgeted – Existing Fiscal Year Budget-first day of pay period following decision.

d. Appeal

A decision may be appealed through the initiation of employee complaint with the Human Resources Department.

5. PAY AND TIME

a. Hours of Work

The standard work week is forty (40) hours. The standard workday is eight hours for nonexempt workers. Workday lengths for exempt employees are determined primarily by their current workloads. General office hours are from 8:00 a.m. to 5:00 p.m. daily. As starting and ending times vary within departments and office locations, the manager of each department will determine the schedule for his/her department. The workweek commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at Midnight. Employees who work in excess of five hours in a workday are provided with at least a 30-minute unpaid meal period that must begin before the [start-end](#) of the

employee's fifth hour of work. Employees who work in excess of 10 hours in a workday are eligible to receive a second meal period of no more than 30 minutes that begins at the start of their 10th hour. Non-exempt employees must also take a ten-minute rest period for each four hours of work or major portion of each four hours as scheduled by their supervisor. Any rest period is considered time worked. Your work schedule will be determined by your supervisor. The length of the meal period may vary from thirty (30) minutes to one (1) hour according to the needs of the department. Non-exempt employees receive two ten-minute paid break periods for each full workday, one approximately a quarter of the way into the workday and one approximately three quarters into the workday. ASI reserves the right to modify an employee's starting and quitting time as well as the number of hours worked to accommodate business needs.

b. Payday

ASI employees are paid semi-monthly on the 15th and the last day of the month.

c. Shift Differential

A shift differential is provided to regular full time non-exempt employees as an incentive for working overnight shift hours on a regular basis. The employee must be assigned to work this shift. An overnight shift is defined as a shift beginning at 10:00pm and ending the next morning at or before 8:00am. Shift differential pay is a flat amount of \$0.50 to be added to your hourly rate. This amount will only apply to actual hours worked and not to holidays, vacation or sick time.

d. Paycheck Distribution

Paychecks are never to be distributed before their assigned distribution date.

e. Call-in or Call-back Time

If a non-exempt employee, whose normal minimum workweek is forty (40) hours, leaves ASI's premises after completing their scheduled shift is called back without advance notice to perform emergency work, the employee is entitled to call back pay for time spent on emergency work. Call back pay will be computed at double the employee's straight-time hourly rate of pay. Call back pay is not required where an employee is asked during their normal shift to work beyond their normal schedule or where an employee is scheduled to work overtime.

f. Severance Pay

The ASI does not provide severance pay to employees who terminate employment voluntarily or involuntarily. However, it reserves the right to provide exceptions to this policy should the circumstances warrant such action.

g. Overtime

For purposes of overtime compensation, employees are classified as either non-exempt employees entitled to receive overtime pay when they work overtime hours, or exempt employees not entitled to receive overtime compensation. From time to time as necessary, employees may be required to work overtime. Non-exempt employees will be paid one and one-half times their regular rate for all hours worked in excess of the first eight (8) hours in a workday, over 40 hours in a workweek, or for the first eight (8) hours on the seventh consecutive day of work in a workweek. Non-exempt employees will be paid two times their regular rate for all hours worked in excess of twelve (12) hours in a workday or in excess of eight (8) hours 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 or to compensating time off.

Overtime is to be scheduled and approved only when work cannot be accomplished within normal working hours and only if it has been authorized in advance by the supervisor. Non-exempt employees who work unauthorized overtime may be subject to disciplinary action.

h. Make-Up Time

If an employee misses work due to a personal obligation, they may make up the lost time later in the same workweek at straight-time pay even if the employee works more than eight hours on a make-up day. The request must be approved by the supervisor prior to time worked.

6. BENEFITS

ASI aims to offer a benefits package comparable to that of the California State University system to eligible employees. Annually, employees receive a summary of benefits.

Benefits are as follows:

Benefit	Paid By			Effective	Termination of Benefit
	Employer	Employer/Employee	Employee		
Health Insurance		X		1st of following month	End following month
Vision Insurance		X		1st of following month	End following month
Dental Insurance	X			1st of following month	End of month
Flex Cash Account	X			January 1	End of CalendarYear or Termination
PERS Retirement		X	X	Immediately	Termination/Retirement
Term Life Insurance/LTD	X			1st of following month	Termination
Unemployment Insurance	X			Immediately	Termination
Workman's Compensation	X			Immediately	Termination
State Disability & Paid Family Leave			X	Immediately	Termination
Supplemental Life Insurance			X	When enroll	Termination
Tax Deferred Annuities			X	When enroll	Termination
Educational Reimbursement	X			When required	Termination

a. Temporary Appointment (Less than 12 Months)

There are a variety of medical, dental, and vision plans available to eligible employees. The employee determines which plans best meet his/her needs. The premiums for the plans vary; however, ASI contributes a significant portion to the cost of the plans.

b. Health, Vision and Dental Insurance

Employees must enroll within sixty days of their initial appointment or during open enrollment. Payroll deductions for employee's premium commence the pay period following employment. Premiums are paid one month in advance.

c. Long Term Disability (LTD)

Long term disability provides the employee with income protection if they become disabled from a covered sickness, accidental bodily injury, or pregnancy. The elimination or waiting period is ninety days. Contact Human Resources for more information.

d. Life Insurance

Upon receipt of due proof that a currently insured employee has died, the ASI-sponsored life insurance policy will provide a maximum lump sum payment to the employee's beneficiaries of \$50,000. The actual amount of the payment may vary depending on the age of the employee at the time of death. This benefit is provided at no cost to employees. Limitations and exclusions apply. Employees must consult their Group Insurance Plan booklet for further information.

e. Unemployment Insurance

Employees whose employment is terminated may be eligible to receive unemployment insurance benefits. Unemployment claims are filed with the claimant's local Office of California Employment Development Department, which will determine eligibility for benefits.

f. Disability Insurance

Disability insurance is payable when an employee cannot work because of sickness or injury not caused by the job, or when the employee is entitled to temporary Worker's Compensation at a rate less than the daily benefit amount. The amount of benefits paid to an employee depends upon the wages paid to the employee during a twelve-month base period.

g. Workers' Compensation Insurance

All employees are covered by ASI's Workers' Compensation Insurance. The cost of the insurance is paid by ASI 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 an employee is injured on the job or incur a work-related illness, they must immediately contact their supervisor and the Human Resources office to make a written report in addition to seeking medical treatment with follow-up care as required.

h. Tax Deferred Annuities (TSA) 403(b)

An employee who is in a full-time position is eligible for enrollment in a tax-deferred annuity program 403(b). A tax-deferred annuity may permit the deferment of taxes on a portion of an employee's monthly income. For more information contact the Human Resources office.

i. Flex-Cash Plan

The ASI offers a Flex-Cash plan to help employees tailor their benefits package needs. Flex-Cash is an optional benefit plan that allows the waiver of ASI medical and/or dental coverage in exchange for cash, provided the employee has other non-ASI coverage.

j. Flexible Compensation Plan

This plan allows a salary reduction and income tax-free reimbursement of certain un-reimbursed medical costs and child care expenses that qualify. Employees are eligible for enrollment at the time of hire or during annual open enrollment.

k. Employee Assistance Program (EAP)

The Employee Assistance Program provides confidential counseling and referral services to all regular employees and members of their household twenty-four hours a day. This benefit is available through an external provider to assist employees and their families in dealing with a wide variety of

concerns such as those involving relationships, parenting, drug/alcohol abuse, depression, communication, stress, and concerns related to their job. All services are kept strictly confidential.

l. Annual Staff Parking Permit

Annual parking permits are available to employees at their own expense through payroll deduction and are valid year-round. Semester permits may be purchased at the Parking & Transportation Services Department. Parking regulations are enforced by Parking and Transportation Services. Disputes or complaints about university-issued citations are to be directed to the Parking and Transportation office. Parking regulations and procedures can be found at www.parking.fullerton.edu.

m. Retirement

Regular, full-time employees of ASI become members of the Public Employees Retirement System (PERS) on the first day of ~~employment the month following one month of continuous employment.~~ ~~For purposes of eligibility, one month of continuous service shall be defined as having worked eleven full days within one month.~~ In addition to a contribution made by ASI, employees are required to contribute a percentage of their monthly salary. Employee contributions are paid through automatic payroll deduction.

Employee contributions, plus interest, may be refunded by PERS upon termination or, if the employee has at least five years of service credit, left on deposit for retirement allowance.

PERS also provides for disability retirement as well as service retirement, death benefits, and survivor benefits. The basic death benefits for an employee not eligible to retire at the time of death (under age 50, or if over 50, with less than five years of service) consists of the PERS contributions, with interest, plus group term life insurance in effect at time of death and 50% of the total monthly pay rate received by the employee during the twelve months prior to the employee's death. The law provides for statutory beneficiaries in the following order of priority: the employee's spouse, children, parents, and estate. If an employee wishes to deviate from this, a Beneficiary Designation form must be completed.

At least ~~four~~ ~~three~~ months prior to the anticipated date of retirement, the employee should make an appointment with ~~the CalPERS and~~ notify Human Resources of the decided date of retirement. ~~Human Resources Office for assistance in applying for retirement benefits.~~ Retirement income may be delayed if the employee does not provide PERS sufficient time to process the required documents. The minimum retirement age is 50 provided the employee has at least five years of service. If the employee has unused sick leave when retiring, the unused leave will be credited as service as provided in the PERS contract in place at that time. The law allows continuation of service to a maximum of age seventy. It is permissible to request continued service upon submittal of a certification of competency.

ASI provides full-time employees post-retirement medical vesting plans and post-retirement dental insurance plans reduced to the cost of basic dental coverage provided ~~by by ASI~~ Associated Students Inc California State University, Fullerton. Plan eligibility is based on specific requirements determined by the employee's date of full-time employment, years of service, date of retirement, and any applicable crossover provisions between medical plans.

Unused accumulated sick leave is converted to additional service credit after employee retires, which may increase his/her PERS retirement allowance. However, retirement must occur within 120 days of separation from employment.

n. Benefits While on Leave of Absence

Health, Vision and Dental Insurance (See Policy on applicable leave for details)

An employee is entitled to continuation of health, vision, and dental benefits at the same level he/she had before leave began. An employee is required to continue to pay their portion of the benefits. Insurance premiums are pre-paid for the following month for health and vision.

An employee on an approved informal/formal leave of absence without pay, who does not return to work after the end of the leave, shall reimburse the ASI both the employer and employee portion of the pre-paid health insurance premium.

Term Life Insurance

ASI will retain term life insurance coverage for an employee on leave for a period of up to four months at which time coverage will be terminated. Coverage will commence upon employee's return to pay status.

Retirement

Employee's retirement contributions cannot be withdrawn and are retained with PERS during the period of leave. Contributions will continue to earn interest during this period. If employee chooses not to return upon expiration of leave, termination procedures from the plan will be initiated.

o. Termination of Benefits

Health, Vision and Dental Insurance

Dental insurance coverage expires on the last day of the month employee worked. Health and Vision insurance coverage will terminate on the last day of the following month. Employees and dependents are eligible for COBRA benefits upon termination of coverage.

Parking Permits

Parking permits must be returned at termination.

Retirement

The minimum retirement age is 50 with at least five years of ASI service.

Terminating employees with at least five years of service credit may be refunded by PERS their retirement contribution, plus interest through the preceding June 30, or leave it on deposit for retirement allowance.

A permanently separating employee with less than five years employment may leave their retirement contributions on deposit for up to one year, or withdraw them from the plan. The refund an employee receives is subject to Federal Income tax withholding unless the employee elects not to have withholding applied.

7. EDUCATIONAL BENEFITS

a. Tuition Reimbursement

[The Associated Students, CSUF Inc. \("ASI"\)](#) ASI is committed to helping employees make the most of the educational opportunities available at California State University, Fullerton ("CSUF") or another accredited higher education institution. The purpose of this policy is to encourage and assist ASI employees to enroll in degree programs to increase their efficiency and effectiveness in their current position and to provide opportunities to acquire knowledge to perform other higher-level positions within ASI.

Eligibility

- Completion of one full year of employment. An employee's part-time service will be used for service time for eligibility.

- The employee is a regular, full-time individual.
- Part-time employees and temporary employee are not eligible for this benefit.

Courses taken must be for a degree program related to the employee's job function or other position within ASI. Courses can be taken at California State University, Fullerton or another accredited higher education institution. The course must be approved by submitting an Educational Approval Application approved by the employee's supervisor, department director, and the Human Resources Director prior to the beginning of the course. The program shall reimburse for tuition only. Employees eligible for allowances from other sources including financial aid, military education allowances, scholarships, etc., may participate to the extent that the tuition fees exceeds such allowances from those sources and are within the provisions of this policy.

Reimbursement Amount

The maximum reimbursement shall be tied directly to the cost of the six-unit undergraduate equivalency at CSUF per semester for a maximum of two semesters per fiscal year. Reimbursement will be made for tuition only. Tuition payment will be made only for courses where a minimum grade point average is achieved.

- For courses taken for an undergraduate degree program, employees must maintain a 2.0 for both their term and cumulative grade point average to receive reimbursement.
- For courses taken for a graduate degree program, employees must maintain a 3.0 for both their term and cumulative grade point average to receive reimbursement.
- No reimbursement will be given for classes taken for no credit and classes in which an unsatisfactory or fail is received.

Educational refunds will be made only upon receipt of proof of payment, unofficial transcript and Request for Refund Application.

ASI reserves the right to modify or discontinue this policy at any time with or without notice.

b. Job-Required Training

Specialized training is defined as one in which specific skills or knowledge are needed due to changing technology, new legislation, or new job duties. The intent of specialized training is to help an employee perform current duties and not to prepare an employee for a future position. The decision to require an employee to attend specialized training shall be based upon the supervisor's evaluation of the employee's present skills, previous work experience and training, and the requirements of the present position.

Release Time

Release time will be granted to attend specialized training during working hours and considered time on-the-job. Release time need not be documented.

c. Non-Job-Required Training

Full-time employees may enroll in one non-job-required course not to exceed a maximum of three units per semester during working hours with prior supervisor approval, as long as they meet the release time requirements.

Release Time & Attendance Reporting

While an employee may not be granted time off with pay to attend a class intended primarily for self-development, employee may attend a non-job related class during working hours provided employee:

- makes up time lost, or

- uses accumulated vacation leave credits, or
- takes leave without pay; and
- the time off does not interfere with the operations of ASI; and
- the supervisor has approved the request.

8. VACATION AND LEAVE

a. Vacation

Staff employees are entitled to vacation credits accruable in accordance with the vacation schedule listed below. Part-time employees earn ~~fractional~~ vacation credits on a pro-rata basis in accordance with the vacation schedule for full-time employees.

Vacation Credits per Month

Service Requirements	Days per Year	Hours per Month
1-month to 36 Months	10	6 2/3
37 Month to 72 Months	15	10
73 Months to 120 Months	17	11 1/3
121-months to 180 Months	19	12 2/3
181-months to 240 Months	21	14
241-months to 300 Months	23	15 1/3
301-months and Over	24	16

An employee must be paid for eleven consecutive workdays per month to qualify for monthly credits for vacation. Vacation time may not be used until completion of one month of employment. At no time can vacation leave be used before the date it is earned or used in units of less than one-half hour.

Vacation credit balance carries over to new calendar year

- 10 or less years of service - not more than thirty-four days (272 hours)
- 10 or more years of service – not more that forty-eight days (384 hours)

Positions identified as Executive and Management

- 10 or less years of service – not more than forty-eight days (384 hours).
- 10 or more years of service – not more that fifty-five days (440 hours)

The following positions are considered Executive or Management:

- Executive Director
- Associate Executive Director
- Director of Administration
- Human Resources Director
- Financial Services Director
- Titan Recreation Director
- Children’s Center Director
- Chief Building Engineer
- Marketing & Design Associate Director
- Titan Student Union Associate Director
- Leader and Program Development Director
- Titan Recreation Associate Director

- Children's Center Assistant Director
- Systems Administrator

Vacation hours may not accrue over the employee's cap listed above. Once an employee has reached their designated cap on vacation hours they will no longer be eligible to accrue additional vacation hours.

Holiday

The following paid holidays shall be observed on the day specified unless they fall on a weekend, or classes have been scheduled on campus. If classes are scheduled on these holidays, ASI will continue in operation and employees are expected to work unless excused by the supervisor. The President of the University may, at his/her discretion, reschedule the holiday observance to another day consistent with the needs of the campus.

- January 1 (New Year's Day)
- Third Monday in January (Martin Luther King, Jr. Day)
- Third Monday in February (President's Day)
- March 31 (Cesar Chavez Day)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- November 11 (Veteran's Day)
- Fourth Thursday in November (Thanksgiving Day)
- Fourth Friday in November (rescheduled Lincoln's Birthday)
- December 25 (Christmas)
- One day between Christmas and New Year (rescheduled Admission's Day)
- One day between Christmas and New Year (rescheduled Columbus Day)
- Any other day designated by the California Governor for a public holiday

A benefited employee on the payroll on the day a holiday is officially observed shall be entitled to the holiday. An employee on a leave of absence without pay or in other non-pay status on a day a holiday is officially observed shall not be entitled to the holiday.

If a holiday falls on a scheduled workday during the employee's vacation or within a period of absence chargeable to sick leave, the holiday will not be charged to sick leave or vacation time.

Personal Holiday

~~Associated Students Inc. CSUF's ASI's Personal Holiday Day Policy provides regular full-time exempt and non-exempt professional staff with an 8 hours of time off and part-time professional staff employees receive time off on a pro-rata basis according to their weekly scheduled working hours. Employees are entitled to one personal holiday per year. Full-time employees are entitled to eight hours of time off for the Personal Holiday, and part-time employees are entitled to time off equal to one-fifth of their weekly scheduled working hours. The Personal Holiday must be taken prior to assigned to December 31 the last working day of the year. of each year. in minimum one-half day increments.~~

~~If the employee fails to take the Personal Holiday before the end of the year on the assigned day, the unused personal holiday hours shall be forfeited will not carry over into the new calendar year. *There is no payment of the personal holiday upon termination. -~~

b. Leave

Leave of Absence

It is ASI's policy to grant a leave of absence to all eligible employees on a non-discriminatory basis. Leaves of absence will be considered in cases of medical disabilities and in cases of personal emergency, military duty, jury duty, witness duty, victims of violent crime, school activities, volunteer civil service duties, leave to vote, or bereavement. Unless specifically provided otherwise, all leaves of absence are available on an unpaid basis only. This chart serves as a summary of policies only.

Type of Leave	Eligibility Required	Duration Up To	Paid by employer	Unpaid	Type of Payment An Employee May Apply
Jury Duty	Jury Summons	10 days per year	X		Jury Duty
Subpoenaed	Subpoena	Time required	If interest of ASI	Not ASI related	Vacation
Victims of Violent Crime	Documentation of hearing	Time required		X	Vacation/Sick
Bereavement - local	Death of Relative	3 days	X		Bereavement
Bereavement - out of area (500 miles)	Death of Relative	5 days	X		Bereavement
Bereavement	Death of ASI Staff or Relative of Staff	4 hours	X		Bereavement
Sick Days	1-month employment	Sick Balance Accrued	X		Sick Accrued @ 4-8 hours/month
School Activities	Parent, guardian, grandparent	Up to 8 hrs month 40 hrs year		X	Vacation
Military Leave	Written verification	Length of service		X	Vacation
Military Family Leaves	Immediate Family is member of Military	12 week to 12 months		X	Vacation/Sick
Volunteer Civil Service Personnel	Written verification	14 days per year		X	Vacation
Voting	Unable to vote outside of working hours	2 hours		X	Vacation
Informal & Unpaid Leaves	Emergency	15 Workdays		X	Vacation/Sick
Family and Medical Leave Act (FMLA)	1250 Hours 12 Months	12 weeks		X	Vacation/Sick/SDI/ PFL
California Family Rights Act (CFRA)	1250 Hours 12 Months	12 weeks		X	Vacation/Sick/SDI/ PFL
Pregnancy Disability Leave (PDL)	Disabled due to pregnancy	Length of disability due to pregnancy or childbirth up to 88 days		X	Vacation/Sick/SDI/ PFL

Sick Leave

Sick leave is accrued at the rate of eight hours per month for regular benefited full-time employees and on a pro-rata basis for regular benefited part-time employees. Sick leave is provided so employees will be protected from loss of income when unable to work. There is no limit to the amount of sick leave employees may accumulate. Absences must be reported to a supervisor as soon as

possible recorded on the employee's timecard. Accrued sick leave, if any, is not paid at time of termination.

Sick leave must be used for the following purposes: Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or their family member. An Employee may also use sick leave if an employee is a victim of domestic violence, sexual assault, or stalking.

"Family member" includes:

- A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stand in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- The biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or their spouse or registered domestic partner, or a person who stood in loco parentis when an employee was a minor child.
- Spouse
- Registered domestic partner
- Grandparents
- Grandchildren
- Sibling

If the need for paid sick leave is foreseeable, an employee must provide reasonable advance notice to their supervisor. If the need for paid sick leave is unforeseeable, an employee must provide notice to their supervisor as soon as practicable.

Paid sick leave is available only for days on which an employee would have been scheduled to work, but were unable to work because of one of the purposes described above.

~~Unused paid sick leave is not carried over from one year to the next.~~ Unused sick accruals are carried over from one year to the next. Under no circumstances will unused paid sick leave be converted to cash or payment of any kind. Unused sick leave is not paid out upon termination.

Informal Leave of Absence without Pay

The Executive Director may approve an informal leave of absence without pay for benefited employees up to a maximum of 15 workdays. Such absence shall not constitute a break in employment. Requests for such leaves generally are approved when an emergency situation arises and vacation leave credits are not available, or when an employee is ill or injured and sick leave credits are not available.

Unpaid Personal Leave

Benefited Employees who have completed one year of continuous service and have exhausted all accrued vacation, sick, and other leaves available, may, upon review and approval of the Executive Director be granted an extended unpaid personal leave of absence for 30 day intervals for a period not to exceed one year from the original leave date.

The organization will review such requests on a case-by-case basis in order to determine whether it can reasonably accommodate such a request, and after a review of all aspects of employee's work performance and current employment record.

When an employee is placed on a leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. However, due to business needs, there will be times when positions cannot be held open. Accordingly, reinstatement of employment is not

guaranteed. If an employee's former position is unavailable when the employee is available to return from an approved leave, ASI will attempt to place the employee in a comparable and available position for which the employee is qualified. If no such position is available, the employee may be offered the next suitable position that becomes available within the following 90 days for which the employee is qualified at a salary within the position's salary range. In addition, the employer will attempt to reasonably accommodate employees who are released for partial or modified duty. An employee who does not accept a position offered by the employer will be considered to have voluntarily terminated employment, effective the day such refusal is made. Employees will be eligible to continue health benefits under COBRA while on this extended leave, and will be required to pay the total COBRA cost of their health benefits if they chose to continue benefits.

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

- Failure to advise ASI of availability to work
- Application for unemployment benefits
- Obtaining another position
- Engaging in another business
- Failure to return to work when notified
- Continued absence from work beyond the time approved by ASI

Military Leave

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. The employee should submit a request as soon as he/she learns of the need for military leave. The organization will reinstate those employees returning from military leave to their same position or one of comparable seniority, pay, status, and benefit rights they would have had if they had worked continuously in compliance with state and federal regulations.

Benefits coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA for up to 18 months while on military leave, and will be required to pay the COBRA rate of their health benefits if they wish to continue benefits.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

Military Spouse Leave

An unpaid leave provided for military personnel spouses who work an average of 20 hours or more per week who have a spouse in the US Armed Forces, National Guard or Army Reserve who was deployed during a period of military conflict. Employees can be allowed to use accrued sick, vacation or PTO during this leave but will not be required to do so. The leave lasts for up to 10 days. The employee must provide the employer with notice within two business days of receiving official notice that their spouse will be on leave from deployment.

Volunteer Civil Service and Training Leave

An unpaid leave provided for employees who are required to perform emergency duty. This leave is extended to volunteer firefighters, reserve police officers and emergency rescue personnel. Emergency rescue personnel is defined as any person who is:

- An officer, employee or member of a fire department, fire protection or firefighting agency of the federal government, California state government, local government, special district or other corporation or political subdivision of California
- An officer of a sheriff's department, police department or private fire department
- An officer, employee or member of a disaster medical response team sponsored or requested by the state.

The leave lasts for the duration of the emergency duty.

Time off for Civil Service Training-an employee in the category above may take an unpaid leave of up to 14 days per calendar year to engage in fire, law enforcement or emergency rescue training.

Civil Air Patrol Leave

An unpaid leave of up to 10 days provided to employees who participate in Civil Air Patrol duty. The employee must be employed for at least 90 days before the start of the leave.

Family Medical Leave

The federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA") provide for overlapping as well as separate leaves, eligible employees are entitled to take medical leave and family care leave up to a combined total of 12 weeks in any 12-month period.

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

Reasons For Leave - Eligible employees may take medical leave or family care leave for the following reasons:

- The employee's own serious health
- A qualifying exigency relating to a close family members military service-Up to 26 weeks per 12 month period to care for an ill or injured military service member.
- Pregnancy-related Disability
- Bonding with a newborn, an adopted child or child placed in foster care with an employee
- Caring for a family member with a serious health condition
- Caring for a registered domestic partner with a serious health condition
- Birth, adoption or foster placement of a child
- Care of a spouse, domestic partner, child, or parent with a serious health condition
- Employee's own serious health condition if the employee is unable to perform the essential functions of their job.

Duration Of Leave - Eligible employees are entitled to take family care and medical leave of absence up to a combined total of 12 weeks in a rolling 12-month period, which is measured backward from the date the leave is taken. Leave for the birth, adoption or foster placement of a child must conclude within one calendar year of the actual birth, adoption or placement. If both parents work for ASI, the parents' combined leave for the birth or placement of a child may not exceed 12 weeks during any 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 or the employee's child, parent, or spouse 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 ASI and make a reasonable effort to schedule any planned treatment in cooperation, if possible, in order to minimize disruption to the workplace.

Benefits During Leave - 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 made prior to taking leave. Premium payments are due monthly and should be made payable to ASI and delivered to the Human Resources department. If an employee fails to pay his or her portion within 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 15 days before coverage terminates.

Employees on family care or medical leave do not accrue seniority, vacation or sick pay or benefits including holiday 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.

Coordination Of Benefits - Family care and medical leaves are unpaid. An employee who is granted a family or medical care leave of absence must utilize any accrued but unused paid time off benefits (*i.e.*, vacation and sick leave) during the period of the leave. 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 exceed the 12 week total leave period limitation allowed under the family leave and medical leave policy.

Notice Requirements - Employees who need to take family care or medical leave should contact the Human Resources Director as soon as they learn of the need for leave, even when they do not know the precise dates that leave will begin. If leave is foreseeable, at least 30 days' notice is required. For events that are not foreseeable 30 days in advance, but are not emergencies, the employee must give notice within 2 working days of learning of the need for the leave. If ASI determines that the notice was inadequate and that the employee knew of the need for leave in advance of the request, 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 2 working days prior to the intended return to work date. Similarly, if an employee learns they 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.

Medical Certification - An employee taking leave for their own serious health condition or that of a family member must provide ASI with certification from a health care provider within 15 calendar days of ASI'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, ASI may require the medical opinion of a second health care provider of its choice and at its expense to substantiate a medical certification. If the second opinion is different from the first, ASI may require the opinion of a third health care provider (also at its own expense) jointly approved by both ASI and the employee. The opinion of the third health care provider will be binding on both ASI and the employee.

If an employee requests an extension of leave beyond the time estimated by the health care provider, ASI will require recertification of the employee's or the family member's serious health condition. ASI also requires employees taking leave for their own serious health condition to present a fitness-for-duty certification before return to work.

Outside Employment – An employee may not be employed with any employer other than ASI during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.

Reinstatement - When an employee is able to return to work, they should give ASI at least two weeks' notice. It is important that the employee's return to work be properly scheduled. Under most circumstances, ASI will reinstate employees to their former or equivalent position if they return from leave within 12 weeks. Exceptions may occur as permitted by law. For example, ASI cannot guarantee reinstatement if the employee is a salaried employee and among the highest paid ten percent of all employees within a 75 mile radius and reinstatement would cause substantial and grievous economic injury, or if the employee would have been subject to lay off 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 and medical leave will be considered to have voluntarily left their position terminated from ASI.

Other Information - The policies and guidelines stated in this policy shall be subject to such other terms and conditions as are provided in the Family and Medical Leave Act of 1993 and applicable California leave laws. The FMLA and CFRA make it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or CFRA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or CFRA, or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. If employees have any questions about the exercise of FMLA rights, please contact Human Resources.

School and Child Care Activities Leave

Leave is provided for an employee who is the parent, guardian, step-parent, foster parent, grandparent or a person who stands in loco parentis to a child who is in grades K-12 or who is with a licensed day-care provider. Up to 40 hours off per calendar year of leave is provided. This is an unpaid leave and employees can use accrued sick time for this time off. An employee can take this time off to:

- Find, enroll or re-enroll in a school or licensed provider
- Participate in activities of the school or licensed provider
- Address a child care or school emergency (illness, discipline/behavioral problems, unexpected closure, and natural disaster)

Employee should provide reasonable prior notice if activity is planned.

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 upon the first day of employment.

Duration Of Leave - Pregnancy-related disability begins when the health care provider determines the individual to be disabled by pregnancy, childbirth or related medical conditions. PDL covers the actual period of disability up to four months. The four months leave is the number of days or hours the employee would normally work in four calendar months. At the end of PDL CFRA will provide a separate leave for bonding with a newborn that can last up to twelve weeks.

Transfer and Accommodation - 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 (1) 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 (2) the request can be reasonably accommodated by ASI. 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.

ASI 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.

Benefits During Leave - Employees on a pregnancy-related disability leave do not accrue seniority or benefits including holiday pay, vacation and sick accrual, 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 earned prior to the commencement of her leave.

Coordination Of Benefits - 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. 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 4 month total leave period limitation allowed under this pregnancy-related disability leave policy.

Medical Certification - An employee requesting pregnancy-related disability leave must provide medical certification of the disability. 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 fitness for duty certification before returning to work.

Notice – 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 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 ASI within two business days of learning of the need for the leave.

Employees must indicate the estimated timing and duration of the leave and make a reasonable effort to schedule any planned medical treatment so as to minimize the disruption of ASI'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 4-month limitation.

Outside Employment – An employee may not be employed with any employer, other than ASI, during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.

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

Under most circumstances, ASI will reinstate employees to their former or equivalent position if they return from leave within 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 (1) she 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 (2) the means of preserving the job would substantially undermine ASI'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 (1) no comparable position is available within 10 working days of the employee's return to work, or (2) filling the comparable position with the employee would substantially undermine ASI'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 ASI.

Voting Leave

As required by law (See California Elections Code Section 14001), all employees are provided up to 2 hours of time off with pay on Election Day to vote in city, county, state and national elections if it cannot be done outside of normal working hours. Advanced notice must be given to supervisors before time-off for voting can be approved.

Crime Victims Leave

All employees are provided unpaid time off if they are a victim of a serious or violent felony to attend judicial proceedings related to the crime. The term "crime victim" applies to an employee who is a victim, the immediate family member of a victim, the registered domestic partner of a victim or the child of a registered domestic partner of a victim (See California Labor Code Section 230.2).

Leave for Victims of Domestic Violence, Sexual Assault or Stalking

ASI is prohibited from discharging, discriminating or retaliating against an employee who is the victim of domestic violence, a victim of sexual assault or a victim of stalking, and who takes time off from work to obtain or attempt to obtain any relief, such as a restraining order. Employees are provided unpaid time off if they are a victims of domestic violence, as defined by Family Code Section 6211, to seek medical attention for injuries caused by domestic violence or sexual assault, to obtain services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to participate in safety planning or other actions as a result of domestic violence or sexual assault (See California Labor Code Section 230).

Organ Donor/Bone Marrow Donor Leave

The employee must take the leave to donate an organ or bone marrow to another person. The employee must provide written verification of the need for donation leave. The verification must state that the donation is medically necessary. The employee must have also been employed for at least 90 days prior to taking the leave. Employees are permitted to take a leave of absence with pay for up to 30 days for the purpose of organ donation and up to five days for bone marrow donation (See California Labor Code 1510). Employees must use up to five days of paid sick leave for bone marrow donation and two weeks of paid sick leave for organ donation.

Accrued Leave after Separation

Upon separation from service, an employee is entitled to a lump sum payment at the time of separation for unused or accumulated vacation and Personal Holiday only.

DATE APPROVED:	11/29/2016
DATE REVISED:	04/25/2017

POLICY CONCERNING EMPLOYEE CONDUCT

PURPOSE

The following policy is intended to outline certain guidelines to govern employee conduct and relations at Associated Students Inc. Adherence to the employee rules and regulations of ASI is necessary to ensure the organization is successful in carrying out its mission on campus. The goal of this policy is to create positive employee and employer relationships by providing for the fair and consistent treatment of staff and to ensure that all employees are aware of their obligations to the organization. This policy is not all inclusive and in the absence of written policy, common sense and good decency should be the focus.

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WHO SHOULD KNOW THIS POLICY

- | | |
|--|--|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Students |

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Act of violence	An intentional act that causes bodily harm, however slight to another person or damage to the property of another
ASI premises	All real property leased or owned by to Associated Students, CSUF, Inc. This includes the Children’s Center, Titan Student Union, and Student Recreation Center.
CSU Fullerton Data Level 1 Classification	Access, storage, and transmission of Level 1 Confidential information are subject to restrictions as described in CSU Asset Management Standards. Information may be classified as confidential based on disclosure exemptions, severe risk, limited use, legal obligations, and more.
CSU Fullerton Data Level 2 Classification	Access, storage, and transmission of Level 2 Internal Use information are subject to restrictions as described in CSU Asset Management Standards. Information may be classified as internal use based on sensitivity, moderate risk and more.
CSU Fullerton Data Level 3 Classification	Information which may be designated by our campus as publically available and/or intended to be provided to the public. Information at this level requires no specific protective measures but may be subject to appropriate review or disclosure procedures at the discretion of the campus in order to mitigate potential risks. Disclosure of this information does not expose the CSU to financial loss or jeopardize the security of the CSU’s information assets.
Customer service areas	Any physical location at which customer business is routinely transacted and publicly visible.
Dating	Entering into a consensual sexual or romantic relationship with another employee.
Employee	A person who is hired by ASI for a wage or fixed payment in exchange for personnel services and does not provide the service as part of an independent business.
Insubordination	Willful disregard of a supervisor’s instructions or an act of disobedience to proper authority
Intimidation	An intentional act toward another person, causing the other person to reasonably fear for their safety or the safety of others.
Minors	Persons under the age of eighteen
Personal device	A mobile device that is the personal property of the employee
Threat of violence	An intentional act that threatens bodily harm, however slight to another person or damage to the property of another
University Phone	A mobile device that is the property of ASI.
Volunteer	Anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of ASI.
Workplace aggression	Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment

Working Hours	Hours of operation as determined by the location at which the employee works
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STANDARDS

1. CONDUCT GUIDELINES

The mission of Associated Students Inc. is to foster meaningful student development opportunities through leadership, volunteer, and employment experiences. In addition to out-of-classroom learning opportunities, the ASI provides campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services. In recognition of its responsibility to enhance student life, the ASI encourages and supports the activities of all California State University, Fullerton recognized student organizations whose activities stimulate individual and group participation within the university community.

To accomplish this mission, ASI has established a set of conduct guidelines regarding the behavior of its employees and volunteers. These guidelines represent a standard of conduct which all employees and volunteers should strive to achieve. The guidelines include:

- a. Accountability
ASI employees are held accountable for their actions and for setting an example for others.
- b. Inclusion
ASI employees are committed to creating a supportive and inclusive working environment where a diverse population can come together and successfully accomplish the mission of the organization.
- c. Collaboration
ASI employees are committed to creating a collaborative work environment where all input is valued and an emphasis is placed on cooperation for the good of the organization.
- d. Customer Service
ASI employees support the mission of the organization which includes providing a wide range of programs and services to the campus by delivering excellent customer service. They are eager to support their fellow employees and are dedicated to meeting the needs of customers.
- e. Respect
ASI employees demonstrate respect of other people at all times. They treat others as they want to be treated. They respect people's differences and are always ready to learn the most effective way of serving them.
- f. Trustworthiness
ASI employees are trustworthy. They keep their promises, fulfill their commitments, and abide by the letter and well as the intent of all agreements.

2. STAFF CODE OF CONDUCT

To ensure orderly operation and to promote efficiency, productivity and cooperation among employees, ASI expects employees to follow rules of conduct that will protect the interest and safety of all employees and ASI.

The following conduct is prohibited and will not be tolerated by ASI. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and ASI operations also may be prohibited. ASI has a zero tolerance for workplace violence.

ASI reserves the exclusive right to determine appropriate disciplinary action for any violation of company policy. This statement of prohibited conduct does not alter ASI's policy of at-will employment. Either the employee or ASI remain free to terminate the employment relationship at any time, with or without cause or advance notice.

a. Theft & Fraud

Any theft or fraud committed by an employee will not be tolerated by ASI. This includes: theft or unauthorized removal of property from the corporation, fellow employees, customers, or any person on the employer's property; misuse of funds or property; obtaining employment based on false or misleading information; altering, falsifying, or destroying any timekeeping record; punching another employee's time card or allowing another employee to punch one's time card; and falsifying information or making material omissions in any document or record, including the making of a statement on an employment-related matter, which an employee knows, or should have reasonably known, to be false and/or without merit.

b. Safety

ASI is committed to protecting the safety of all of the organization's employees. All of the following are prohibited: possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs in the workplace, on company property, while on duty, appearing for duty, or working under the influence of alcohol and/or drugs, or while operating employer-owned vehicles or equipment; actual or threatened physical violence towards another employee, customer or visitor; violating safety or health policies and/or practices or engaging in conduct that creates a safety or health hazard; smoking in prohibited areas; possession of dangerous or unauthorized materials such as explosives, firearms, weapons, or any other hazardous or dangerous devices; and harassment, especially sexual, racial or other harassment prohibited by law or ASI policy, including behavior or language offensive to others.

c. Timekeeping, Attendance & Performance

Accurate timekeeping of attendance and satisfactory performance of ASI employees is necessary for the efficiency and productivity of the corporation. All of the following are prohibited: frequent or excessive tardiness or absences from work or an employee's work area; unauthorized use of telephone, mail systems, computer systems, or other employer-owned equipment; release of confidential information about the corporation, its customers, or employees; unsatisfactory job performance or incompetence; discrimination prohibited by law; carelessness or negligence when performing duties; sleeping on duty; boisterous or disruptive activity in the workplace; misusing, destroying, or damaging property of the corporation or that of a fellow employee, customer, or visitor; insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor; or violation of any ASI policy.

d. Conflict of Interest

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service, and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, of more than token value, from vendors, suppliers, and customers.

Members transacting business or entering into contracts on behalf of the ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse from any negotiation, authorization, or approval of such transactions.

Members must not be employed outside the ASI where outside employment impairs their ability to conduct ASI business because of conflicts of interest and competing interests.

Each year, all members will receive a copy of this policy and indicate with his/her signature that he/she has read and understood the policy. The signed statement will be kept on file in the ASI administrative Office.

e. Whistleblower Protection

ASI policies on Ethics and Fraud require directors, officers, employees and volunteers (members) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All members of the organization must practice honesty and integrity in fulfilling their responsibilities.

Reporting Responsibility

It is the responsibility of all members to comply with the policies and to report violations or suspected violations in accordance with this Whistleblower Policy. ASI encourages initial reporting to occur internally to allow for expeditious resolution of all such matters and to minimize the effects of improper actions.

Reporting Violations

The Whistleblower Policy addresses the organization's open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a member's supervisor is in the best position to address an area of concern. However, if the member is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, then they must speak to the Director of Human Resources. The supervisor and/or Director, Human Resources is required to report this notification to the Executive Director upon receipt. The Executive Director or designee will conduct an investigation of the reported concern. In the event that a concern involves fraud, then it must be directly reported to the Executive Director who has the responsibility to investigate all reported violations of policies.

Handling of Reported Violations

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within one business day. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the concern involves an incident of suspected fraud, defalcation, or other irregularity concerning corporate assets, the Executive Director will notify the Chair of the Audit Committee, Chair of the Board of Directors, and the CSUU Fullerton Director of Internal Audit in writing within twelve hours of receipt and work with the ASI Audit Committee until such matter is resolved. All concerns involving the Executive Director shall be directly reported to the CSU Fullerton Risk Manager.

No Retaliation

No member, who in good faith reports a violation of the policies, shall suffer harassment, retaliation, or adverse employment consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable members to raise serious concerns within the organization prior to seeking resolution outside the organization.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Policies. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

3. WORKPLACE CONDUCT

To ensure orderly operation and promote efficiency, productivity, cooperation, and safety, ASI expects all employees to adhere to the following workplace conduct guidelines.

a. Job Abandonment

A job is considered abandoned by the employee if more than two consecutive shifts are missed without notice to the supervisor or if the employee fails to return from an authorized leave on the date such leave ends. Job abandonment may be grounds for immediate termination of employment.

b. Respect for a Non-Partisan Organization

Although individual employees are entitled to their own personal or political views, Associated Students Inc. as a corporation cannot endorse any political candidates. Under the Internal Revenue Code, all section 501(c)3, organizations are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf, or in opposition to, any candidate for elected public office.

c. Support for the Mission of the Organization

All employees of Associated Student Inc. must support the mission of the organization including, but not limited to, the equal support of all student leaders and support of the positions taken by the organization.

d. Non-Fraternization

The Associated Students Inc. desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and employee morale and dissension problems that can result from personal or social relationships between employees. Accordingly, all employees, both management and non-management, are prohibited from fraternizing or becoming romantically involved with other employees when, in the opinion of the organization, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

An employee or volunteer of the ASI or the campus community who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom they are having a consensual personal or romantic relationship will be deemed to have violated this policy.

All employees should also remember ASI maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

e. Children at Work

Due to health and safety concerns, employees are prohibited from having minors (persons under the age of eighteen) visit their worksite during working hours, unless the minor's visit is the result of unforeseen, emergency circumstances beyond the control of the employee for a limited time.

Employees must first obtain the permission of their immediate supervisor before bringing minors into the workplace. Recurring visits may result in disciplinary action. Employees will be held liable for the actions of their children during all times they are on ASI premises.

The presence of children in the workplace creates a distraction that can compromise an employee's ability to perform their duties. Employees are urged to make appropriate arrangements for dependent care and/or use their accrued leave in order to minimize incidents of child visitors.

4. WORKPLACE VIOLENCE

ASI is committed to providing a work environment that is as free as possible from intimidation, threats of violence, and acts of violence. Intimidation is defined as an intentional act toward another person, causing the other person to reasonably fear for their safety or the safety of others. A threat of violence is defined as an intentional act that threatens bodily harm to another person or damage to the property of another. An act of violence is defined as an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Any acts or threatened acts of violence or intimidation will not be tolerated. Anyone engaging in such acts will be subject to disciplinary action, up to and including immediate termination, and may also be personally subject to other civil or criminal liabilities.

Violent behavior includes, but is not limited to:

- a. The actual or implied threat of harm to an individual, group or individuals, or relatives of those individuals.
- b. The possession on ASI or California State University, Fullerton ("university") property of a firearm or weapon of any kind (unless specifically authorized in writing by the ASI Executive Director, in concert with the University Police Department), or the brandishing of any object which could reasonably be construed as a firearm or weapon. The term "property" shall include any ASI or university work site regardless of ownership, or any location where the individual is engaged in ASI or university business.
- c. Loud, angry, or disruptive behavior that is clearly not a part of the typical work environment, including:
 - Unwelcome name-calling, obscene language, and other abusive behavior
 - Intimidation through direct or veiled threats
 - Throwing objects in the workplace regardless of the size or type of the object being thrown, or whether the person is the target of the thrown object
 - Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing
 - Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.
 - Callous or intentional disregard for the physical safety or well-being of other(s).
 - Willful destruction of ASI, university, customer, or employee property.
 - Commission of a violent felony or misdemeanor on ASI or university property.

This policy applies to employees engaging in any violent behavior regardless of whether or not the behavior is exhibited during the employees' regular work schedule. Any employee who is subjected to, witnesses or has knowledge of an action which could be perceived as a violent act, or has reason to believe that such actions may occur, must report it immediately to their supervisor, the Human Resources Director, or to the ASI Executive Director. Employees may raise concerns and make reports without fear of reprisal.

5. MOBILE DEVICES

All employees using mobile device(s) in part to conduct any ASI business may be subject to public record, subpoena, or other formal requests of information. Due to being able to create, receive, send, or store ASI data. As a result, information contained on devices are subject to Federal and State Data Maintenance laws (e.g., public record requirements or record retention requirements). Regardless of being ASI/University Phone or a personal mobile device all employees must refrain from using mobile devices to relay confidential information, and are required to follow all State and Federal laws.

Data Security

Any mobile devices that have data capabilities must be password protected. If a mobile device with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to ASI Information Technology as soon as possible.

All employees are expected to delete all ASI data from their mobile devices when their employment with ASI is severed, except when required to maintain that data in compliance with a litigation hold notice.

a. ASI Provided Mobile Device Options

ASI full time exempt employees who perform critical functions and/or have been identified as having a business need for mobile device usage depending on the nature of their job as eligible for either mobile device reimbursement or ASI/University phone.

Department Directors must initiate the process of receiving a mobile device reimbursement or ASI/University phone and must be approved by the Executive Director or designee. Reimbursement rate is set annually as part of the budget process.

Category 1: ASI/University Phones

To be eligible for ASI/University Phone:

- ASI full time exempt employee whose position necessitates contact twenty-four (24) hours' a day
- ASI full time exempt employee that has access to Level 1 Data

The make and model of ASI/University phones are issued, managed, and configured by ASI Information Technology.

Category 2: Mobile Device Reimbursement

To be eligible for a mobile device reimbursement:

- ASI full time exempt employee whose position necessitates contact twenty-four (24) hours' a day

The employee chooses the device and service plan; ASI is not a party to the agreement with the provider. The purchase and maintenance for all employee-owned personal mobile device(s) is the responsibility of the employee.

DATE APPROVED: 03/07/2017

DATE REVISED: 04/09/2019