



UNIVERSITY CORPORATION, SAN FRANCISCO STATE

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UNIVERSITY CORPORATION, SAN FRANCISCO STATE

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WELCOME TO UCorp

It is our privilege to welcome you to University Corporation, San Francisco State. UCorp's philosophy is to promote and ensure harmonious relations between UCorp and its employees.

We strive to foster a collegial environment by encouraging feedback and suggestions for improvement. Our objective is to employ self-motivated, enthusiastic employees.

This Employee Handbook describes guidelines developed for the benefit of our employees and describes what is anticipated as a member of the UCorp team. Please note that this handbook is intended for the use of UCorp's employees, and does not apply to university employees who work to support UCorp. University employees should consult with SF State's human resources department for policies and practices related to their employment.

If you do not understand any of the contents, or if you have questions that are not answered, do not hesitate to ask your supervisor.

We are pleased to have you aboard and extend sincere wishes for a productive and pleasant association.

Jason Porth
Executive Director

Tammie Ridgell
Director, Finance and Administration

Mark Angstman
Human Resources Coordinator



About UCorp

University Corporation, San Francisco State (“UCorp”) was incorporated in 1953 as a not-for-profit public benefit corporation devoted to furthering the university's educational mission. UCorp oversees much of the commercial activity on the campus and through these and other enterprise operations, UCorp aims to provide resources to the university to enrich the SF State experience for our students, faculty and staff.

UCorp is not an entity of the State of California; it is not a University employer. UCorp is considered an auxiliary corporation of the university. UCorp employs over 100 people who perform numerous services, including oversight of commercial operations, administration of research and educational grants and contracts, and fiscal administration for a variety of special programs. All of these services are coordinated with the campus community to enhance the educational and cultural environment of the University and the surrounding community that it serves.

Our Employees

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

Our Board

A board of directors comprised of students, faculty, administrators and prominent leaders from the surrounding community, governs UCorp. An executive director serves as UCorp’s chief executive officer and serves on the Executive Committee of the board.

Our Services

In fulfilling its mission, UCorp performs a variety of services throughout the campus community. Specifically, it oversees commercial operations, administers educational grants and contracts for the University, and oversees the fiscal administration for numerous University programs. It also provides accounting services to the other auxiliaries on campus. Visit our website at www.ucorp.sfsu.edu to learn more about our organization.

About This Handbook

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


This Handbook replaces all prior handbooks, manuals and policies and it applies to everyone employed by UCorp. Although this Handbook is intended to be comprehensive, it cannot answer every question or anticipate every situation. Based on ongoing changes in



applicable governmental regulations and the needs of our organization to retain necessary operational flexibility in the administration of policies and procedures, UCorp reserves the right to modify, rescind, delete or add to any of the provisions of this Handbook, except for the policy of at-will employment. Your immediate supervisor will be a major source of information, although we also encourage you to seek clarification of any policy or procedure by discussing it with your supervisor or with a human resources representative. We welcome your interest, and we will do our best to give you a prompt response.

EMPLOYMENT POLICIES

Equal Employment Opportunity



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

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

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

Diversity Policy

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

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

Employment Eligibility - Immigration Compliance: Form I-9 Information

UCorp complies with the Immigration Reform and Control Act of 1986. This law requires every employee to provide valid documentation proving his or her legal right to work in the United States within three days of the date of hire. In addition to the appropriate documentation at the time of hire, employees must provide current and valid replacements of specific authorization to



work permits should they expire prior to or upon their expiration. Failure to provide such replacements may result in disciplinary action, up to and including possible termination.

Policy Against Harassment

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

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

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

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

Employees also should not confuse harassment with supervision. Supervisors have the right and responsibility to define the job that they want an employee to perform, as well as the manner in which an employee must perform that job. Thus, close supervision of an employee (which includes, but is not limited to, counseling and warnings about job performance, inappropriate conduct or other performance issues) is not considered an example of unlawful harassment.



Harassment may take many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment prohibited by this policy include, but are not limited to, the following:

- unwanted flirtation, advances and/or propositions of a sexual nature;
- deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing;
- unwelcome and/or offensive displays of sexually suggestive objects or pictures;
- unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body;
- sexual assault, and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment.

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

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

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

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

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

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



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

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

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

San Francisco State University and the UCorp do not discriminate based on sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination based on sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence:

Safety of the SF State Community is Primary

SF State's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other SF State policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

Information Regarding SF State, Criminal and Civil Consequences of Committing Acts of Sexual Violence

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties because of civil litigation. In addition, SF State employees and students may face discipline/sanctions at campus. SF State employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

SF State students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the CSU Student Conduct Procedures and will be subject to appropriate



sanctions. In addition, during any investigation, SF State may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.

All employees are required to ***immediately*** report allegations of sexual harassment/sexual violence to any of the following Title IX personnel:

- Dr. Luoluo Hong, Vice President for Student Affairs & Enrollment Management and Title IX Coordinator. Dr. Hong can be reached at (415) 338-7313 and at luoluo@sfsu.edu.
- Dr. Mary Ann Begley, Interim Dean of Students & Title IX Senior Deputy Coordinator for Students. Dr. Begley can be reached at (415) 338-2032 and at begley@sfsu.edu.
- Bryan Kauffman, Director of Faculty & Staff Labor Relations and Title IX Senior Deputy Coordinator for Employees & Third Parties. Mr. Kauffman can be reached at (415) 405-3672 and at bkauffma@sfsu.edu.
- Katon Dalton, Interim Equity Programs & Compliance Manager. Mr. Dalton can be reached at (415) 338-2032 and at kdalton@sfsu.edu.

At-Will Employment

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

Professionalism

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

If you are unsure whether your actions in a particular instance are acceptable under UCorp's standards, you should consult with your supervisor/ manager or a human resources representative.

Conflicts of Interest



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

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

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

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

Confidentiality

It is the policy of UCorp to ensure that the operations, activities and business affairs of UCorp, its employees, customers, suppliers and vendors are kept confidential and divulged only to individuals within UCorp with both a need to know and authorization to receive such information. Confidential information obtained through employment with UCorp may not be used for furthering either current or future outside employment or for obtaining personal gain or profit. If, during the course of your employment, you acquire confidential or proprietary information about UCorp, its employees, independent agents or clients, such information is to be handled in strict confidence and may not to be discussed with anyone not employed with UCorp. Employees are also responsible for the internal security of such information. If you are in doubt as to whether certain information may be divulged, you should not disclose the information. Of course, if you have any questions, you should discuss them with your manager.



All records and files maintained by UCorp are confidential and remain the property of UCorp. Records and files are not to be disclosed to any outside party without the express permission of the human resources administrator. Confidential information includes, but is not limited to: financial records; business, marketing and strategic plans; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on customers, vendors and suppliers; inventions, programs, trade secrets, formulas, techniques and processes; and any other documents or information regarding UCorp's operations, procedures or practices. Confidential information may not be removed from UCorp's premises without express authorization

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

Open-Door Policy

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

Complaint Resolution

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

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

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

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

WORKING AT UCORP

Employment Classifications



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

Full-Time Employees

Full-time employees are those employees who are regularly scheduled to work at least 30 hours per week, as of October 1, 2014. Full-time employees are eligible for full benefits, which include medical, dental, vision reimbursement, life insurance, retirement, holidays, vacation, sick pay, tuition reimbursement (has this been added to UCorp benefits as it was not previously) and other benefits based on various participation schedules. [Those benefited employees that work more than 20 hours but less than 30 hours week as of October 1, 2014, may continue to qualify for health insurance benefits provided they maintain at least 20 hours a week.]

Part-Time Employees

Part-time employees are those employees who are regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for UCorp benefits.

Temporary Employees

Temporary employees are those employees who are hired for a specific task, project or season usually involving fewer than 180 days (six months). Temporary employees are not eligible for UCorp benefits.

Student Employees

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

Hours of Work, Meal Periods and Schedules

Generally, UCorp is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday, although individual operations or projects may have different business hours. UCorp's regular workweek is Sunday through Saturday, beginning at 12:01 a.m. on Sunday morning and ending at 12:00 a.m. the following Saturday night. Most employees are assigned a work schedule and are expected to begin and end their workday in accordance with their schedule. Daily and weekly work schedules may change from time to time at the discretion of UCorp to meet varying needs of our business. UCorp observes San Francisco's Family-Friendly Workplace Ordinance, which allows certain employees to request a flexible or predictable working arrangement to assist with defined caregiving responsibilities. Please see your human resources supervisor for details.

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



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

The specifics of your work schedule will be determined by your supervisor, and meal and rest periods may not be saved until the end of the schedule to leave early.

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

Employee Eligibility

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

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

Attendance and Punctuality

UCorp expects you to be reliable and to be punctual in reporting for scheduled work. You will be considered late if you do not report to work at the time of your scheduled start time. Absenteeism, tardiness and early departures from work place an undue burden on other employees and on UCorp. If you cannot avoid being late to work or are unable to work as scheduled, you must call and report your absence to your supervisor at least 15 minutes before the start of your schedule, although each department may have different requirements regarding when you must call in. It is not acceptable for you to ask a receptionist to report your absence to your supervisor. If it is not practical for you to speak with your supervisor when you call, you must leave a message and then call back when your supervisor is available.



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

Timekeeping

You must submit your timecard using the electronic timecard system ezLabor Manager on the date reflected on the payroll calendar. Inaccurate or missing information or late submittal of your timecard may delay the processing of your payroll check. Your supervisor will instruct you on using the ezLabor timecard system. The timecard requires approval by both the supervisor and you. Any errors on your timecard should be reported immediately to your supervisor, who will attempt to correct legitimate errors. Altering, falsifying and tampering with time records, or recording time on another employee's time record, is prohibited and subject to disciplinary action, up to and including termination of employment. It is your responsibility to ensure that you enter and approve your time using the ezLabor timecard system. Failure to enter your timecard by the payroll deadline could delay payment.

Overtime

For purposes of overtime payment, employees are classified as either nonexempt or exempt:

- **Nonexempt** employees are entitled to receive overtime pay when they work overtime hours; or
- **Exempt** employees are not entitled to receive overtime compensation. These exempt employees are salaried executive, and certain administrative and professional employees. If are unclear if your administrative or professional staff are exempt from overtime, contact the UCorp human resources representative. Salaried status does not automatically presume exempt from overtime.

Nonexempt employees will be paid one and one-half (1.5) times their regular straight time rate for all hours worked over 40 hours in a workweek, eight hours in a workday, or for the first eight hours on the seventh consecutive day of work in a workweek. Nonexempt employees will be paid two times their regular rate for all hours worked in excess of 12 in a workday or in excess of eight 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 pay for working overtime.

You may not work overtime unless additional hours have been authorized in advance in writing by your supervisor. Employees working unauthorized overtime will be subject to disciplinary action. A separate written request is required for each occasion that overtime is requested. The overtime request form may be obtained from human resources or your supervisor. Additionally, Project Employees **must** obtain the Project Director's written approval to ensure overtime is payable under the grant or sponsored contract. UCorp federal Sponsored Project employees are required to indicate and certify their time/efforts for the project on the attendance records.



COMP TIME

UCorp does not offer comp time in lieu of pay.

Pay Periods, Paydays and Paychecks

Paydays are the 10th and 25th of each month. Schedules of UCorp's pay periods and paydays are available at UCorp's payroll office and on the UCorp website.

Direct deposit of payroll checks is available only to benefited employees. The requisite form is included in the eligible employee's benefit package at the time of enrollment.

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

Direct Deposit

All benefited employees have the option of automatic deposit of their pay into one or more checking or savings accounts. Specifically, an employee may designate up to three bank accounts into which the paycheck may be distributed. The applicable forms are available at the payroll office or on the UCorp website; employees should keep in mind that it usually takes two (2) payroll periods to process a direct deposit request. Direct deposits usually are recorded by the designated institution on or before the scheduled payday. In lieu of a paycheck, employees will receive a check stub that reflects their applicable payroll information. These check stubs may be obtained from the payroll office regularly. Direct deposit slips not picked up will be mailed after each fifth payroll to the address on file.

Payroll Deductions

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

Wage Garnishment

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



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

Social Security

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

Workers' Compensation

All employees are covered by UCorp's workers' compensation insurance. The cost of the insurance is borne by UCorp with no cost to the employee. The purpose of workers' compensation is to assist employees who have suffered a job-related injury or illness. If you incur a work-related illness or injury, receive medical treatment and notify your supervisor and Human Resources *immediately*.

State Disability Insurance

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

Unemployment Insurance

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

Telecommuting Policy

UCorp supports Telecommuting opportunities are based upon rare circumstances when an employee is hired upon approval of UCorp Executive Director.

Business Expense Reimbursement

Employees are reimbursed for reasonable expenses that are incurred as the direct result of performing their job duties subject to UCorp policy. These expenses may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage in accordance with UCorp's travel policies and/or in accordance with the requirements allowed by the particular project. A travel advance may be requested and received. All expenses incurred and receipts must be attached to the travel claim and submitted to Accounts Payable within 30 days of the date of the expenditure. Employees are expected to exercise restraint and good judgment when incurring expenses and should contact their supervisor before incurring an expense when they have any questions about whether an expense will be reimbursed.



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

Employee Records

We keep records concerning your employment, so it is important that your personnel records are accurate and up to date. When you were hired, you provided us with certain information about yourself and it is important that this information remains current because it enables us to reach you in an emergency, to maintain your benefits properly, and to compute your payroll deductions. Please notify UCorp immediately of any change in your name, address, telephone number, marital status, number of dependents, beneficiary or dependents listed on your insurance policy or any change in the person that you want us to notify in case of an emergency. Changes to employee files are made with a PTR (Personnel Transaction Report), which you may obtain from Human Resources.

Performance Reviews

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

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

Internal Job Opportunities

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

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



Employees who are interested in other job opportunities within UCorp should contact UCorp's human resources office. All position announcements are posted on UCorp's website for at least three days and/or until filled. For more information, please refer to the promotion/transfer policy and recruitment/selection policy posted on the UCorp website.

[Bridging of Service](#)

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

[Privacy Disclosure Policy](#)

The Privacy Policy Disclosure outlines our information sharing practices to help you understand how we protect your privacy and the measures we take to safeguard that information.

Information We Collect. The UCorp handles personal income and health information as part of your employment and / or benefits.

- Information we receive from you on your employment application or health insurance forms such as home address, social security number;
- Information regarding health claims we are asked to assist;

Information We Disclose. We do not disclose any personal income or health information about our employees' to anyone, except with written permission or otherwise permitted by law. For example, we may disclose your personal salary information for loan requests, employment references, or housing, but **only** upon written authorization by the employee.

Information Security. We restrict access to personal income and health information about our employees to only a select few of UCorp Staff, Director, Human Resources Coordinator and our Payroll Technician. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to guard your personal income and health information of our employees.

UCorp's Benefits

[Medical Plan](#)

Employees that are hired to work at least 30 hours a week are eligible for medical coverage the first day of the month following 30 days of employment or qualification. You must enroll within 30 days of appointment (or eligibility) or during open enrollment. UCorp and the employee share in the cost of this program. Enrollment for employees can be for yourself and your eligible dependents. Complete details on our medical benefit plans are described in separate materials, which will be provided to you at your request or at your benefits orientation.

[Dental Plan](#)



UCorp provides eligible full-time benefited employees and their dependents dental care benefits. Complete details of UCorp's dental benefit plans are described in materials, which will be provided to you at your benefits orientation.

[Vision Plan](#)

Full-time employees are eligible for vision care coverage effective the first day of the month, following benefited employment. Complete details of UCorp's vision benefit plan are described in separate materials, which will be provided to you at your benefits orientation.

[Life Insurance](#)

UCorp offers a life insurance benefit for of 1.5 times the annual salary, up to \$200,000 for all benefitted employees. Complete details of this benefit are described in separate materials, which will be provided during your benefits orientation. Life Insurance benefits in excess of \$50,000 are subject to imputed taxes based on an IRS table. Employees may voluntarily decline all group life insurance coverage over \$50,000. Contact your HR representative.

[Long Term Disability](#)

UCorp offers Long Term Disability, which covers 60% of your salary for a covered disability. Complete details of this benefit are available in separate materials, which are provided during benefits orientation.

[Variable Hour Employees](#)

Variable hour employees are those employees who when hired, UCorp could not reasonably determine if, on average, the employee would work 30 hours per week given the employee's varying hours or schedule, and thus could not determine whether the employee would qualify as a full time employee. UCorp uses a 12-month measuring period to determine benefit eligibility for variable hour employees. Should an employee work an average of 130 hours per month over our 12-month measurement period they would become eligible for health benefits the first of the month following 30 days from date of qualification.

[Health Insurance Portability and Accountability Act \(HIPAA\)](#)

The Health Insurance Portability and Accountability Act (HIPAA), protects the enrollment and policies for employees and family members who are eligible to enroll in a CalPERS-sponsored health plan.

HIPAA also protects the confidentiality between you and your health care provider. In accordance with HIPAA, should you need an SFSU benefits coordinator to assist you with your health care claims, an [Authorization to Use and/or Disclose Personal Health Plan Information Form](#) is required.

[Loss of Other Coverage](#)



If an employee has declined or canceled enrollment in UCorp's health coverage plans because the employee has other coverage, and the employee then loses that other coverage, the employee may enroll in UCorp's then-current plan and may request enrollment for him or herself and / or for all family members. The request must include proof of loss coverage and be received within 30 days after the other coverage ends. The effective date is the first of the month following the request to enroll.

Waiver of Benefits

Employees who choose the option of waiving health care benefits do so for themselves as well as their dependents. Waiver of benefits is accomplished by completing an Agreement to Waive Benefits document. If benefits are waived, an employee is unable to reapply for benefits. The exceptions to this are unless one of the following occur: termination of employment of the person through which the employee has coverage, cessation of employer contributions to that plan; a court order that provides coverage for a spouse or minor child(ren) an eligible family status change (i.e., marriage, divorce, dependent status change). Our open enrollment period is October/November for an effective date of January 1. Employees who choose to waive health benefits continue to accrue vacation and sick leave.

Commuter Checks

Commuter checks are a cost-saving way to make your commute to work more affordable. Benefited employees are eligible for a pre-tax deduction up to \$245 per month (\$2,940 annually) in which UCorp will distribute vouchers to you that may be redeemed for transit passes or pay fares for vanpools and other mass transit services. Commuter check information, including participating transit agencies, is provided to employees at time of enrollment or upon request thereafter.

COBRA

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

Retirement Benefits

UCorp provides a retirement plan for eligible benefitted employees to assist employees in meeting their future income goals. Eligible employees may participate in the plan after one year. Complete details of this benefit are described in separate materials, which will be provided to you during your benefits orientation or thereafter upon request.

Supplemental Retirement Benefit Plan

All eligible benefitted employees may also participate in the supplemental retirement plan by completing an Enrollment and Salary Reduction Form for Supplemental Retirement Annuity. UCorp does not contribute any funds on behalf of the employee to this plan. Complete details of this benefit are described in separate materials, which will be provided to you at your request or during orientation.

Vacation



Vacation is deemed a benefit for eligible employees. Eligibility for this benefit is based on working – or hired to work – the equivalent of 30 hours a week over a 12-month period. Accrued vacation may be used as paid time away from work. Employees accrue vacation pay according to classification and length of service. The vacation year is January 1 to December 31. Eligible employees begin accruing vacation on the first day of eligibility. Vacation accrues on monthly basis. These will be reflected as it accrues on an employee’s paycheck (credited on the first and second paycheck of the month). Employees will not earn vacation accrual during an unpaid leave of absence. Unused vacation accrual at the time of employment termination is paid out to the employee in a final paycheck, pursuant to state and federal law.

Employees working 100% time accrue monthly vacation hours according to the schedule below:

1 month to 3 years	1-36 months	10 days/year @ 6.67 hours per month
3 yrs + 1 month – 6 yrs	37-72 months	15 days/year @ 10 hours per month
6 yrs + 1 month – 10 yrs	73-120 months	17 days/year @ 11.33 hours per month
10 yrs + 1 month – 15 yrs	121-180 months	19 days/year @ 12.67 hours per month
15 yrs + 1 month – 20 yrs	181-240 months	21 days/year @ 14 hours per month
20 yrs + 1 month – 25 yrs	241-300 months	23 days/year @ 15.33 hours per month
25 yrs + 1 month & over	301 – months	24 days/year @ 16 hours per month

For those working less than 100% (but 50% or more) the accrual amount is based on the following schedule:

Months of Service							
Months Worked:	1 - 36	37 - 72	73 - 120	121 - 180	181 - 240	241 - 300	300 on
Time worked: 50%	3.3	4.9	5.5	6.16	6.78	7.42	7.74
Time worked from 51% to 74%	5.0	7.45	8.4	9.4	10.34	11.32	11.80
Time worked from 75% to 99%	5.3	7.9	8.9	9.97	10.96	12.00	12.52

Employees working less than 50% do not earn vacation.

Vacation Accrual

The maximum number of vacation hours per employee is up to 440 hours. When vacation accrual reaches its maximum entitlement at any time of the year, it ceases. Therefore, employees with 440 vacation hours will stop accruing vacation hours until their leave balance is reduced below 440 hours. All accrued but unused vacation hours, as well as an accrued and unused Personal Day will be paid to the employee upon separation of employment with UCorp at the employee’s current rate of pay.

Use of Vacation

Requests for vacation should be made at least one month prior to the date the vacation is to start. If a scheduling conflict develops, preference will be given to the employee who requested the



schedule first. UCorp retains the right not to approve vacation at any time and at specified times of the year should that absence adversely affect normal business operations.

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

To receive vacation pay, vacation hours must be recorded on the timesheet for the period for which it was used. Those qualified employees working less than 100% are eligible to take vacation commensurate with the percentage of time worked on a regular basis.

Employees paid from project funds should schedule vacation prior to the end of the grant/contract funding; otherwise all accrued but unused vacation and Personal Day will be paid at the end of the project period.

Personal Holiday

Benefitted employees receive one personal holiday each calendar year after one month of service. Personal holiday pay will be paid on a pro rata basis to those employees who are regularly scheduled to work fewer than eight hours per day. UCorp encourages employees to take their personal holiday before the end of the year. Any unused personal holiday will be forfeited if not used by the end of the year it is a “use it or lose it” approach. An unused personal day is paid out at time of termination.

Sick Pay

Benefitted employees are eligible to receive sick pay accruals each month to be used for personal illness, injury or doctor’s appointments.

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

Part-time employees accrue 24 hours (or 3 days) of sick leave in a 12-month period. Employees may begin using the accrued sick leave after 90 days of employment. Once an employee completes 720 hours of work (or 90 days), they begin accruing an additional one-hour of sick leave for every 30 hours worked. Employees do not accrue sick pay during unpaid leaves of absence.

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



Only accrued but unused sick pay credits may be used. If you do not have sufficient sick leave credits to cover the disability period, you may use any paid leave accrual benefit or the leave may be taken without pay. Nonexempt employees must take sick leave hours in increments of a minimum of one hour. Exempt employees must take sick leave credits in increments of a minimum of one day.

An employee may coordinate sick leave accruals with State Disability benefits. If requested, UCorp will pay sick pay in an amount that equals the difference between State disability weekly benefits and the employee's regular weekly pay. Employees who wish to coordinate benefits with State disability should contact Human Resources before completing the Disability Form.

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

[Notify Your Supervisor/Manager](#)

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

[Physician's Statement Requirement](#)

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

[Holidays](#)

The President of the University establishes the academic schedule and holidays for the University and UCorp generally observes the same holidays. If the campus is open on a scheduled holiday and UCorp's employees are scheduled to work, those employees will be paid for that day and given credit for the holiday. All full-time regular and part-time benefited employees are eligible to receive holiday pay, but they must be employed and must be on paid status with UCorp on the date that the holiday is actually observed, as established by the University's academic calendar to qualify for holiday pay.

[UCorp is closed the following Holidays:](#)

- January 1 – New Year's Day
- Third Monday in January – Martin Luther King Holiday
- March 31 – Cesar Chavez Holiday
- Fourth Monday in May – Memorial Day
- July 4 – Independence Day
- First Monday in September – Labor Day



- November 11 – Veterans Day
- Fourth Thursday and day after in November – Thanksgiving Holiday
- December 25 – Christmas

The following Holidays are observed usually during Winter Break as dictated by university policy:

- September 9 – California Admissions Day
- Second Monday in October – Columbus Day
- February 12 – Lincoln’s Birthday
- Third Monday in February – President’s Day Holiday

Holiday pay will be paid on a pro rata basis to those employees who are regularly scheduled to work fewer than eight hours per day. Eligible employees must use personal leave credits (vacation or personal holiday) during the closure of the campus between December 25 and January 1 employees must report holidays on their timesheets.

LEAVES OF ABSENCE

Family/Medical Leave

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

To qualify for a medical leave or family care leave, an employee must have worked for UCorp 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.

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

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

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

Eligible employees are entitled to take family care and medical leave of absence up to a combined total of 12 weeks in a 12-month period. Computation of the 12-month period is based on a rolling 12 months. 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 UCorp, 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's child, parent, spouse or for the employee's own serious health condition when medically necessary and if certified by a health care provider. If the need for the leave or intermittent leave is foreseeable, the employee should consult with UCorp and make a reasonable effort to schedule any planned treatment in cooperation with UCorp, if possible, in order to minimize disruption to the workplace.

Group health insurance coverage will continue for eligible employees taking family care or medical leave under this policy under the same terms and conditions that applied before the leave commenced. To continue health insurance coverage, the employee must continue to make any premium contributions that he or she was required to make prior to taking leave. Premium payments are due monthly and should be made payable to UCorp and mailed or 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 benefits including holiday pay while on unpaid leave. Employees will not accrue vacation and sick pay while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work. An employee who takes a family or medical care leave of absence will not lose any seniority earned prior to the commencement of family care or medical leave.

Family care and medical leaves are unpaid. An employee who is granted a family or medical care leave of absence may 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. They will not extend the 12- week total leave period limitation allowed under the family and medical leave policy. Taking leave accruals may also be coordinated with State disability.

Employees who need to take family care or medical leave should contact the human resources manager as soon as they learn of the need for leave, even when they do not know the precise dates that leave will begin. If foreseeable, at least 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 two working days of learning of the need for the leave. If UCorp determines that the notice was inadequate, it may require the employee to delay his or her leave. If circumstances of the leave change and the employee is able to return to work earlier than indicated, the employee is required to notify Human Resources at least two working days prior to the date he or she intends to return to work. Similarly, if an employee learns he or she will be unable to return to work on the date previously indicated, the employee is responsible for applying for an extension and furnishing a medical recertification for an extension, prior to the date that the medical leave expires.

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

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

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

When an employee is able to return to work, UCorp should be given at least two weeks' notice. This is important so that the employee's return to work is properly scheduled.

Under most circumstances, UCorp will reinstate employees to their former or equivalent position if they return from leave within 12 weeks. However, exceptions, may occur as permitted by law. For example, UCorp cannot guarantee reinstatement if the employee is a salaried employee and among the highest paid 10% 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 layoff or job elimination had the employee not taken leave. Employees should also understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave.

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

Your continued absence from work because your leave must extend beyond 52 weeks will normally be considered a voluntary resignation of your employment with UCorp. The cessation or continuation of eligible benefits upon separation of employment is subject to the respective plan terms and conditions.

[Paid Family Leave](#)

Paid Family Leave insurance does not provide job protection or return rights.

Your job is not protected. The UCorp is subject to the federal Family Leave Act and California Family Rights Act. You are required to notify your employer of the reason you are taking PFL in a manner consistent with UCorp's leave policy.

To qualify for Paid Family Leave, you must meet the following requirements (not all-inclusive):



- Be covered by State Disability Insurance (SDI) (or a voluntary plan in lieu of SDI) and have earned at least \$300 in your base period from which deductions were held.
- Use up to two weeks of any earned unused vacation leave required by the UCorp prior to the initial receipt of benefits.
- Serve a 7-day unpaid waiting period before benefits begin for each difference care recipient within the 12-month period.

Note: Registered domestic partners must meet requirements and register with the California Secretary of State to be eligible for benefits.

Leave Related to Military Service

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

Pregnancy Disability Leave

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

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

An employee is also entitled to a temporary transfer to another position or other reasonable accommodation. These are based on the pregnancy-related disability so long as (i) the employee requests the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable; and (ii) the request can be reasonably accommodated by UCorp. 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.

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

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



Pregnancy-related disability leaves are unpaid. An employee who is granted a pregnancy-related disability leave may elect to use any accrued but unused paid time off benefits (i.e., vacation or sick leave) during the period of the leave. 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, yet will not extend the four-month total leave period limitation allowed under this pregnancy-related disability leave policy.

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

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

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

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

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

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

When an employee is able to return to work, he or she should give UCorp at least a two weeks' notice. This is important so that the employee's return to work is properly scheduled. Under most circumstances, UCorp will reinstate employees to their former or equivalent position if they return from leave within four months. However, exceptions, may occur as permitted by law. Employees should understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave.

For example, an employee will not be reinstated to the same position where (i) s/he would not otherwise have been employed in the same position due to legitimate business reasons unrelated to her taking leave (such as layoff or job elimination). In addition, the means of preserving the job would substantially undermine UCorp's ability to operate its business safely and efficiently. In such cases, the employee will be placed in a comparable position for which the



employee is qualified unless (i) no comparable position is available within 10 working days of the employee's return to work; or (ii) filling the comparable position with the employee would substantially undermine UCorp'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 UCorp.

Organ Donor Leave

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

A leave of absence not exceeding 30 business days is available to an employee who is an organ donor in any one-year rolling period, for donating his or her organ to another person.

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

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

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

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

Personal Leaves of Absence

After an employee has completed at least one year of continuous employment, an unpaid personal leave of absence for a specified period-of-time that is no longer than six months, may be granted, at UCorp's discretion. Requests for a personal leave of absence must be presented in writing to the human resources manager at least 10 days in advance, whenever possible. Your request will be considered based on our staffing requirements, the reasons for the leave, as well as



your performance and attendance record. Before taking an unpaid leave, any accrued vacation must be exhausted.

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

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

Before returning to work, an employee should notify the human resources manager of the date at least two weeks before the expiration of the leave. The human resources manager will notify the employee if an opening exists. UCorp **cannot** guarantee reinstatement to employees returning from a personal leave of absence.

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

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

Occupational Disability Leave

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

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

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



You may supplement your State workers' compensation benefit by using any accrued paid time off including sick leave, personal floating holidays and vacation during your occupational disability leave, not to result in your receiving more than 100% of your gross base salary.

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

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

When you are able to return to work, you are required to give UCorp at least one week's notice by contacting your human resources representative and mailing to him/her a doctor's certificate stating that you are physically able to return to the position that you held immediately prior to your disability leave with or without reasonable accommodation. This notice is important so that your return to work is properly scheduled.

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

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

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

Your continued absence from work because your leave must extend beyond 52 weeks will normally be considered a voluntary resignation of your employment with UCorp. The cessation or continuation of eligible benefits upon separation of employment is subject to the respective Plan terms and conditions.

[Military Leave of Absence](#)

Military leaves of absence are granted without pay in accordance with applicable federal laws. An employee may use accumulated vacation credits in lieu of leave without pay. However, in order to be eligible, employees must submit written verification from the appropriate military



authority at least two weeks before the date of active duty. UCorp will reinstate an employee returning from military leave to the same position or to a position with comparable functions, status and pay providing the employee: (i) has a certificate of satisfactory completion of service; (ii) applies within 90 days after release from active duty; and (iii) is qualified to fill the position.

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

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

Bereavement Leave

All benefited employees are eligible for Bereavement Leave under this policy. An employee may request up to five days of paid leave due to the death of an immediate relative. An immediate relative is defined as the employee's spouse, child, parent, sibling, parent in-law, legal guardian, grandparent, grandchild or member of the immediate household. The supervisor may require proof of the employee's relationship with the deceased and attendance at the funeral services.

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

If an employee requires bereavement leave, his or her supervisor should be notified as soon as practical of the need for leave. A Leave Request form should be completed and submitted to the supervisor/manager. To receive pay, leave hours should be included on the timesheet.

Employees who have no leave accruals available may request time off without pay.

Voting

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

Jury and Court Duty

It is UCorp's policy to provide its employees the opportunity to fulfill their civic obligations. If an employee is called to serve on jury duty, the employee is requested to notify his/her supervisor immediately. All full-time benefited employees will be paid no more than 10 days (or 80 hours) of their regular wages while serving on jury duty. An hourly part-time employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work up to 10 days (or 80 hours.)



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

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

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

Time Off for Parents

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

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

Victims of Domestic Violence Leave

UCorp is concerned about its employees who are experiencing domestic violence, and wishes to support them. UCorp employees who become victims of domestic violence, sexual assault or stalking may take time off to attend legal proceedings, obtain a restraining order or seek other court assistance. In addition, time may be taken to seek medical treatment, psychological counseling, assistance from a shelter or similar organization, or to obtain relief to help ensure the health, safety or welfare of the employee or of the employee's child, including time off to participate in safety planning. Employees may use their unused vacation or sick pay when taking time off due to domestic violence, otherwise the time off will be unpaid.

When possible, Employees who take leave under this policy should provide UCorp with advance notice of the need to take time off, including the date and length of time off that is required. Advance notice may not be required but only if it is not feasible. UCorp will maintain the confidentiality of any employee requesting time off under this policy. In addition to advance notice, UCorp also requires certification of time off due to domestic violence. Certification may be in the form of a police report, court order or official documentation from a medical professional, counselor or social services advocate.

Employees who are victims of domestic violence also should be mindful of how their domestic situation might affect other employees of UCorp. That is why employees who obtain restraining orders as the result of domestic violence should provide a copy of the restraining order



to human resources as well as a photograph and a description of the individual who is being restrained.

Crime Victim's Leave

California law requires employers to grant leave for eligible employees to attend judicial proceedings related to certain serious crimes. An eligible employee is a victim of such a crime, a crime victim's immediate family members or registered domestic partners or a child of a registered domestic partner who is a crime victim. Time off from work must be used to attend judicial proceedings related to the violent crime. Before taking leave to attend the judicial proceeding, the employee must give UCorp a copy of the notice of each scheduled proceeding provided to the victim by the pertinent government agency. Leave to attend proceedings involving victims' rights is unpaid.

PERSONNEL POLICIES

Employment of Relatives

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

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

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

Standards of Conduct and Prohibited Conduct

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

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

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



Background Checks

UCorp reserves the right to conduct reference, live scan and background checks of current employees and individuals applying for employment subject to statutes and regulations governing such checks and at the appropriate time. These checks may include but are not limited to the following:

- Verification of prior employment
- Verification of education, including degrees, licenses and certifications
- Personal reference checks
- Motor Vehicle Reports (MVRs)
- Certain criminal convictions and civil records, as job-related
- Social Security and credit reports, as job-related
- Authorization to work in the United States
- Military Records

Fingerprinting

The Fingerprinting program is designed to validate information provided by a prospective employee in the designated sensitive positions or functions include but not limited to the following:

- Working with minors (age 17 and under)
- Employees working with cash

Records obtained through fingerprinting shall be carefully reviewed by the Human Resources Manager, and hiring authority. Conclusions may not necessarily result in separation from employment. Each case shall be considered individually and decisions shall be based on the job-relatedness of the offense, among other factors. The subject individual may submit a request to Human Resources for access to personal records obtains through fingerprinting.

Drugs and Alcohol in the Workplace

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

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



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

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

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

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

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

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

UCorp is not responsible for the cost of the employee's participation in the rehabilitation program. Any leave necessary to attend a rehabilitation program is unpaid, unless the employee is otherwise eligible to use paid time off under UCorp's policies. If the employee fails to return to work upon the expiration of his or her rehabilitation program leave or fails to complete the program satisfactorily, the employee will be terminated.



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

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

Use and Inspection of UCorp's Property

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

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

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

Employee Property

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

Generally, employees may not use the UCorp mailing address to ship or receive personal packages or mail. For personal stamped mail, a U.S. drop is located at outside the administration



building on Holloway. This mail is picked up once a day and is given to the U.S. Postal Service. To help minimize loss or delays of personal items, please ensure that senders have your correct home or mailing address.

Voicemail, Email and Computer Systems Access

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

Voicemail, email and computer systems and files used by UCorp are provided *solely* to further UCorp's business operations. These systems and the information stored in them belong to UCorp.

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

Guidelines for Use:

1. Voicemail and email messages, as well as other computer-stored data, are considered business records and may be electronically retrieved, even after being "deleted." Employees should consider all transmissions to be of a permanent nature; the UCorp will be able to retrieve and read or view them at another time. Therefore, all communications on UCorp computers and systems should be composed with the belief that they will be subject to the same review as a written letter.
2. Employees should delete unwanted voicemail and email messages as soon as practical and should logoff when not using the computer system.
3. Employees should exercise good judgment in the use of email distribution lists; these lists are developed for the convenience of the addressees and unnecessary or frivolous messages should not be there, thereby cluttering up user screens.
4. Employees should not use a password, access a file, retrieve or download any stored communication without express authorization. Employees should not send email or other communications that either mask your identity or indicate that someone else sent them, and employees should never access another employee's voicemail, email, or computer systems without express authorization.
5. Employees may not install any software on UCorp computer systems without the prior authorization of UCorp's IT Director.



6. UCorp's voicemail, email and computer systems, including the internet, must not be used for the following purposes:
 - a. Any illegal, discriminatory, threatening, harassing, abusive, or offensive comments. For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.
 - b. Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.)
 - c. Messages or communications violating UCorp policy or contrary to supervisory instructions
 - d. To copy or distribute copyrighted material unless you have confirmation from an appropriate source that UCorp has the right to copy or distribute the material.
 - e. For the illegal duplication of software and its related documentation.

Employees may also not use any software on local area networks or on multiple machines that is not in accordance with the software license agreement.

7. Employees should notify their immediate supervisor, the network administrator or any member of management upon learning of a violation of this policy. Any violations of the "Guidelines for Use" or other provisions of this policy may result in disciplinary action, including possible termination.

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

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

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

[No Smoking Policy](#)



California law prohibits smoking in work areas, as well as in State owned buildings. Smoking is prohibited in all UCorp's facilities, in all University buildings, and in all vehicles where UCorp's and/or the University's employees work or ride. Smoking is allowed only in specifically designated smoking areas.

Lactation Accommodations

Employees will be offered the use of a private room, other than a toilet stall, for the purposes of expressing milk.

Dress Code and Personal Appearance

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

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

Employees Who Are Required to Drive (on UCorp

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

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

While operating the vehicle, individuals are required to wear seat belts and may not operate cellphones or wireless devices. Accidents should be reported immediately to UCorp and no later than 24 hours after the accident. Employees who drive their own vehicles on UCorp business will be reimbursed for mileage at the current applicable rate.



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

The UCorp participates in the Department of Motor Vehicles (DMV) Employee Pull Notice (EPN) program. The EPN program is used to make informed decisions regarding whether or not an employee should be allowed to drive on official State business. The University's EPN program designee is notified of any issues that may affect an employee's authorization to drive on official University business. Notifications include, driver license suspension, driver license revocation, accidents, failures to appear court, convictions, driving under the Influence or any other actions taken against the employees' driving privilege that may warrant review of an employee's authorization to drive on University business.

Parking

Employees who park on University/ UCorp property will be subject to parking fees and all University parking rules and regulations. Employees may not use parking areas specifically designated for customer/visitors and department vehicles. UCorp and university are not responsible for damages to an employee's vehicle or the loss of property or contents within the vehicle.

Telephone Use

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

Bulletin Boards

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

Health and Safety

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

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



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

Jeanne Clery Act

San Francisco State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off campus buildings or property owned or controlled by SFSU and on public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report contacting the Department of Public Safety or by accessing the following website, <http://www/sfsu.edu/~dps>

Security

Every employee should remain alert at all times and should immediately report the presence of any suspicious persons to a supervisor, manager, UCorp's human resources manager or to the University police department. Employees should also maintain their keys, and building passes and ID badges, if applicable at all times. Computer passwords, electronic door codes and any other security access information should not be disclosed to anyone who is not authorized to have such information.

Workplace Violence

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

We strongly encourage you to report any observations, experiences of violence or threats of violence to UCorp human resources or any member of UCorp's management team.

Mandatory Reporting Child Abuse and or Neglect

Whenever an employee in his / her professional capacity or within the scope of his / her employment, has knowledge of or observes a child (i.e. perform under the age of 18 years) whom the employee knows, or reasonably suspects, to have been the victim of child abuse or neglect, the employee must report the incident. Abuse that must be reported:

- Physical injury inflicted by other than accidental means on a child
- Sexual abuse meaning sexual assault or sexual exploitation of a child
- Neglect meaning the negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to child's health or welfare



- Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physician pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered.
- Unlawful corporate punishment or injury willfully inflicted upon a child and resulting in a traumatic condition

The following is not child abuse for reporting purposes:

- Corporal punishment that is not cruel or inhumane or does not result in a traumatic condition
- Injuries caused by two children fighting during a mutual altercation
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment
- Reasonable and necessary force used by public school officials to quell a disturbance threatening physical injury to person or damage to property
- Voluntary sexual conduct between minors
- Not receiving medical treatment for religious reasons
- An informed and appropriate medical decision made by a parent or guardian after consultation with a physician who has examined the child

Reporters are not civilly or criminally liable for their reports. The identity of the person who reports and the report are confidential and disclosed only among appropriate agencies

[Inquiries about Your Employment](#)

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

The only information that we provide are your dates of employment and your position with UCorp. We will not reveal your salary. Additionally, UCorp's strict policy prohibits us from revealing any information about why you may have left us. However, in some instances, you may want us to reveal additional information. In those instances, we require written authorization from you, permitting us to divulge such additional information. You may obtain the appropriate disclosure authorization forms from the Human Resources department.

There may be instances where UCorp is required to relate information about your employment, such as when the information is subpoenaed in a legal proceeding. In such instances, UCorp will comply with the request.

[If You Must Leave](#)



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

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

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

[Exit Interview](#)

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

[Benefits after Employment](#)

For all benefited employees, health and life insurance benefits end on the last day of the month in which your last day of employment falls. An employee has the option to continue individual medical and dental benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") provisions and to convert life insurance to private coverage.

[Returning Equipment and Property](#)

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

[Final Paycheck](#)

Final paychecks will reflect hours worked and any unused vacation and Personal Day. If there are unpaid obligations to UCorp, the final paycheck will reflect the appropriate deductions.

[Whistleblower Reporting](#)



The Whistleblower Protection Act protects employees or applicants for employment who allege an improper governmental activity or conditions that may significantly threaten the health or safety of employees or the public. A protected disclosure may be made to the UCorp Human Resources Coordinator, UCorp Executive Director Ann B. Sherman, SFSU, AVP Human Resources.

Whistleblower Retaliation Concerns

An employee or applicant for employment, who has made a protected disclosure regarding improper governmental activities and believes that he / she has been retaliated against for such disclosure may file a written complaint with the administrative officials listed above or SFSU University Counsel. The SFSU University Counsel is designated to act on such written complaints and is responsible for evaluating compliance with this policy. The California State Auditor's Whistleblower Hotline to report improper acts is 800-952-5665.

Animals in the Workplace

UCorp is responsible for assuring the health and safety of all of its employees, as well as the safety and well-being of our guests and those to whom we provide services. Recognizing the unique nature of some of our programs, U Corp does not maintain a strict prohibition against pets in the workplace, as our workplaces are varied, and in some circumstances, the presence of a pet may be acceptable. However, in any instance, an employee wishing to bring a pet to work is required to discuss the matter with her or his supervisor prior to doing so. A pet owner wishing to bring a pet to the office must first obtain written permission from his or her immediate supervisor. In most instances, such a request will be denied and in all instances, the privilege of bringing a pet to work will be subordinate to the health, safety, and comfort of persons who may meet in the workplace.

UCorp employees working on the university's main campus must follow university regulations and the employee's supervisor must confer with university's human resources department prior to granting a request to have a pet on campus.

For those limited instances when a pet is permitted in the workplace, the supervisor's written approval will include a list of conditions, which must be met for the animal to be permitted at work and a specified day the pet is permitted in the workplace. Permission may be revoked at any time, with or without cause.

Failure of an employee to follow this policy may result in sanctions, which can include discipline up to and including termination.

The above prohibitions do not apply to service animals. An employee who requires the presence of a service animal should work with her or his supervisor to ensure that the animal's presence is accommodated as required by law.