

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

**SANTOS MANUEL STUDENT UNION
AND RECREATION & WELLNESS**

STUDENT EMPLOYEE HANDBOOK



Santos Manuel
Student Union

CAL STATE SAN BERNARDINO

CSUSBTM
RECREATION
& WELLNESS

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INTRODUCTION

The San Manuel Student Union (SMSU) and Recreation and Wellness (RW) are integral parts of the California State University, San Bernardino campus where students are able to grow and develop through a variety of cultural, social, educational and recreational activities. Bridging formal learning and life experiences, the SMSU and RW serves as a training ground for student leaders through opportunities, employment and professional development.

MISSION STATEMENT

We, the SMSU and RW, through our programs, services, facilities, and employment opportunities, provide safe and inclusive spaces for CSUSB students the greater campus, and surrounding areas to foster community, promote wellness, develop leaders, and offer enriching co-curricular experiences.

PURPOSE OF GUIDELINES

These guidelines aim to provide you with information on the employment policies and practices of the SMSU and the RW. You are expected to follow these guidelines and create a welcoming and positive learning environment for all students.

STUDENT EMPLOYEE INFORMATION

Student employees are part-time employees who work limited hours on a temporary or limited-term basis, no more than 20 hours per week during the academic year, and not to exceed 1,000 hours in one fiscal year. You are not eligible for employee benefits except those required by law. You must be currently enrolled at least half-time, and not through Open University.

Regularly enrolled eligible CSUSB students may be employed by the Santos Manuel Student Union in multiple roles. Wages shall be paid on an hourly basis for reported time worked. Benefits include Workers' Compensation, Disability and Unemployment Insurance and sick leave in accordance with California Paid Sick Leave law. The classification of student employees includes regular hires, and federal work study.

ELIGIBILITY

To be hired by the Santos Manuel Student Union and to maintain employment as a student employee, applicants and incumbents must:

- Be regularly enrolled at CSUSB, not through Open University, with a minimum class load of six undergraduate semester units or four graduate semester units in the Fall and Spring semesters.
- Have and maintain a 2.0 grade point average (GPA) both semesterly and cumulative. To be hired as a new student assistant, an applicant must have earned at least a 2.0 GPA in the previous semester if the student was enrolled at CSUSB.

- Should a semester's GPA be below 2.0, the student will be placed on probationary status for the following semester, must initially meet with supervisor to develop an academic progress plan, and must provide a written satisfactory grade report mid-semester. If a GPA below 2.0 is posted for a second consecutive semester, the student will be terminated.
- Should the cumulative GPA fall below 2.0, the student will be placed on probationary status for the following semester, must initially meet with the supervisor to develop an academic progress plan, and must provide a written satisfactory grade report mid-semester. If a cumulative GPA below 2.0 is posted for a second consecutive semester, the student will be terminated.
- For the purposes of this policy, the term "semester" includes Fall and Spring semesters only.

A student graduating in the Spring may continue to work until June 30. A student graduating in Fall may work until the start of the winter break. A student graduating in Summer may work until the start of the Fall Semester. Graduating international students may work until the last day of the academic term.

All applicants for student employment must establish identity and employment eligibility prior to appointment.

AT WILL STATUS

All student employees serve as "at will" employees and there are no employment contracts, implied or otherwise. The definition of "at will" states that the employer has the legal right to terminate employees for any reason, or for no reason at all. Employers may not terminate employees in a way that discriminates, violates public policy or conflicts with written or implied promises they make concerning the length of employment or grounds for termination. The SMSU and RW is not required to continue to employ a student employee from semester to semester or from year to year. The SMSU and RW verifies enrollment status and the semester and cumulative GPA of all Student Assistants each semester.

HIRING PROCESS

Student employees may be hired directly by individual SMSU or RW staff with approval from their immediate supervisor. All new hires must be processed through Human Resources prior to beginning work.

Student Assistant hiring process:

1. Applicants are asked to apply through Handshake and submit all document through the portal for the SMSU and through the CSUSB Recreation and Wellness website for RW.
2. Initial screening is based on application, resume, and cover letter if requested
3. Applicant is invited to a formal interview for the open position.
4. An offer is extended to the applicant.

5. The student will be contacted by Human Resources to start the hiring process.
6. Human Resources will provide the new hire with further direction on how to complete the hiring process.
7. Employees can work after their paperwork is complete and they have attended orientation. Continued employment is based on completing required training as scheduled.
8. New employees must complete all assigned trainings within the first 30 days of hire assignment.

STUDENT EMPLOYEE EXPECTATIONS

You are expected to perform all job functions correctly and efficiently. You are required to:

- Be familiar with your job description
- Be punctual and adhere to your schedule
- Clock in and out and adhere to required breaks
- Review and respond to all correspondence, including emails, messages, and calls from SMSU and RW staff
- Perform your job responsibilities in a helpful, efficient, and respectful manner
- Each area will have specific responsibilities and Student Assistants are expected to meet those

STUDENT CODE OF CONDUCT

You should be familiar with the CSUSB Student Code of Conduct found at: [CSUSB Student Code of Conduct](#). If you are found to be in violation of the Student Code of Conduct, you may be subject to disciplinary action.

TRAININGS

You will be compensated for your participation in all training and development sessions and will be informed in advance of the dates, time and locations of in-person trainings.

Semesterly Trainings:

The SMSU and RW hold in person trainings once per semester that cover a variety of topics. These trainings are paid and mandatory; any absences must be approved by the Executive Director.

Online Trainings:

Required trainings are assigned based on your position and are either located in CSULearn and on the Praesidium website (for positions that work with minors). These trainings must be completed during your first month of employment and are paid.

Additional Trainings:

Your supervisor will provide departmental focused training to familiarize you with your departmental responsibilities.

FINGERPRINGING/ BACKGROUND CHECK

SMSU and RW departments may require a pre-employment background check and fingerprinting of a student as a condition of employment. Employees will receive information from Human Resources on how to complete these.

DEFENSIVE DRIVING TRAINING

If you are required to operate an SMSU/RW vehicle, including carts and vans, you must possess a valid California Driver's license and a CSUSB Defensive Driving Card. To obtain a Defensive Driving Card you are required to complete and pass an online Defensive Driver's Training in CSU Learn, and complete the Authorization to Use State Vehicles Form and Authorization for Release of Driver Record Information. All documents should be delivered to Transportation Services and they will issue the Defensive Driving Card. You must have the physical Defensive Driving Card when operating SMSU/RW vehicles. In order to drive your personal vehicle on SMSU/RW business, you must also submit proof of liability insurance to Human Resources. In order to operate a University-owned vehicle, a State Volunteer Form must be completed.

WORK SCHEDULES

You should establish a work schedule with your supervisor that does not interfere with your classes and one to which you can commit. Schedules may vary and are subject to change based on operational needs and available funding.

CHANGE OF PERSONAL INFORMATION

If you experience a change of name, address, or phone number, you must inform Human Resources.

USE OF OFFICES, SUPPLIES, AND EQUIPMENT

SMSU/RW areas, property, equipment, and supplies shall be used for work and business purposes. The inappropriate, careless, negligent, destructive or unsafe use or operation of equipment may result in disciplinary action, up to and including termination.

JOB TRANSFER

You may apply for a position in a different area of the SMSU or RW. If your application is successful and you are hired into the new position, you may transfer employment from one SMSU or RW area to another without a break in employment.

JURY DUTY/SUBPOENAED WITNESS

You shall be granted an unpaid leave of absence for this purpose provided adequate advance notice is given.

LEAVE TO VOTE

If you are unable to vote outside of your regular working hours, you shall be granted up to two hours of work time to vote, without losing pay. You may take as much time as you need to vote, however only two hours of that time will be paid. Your time off for voting can only be at the beginning or end of your shift. You must notify your supervisor at least two days prior to the election.

RELIGIOUS LEAVE

You may request time off for days that your faith designates for special observances. Requests must be made in advance to your supervisor. The time off will be without pay.

WHISTLEBLOWER BOX

There are three Whistleblower Boxes. They are located in the RW break room, SMSU North 3rd floor breakroom and SMSU South 2nd floor GSSC kitchen. Whistleblower boxes are used to anonymously (or not anonymously) voice concerns, offer suggestions, or notify management of noncompliance/work violations. The only person with access to these boxes is the Human Resource and Risk Manager.

STUDENT ASSISTANT DRESS CODE

GENERAL GUIDELINES

As representatives of the Santos Manuel Student Union, it is important that you can be identified as a member of the SMSU team and that your dress does not interfere with your ability to do your job safely and satisfactorily.

In order to establish a standard, this dress code guide has been developed.

At minimum, the following are prohibited:

- Clothing that contains images or language that promote illegal activities
- Clothing that is sheer or exposes the chest, abdominal area, upper thighs or undergarments (with the exception of positions whose clothing is considered PPE; i.e. Lifeguards)
- Uniform shirts that are altered from their original state

UNIFORM

- **Shirt:** Appropriate attire will be determined by the Associate Director of each area
- **Nametag:** To be worn at all times and visible to patrons while on duty
- **Shoes:** Closed-toed/heeled shoes should be worn at all times while working in the operations department, recreation and wellness (with the exception of aquatics) or while working at an SMSU event

You will be provided with a minimum of two shirts and one personalized name tag. You must take care of your uniform and name badge, and report loss, wear, or damage to your supervisor as soon as possible to ensure timely replacement. The replacement of lost or damaged shirts may be at your expense (\$10). Shorts and/or name tags that may be damaged while performing work related tasks, or in other special circumstances, should be discussed with your supervisor.

Exceptions to Dress Policy: Permanent exceptions (due to health issues, religious beliefs, etc.) to the dress policy must be approved by the Executive Director upon recommendation of your supervisor. The dress code policy may be enforced by supervisors in accordance with Human Resources and the Executive Director.

Consequences:

1st incident: You will receive a warning and be reminded of the reasoning behind the dress code. If the infraction results in a safety issue, you will not be permitted to work AND will be clocked out immediately. This policy will be reviewed with you by the supervisor and written copy of the dress code policy will be provided with the infractions noted. Extenuating circumstances may be considered

2nd incident: You will not be permitted to work and will receive written notice that any future violations may result in termination

3rd incident: You may be immediately terminated from your position after consultation with Human Resources

Note: The examples cited in these guidelines are not exhaustive and do not include every possible recommended or unacceptable item. This list is not a substitute for management judgment or discretion. You are asked to consult with their supervisor regarding questions or interpretations of the dress guidelines.

PERFORMANCE APPRAISAL

You will receive a written annual evaluation of your performance near the end of the academic year. These evaluations are a learning tool to assist you in further developing work skills and abilities and functions as an indicator of current job performance and adherence of expectations. You will be able to complete a self-evaluation prior to meeting with your supervisor for your formal evaluation meeting.

To aid you in monitoring progress, additional evaluations may be given, at your request, up to two times a year. All evaluations become part of your personnel file.

PAY INFORMATION

PAY PERIODS

Non-federal work study employees are paid twice a month. Each paycheck will include earnings and appropriate payroll deductions for all work performed during each pay period. The pay periods are generally the 1st through the 15th and the 16th through the end of the month. Pay checks are generally available on the 10th and the 25th of each month. If you discover a mistake in your paycheck, please inform Human Resources immediately. Federal work study employees are paid monthly.

HOURS OF WORK and OVERTIME

All student assistants may work up to twenty (20) hours per week. The number of hours you will be scheduled is based on operational needs and available funding. Work weeks exceeding twenty (20) hours may occur during times you are not enrolled in courses, and periods when no classes are scheduled.

Hours may not be altered after a schedule is set; any changes are at the discretion of the supervisor. If requesting time off for a reason other than illness, it is your responsibility to find a substitute for your shift. You are an instrumental part of the SMSU's ability to serve students and the greater campus community. Excessive un-excused absences may result in disciplinary action. Having a co-worker clock in for you, or requesting to add a punch for hours you did not work may result in immediate dismissal.

Overtime will be paid for any time worked in excess of eight (8) hours in one day or forty (40) hours in one week. The SMSU/RW workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. Overtime requires prior written authorization by your employee's supervisor.

WAGE GARNISHMENT

The SMSU is required by law to respond to wage garnishments, attachments, or assignments, and will withhold and submit any funds per instructions. You will be notified of any wage garnishments, attachments, or assignments.

PAID SICK LEAVE

Non-Federal Work Study student employees accrue one hour of sick leave for every 30 hours worked and balances can be viewed on Paylocity. Any requests to use sick leave should be requested through Paylocity. There is no limit to the number of hours that can be accrued. Sick leave is not paid out at termination of employment.

REST/ MEAL BREAKS

You will be provided with a 15-minute paid rest period for every 4 hours worked and a 30-minute unpaid meal break if you work more than 6 hours. The unpaid meal break must be taken.

RESIGNATION

Resignation is a voluntary act initiated by you to terminate employment with the SMSU/RW. The SMSU/RW requests at least two weeks written notice. Prior to your departure, an exit interview may be scheduled to discuss working conditions, employee relations and reasons for separation. The exit interview is an opportunity to provide the SMSU and RW with helpful suggestions and feedback about your work experience.

PERSONAL VISTORS

You are not allowed to have personal visitors loitering at your work stations. Building Managers/ Operations Managers and SMSU/RW Staff are authorized to inform you to ask the visitor to leave. Continuous violation of this policy will result in disciplinary action up to and including termination. *Off duty employees are considered visitors and are not allowed behind or at work counters or workstations.* This applies to visiting with co-workers as well.

HOLIDAYS

The SMSU is closed on holidays which coincide with the CSUSB academic calendar. You are not paid for holidays.

WORK EMAIL

Upon being hired, you were issued a work email address. This is the primary means of communication between you and the SMSU/RW. You are responsible for the consequences of not reading, in a timely fashion, communications sent to this account. You have the responsibility to recognize that certain communications may be time-critical. It is recommended that you check this email at least daily.

To activate this email address, go to your MyCoyote portal and click on the “Faculty and Staff Email” tile and follow the instructions. To setup this email on your mobile device, go to the mail setup area, select “Office 365” or “MS Exchange”. When prompted for your email address, input your Coyote ID number followed by “@csusb.edu” (e.g. 012345678@csusb.edu).

EMERGENCIES

All emergencies such as violent actus, threats or violence, or criminal activity should be reported at one to **University Police at 911**. Non-emergencies should be reported by dialing 77777 from a campus phone. Following that, they should also be reported to a Building Manager/Operations Manager or a SMSU/RW staff member by contacting the following:

Daytime: SMSU Administrative Office, extension (909) 537-7201
SRWC Membership Services, extension (909) 537-2348

Evenings &

Weekends: SMSU Building Manager at North Main Desk (909) 537-4199
SMSU Building Manager at South Main Desk (909) 537-5940
SRWC Operations Manager at Front Desk (909)537-2348

EMPLOYEE SAFETY & JOB-RELATED INJURIES AND ILLNESSES

Establishing and maintaining a safe work environment is a shared responsibility of the employer and employees at all levels of the organization. The SMSU and RW will attempt to do everything within its control to ensure a safe environment in compliance with federal, state and local regulations. You are expected to obey safety rules and exercise caution in all your work activities. You are asked to immediately report any unsafe conditions to your supervisor. Employees at all levels of the organization are expected to correct or report unsafe conditions as promptly as possible.

WORKERS COMPENSATION

The SMSU carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical treatment in addition to payment for loss of earnings that result from hospitalization, or after the third day following the injury if an employee is not hospitalized.

If you are injured, you must report the injury immediately to your supervisor regardless of how minor the injury may be. Your supervisor will then inform Human Resources. Within 24 hours of the supervisor's knowledge of the injury, you will receive a Workers' Compensation Claim Form.

If medical treatment is required, you will be referred to one of the designated Workers' Compensation facilities and given a form to take with you. You are required to use the facility indicated on the form unless a Workers' Compensation Designation Form has been completed and signed by your physician, and is on file with Human Resources. If you do not have a Workers' Compensation Designation Form signed by your physician on file, and you receive treatment from a facility other than the SMSU designated facility, the result may be postponed treatment, delayed claims, untimely reimbursement, and/or denial of benefits from the Workers' Compensation carrier.

If a serious injury occurs, call 911 and necessary medical care, including transportation will be obtained.

PATRON INJURY/ MEDICAL SERVICES

If you observe a patron's injury or medical emergency, assist the patron if you are Red Cross certified and report it immediately to your supervisor or the Building Manager/Operations Managers on evenings or weekends. If the appropriate individual cannot be reached immediately, call University Police by dialing extension 911. University Police will assist in securing immediate medical attention, including ambulance service when needed. **DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY!**

DISASTER PREPAREDNESS

Familiarize yourself with the CSUSB Disaster Preparedness Quick Reference Guide for instructions on how to handle emergencies.

PERSONAL PROPERTY

You are discouraged from bringing personal property of value to your work stations. Books or other items that are necessary for classes should be locked away, if possible, or placed out of public view. Doors to offices or service areas should be locked when unattended. The SMSU and RW assumes no liability for your personal items that may be lost, stolen, borrowed, or broken while being housed in the facility.

EVACUATION EMERGENCY

In the case of a fire or if the fire alarm is pulled, evacuate the building. Go to the nearest exit or stairwell. Reference Appendices B and C for evacuation maps.

SMSU LOCATIONS AND SERVICES

SMSU NORTH

1st Floor

The first floor consists of the Coyote Bookstore, Habit Grill, Panda Express, Coyote Cantina and Coyote Lanes. There are also social stairs where students are able to study and relax with their friends.

2nd Floor

The second floor holds 12,000 square foot Conference Centers where some of the biggest events are held. Outside, there is a plaza deck where students can relax and study.

3rd Floor

The third floor is the building's social hub where the affinity centers, Associated Students Incorporated (ASI), Office of Student Leadership and Engagement, and 1,000 square feet of study and lounge spaces are located.

SMSU SOUTH

The SMSU South includes a spacious lobby, relaxation and study area, meeting rooms, and a multi-purpose event center. Also located in SMSU South are the Financial Literacy Center, Graduate Student Success Center, Gamers Lounge, E-Sports Arena and the Retreat. The Coyote Café, Obershaw Den, Orientation and First Year Experience, the Division of Student Affairs Office, Career Center, Basic Needs Center, and Academic Success and Undergraduate Advising.

RANCHO MIRAGE STUDENT CENTER AT THE PALM DESERT CAMPUS

The Rancho Mirage Student Center is located in the Mary Stuart Rogers Gateway Building Room 111 and serves as a resource that emphasizes student success, retention and graduation rates through student engagement in co-curricular activities. The RMSC provides entertaining and educational events and activities for students. Programming includes: seasonal events, dances, indoor and outdoor activities and game nights.

SRWC LOCATIONS AND SERVICES

FITNESS AREA

This is the biggest and most popular area of the SRWC. The area is designed to facilitate physical fitness and healthy living habits. There is an extensive array of equipment, including free weights, plate loaded equipment, weight machines, and more.

CLIMBING WALL

At the front of the SRWC is a 34' climbing wall that offers beginning and intermediate classes, open climb and special wall events. All equipment is provided and safety orientation and skills test are offered to participants before they can use the wall. The climbing wall has separate hours for bouldering and climbing.

MULTI-PURPOSE GYMNASIUM

The multi-purpose gym is designed for participants to play drop-in basketball, volleyball or indoor soccer. Specific times are designated for each activity.

GROUP EXERCISE STUDIOS

There are two group exercise studios rooms on the second floor of the SRWC. A wide variety of group exercise classes will be held in these rooms to meet the needs of the campus community. When the rooms are not in use, participants may drop in and use the studios or groups can request to reserve a time slot.

OUTDOOR TRAINING FACILITY

The 3,300+ sq. ft outdoor fitness area was designed to provide a complete functional training area just north of the SRWC. This area is fully equipped with Olympic lifting platforms, squat

tacks, tires, turf and more. The area is open during the week for open lift times to help better accommodate the impact on the usage of the SRWC. The space is also used by the campus weightlifting club to perform their weekly practices.

ADVENTURE PROGRAM

Located in SMSU South, the Adventure Program offers day hikes into the local mountains, overnight camping trips to a local beach, state, and national parks, backpacking in remote wilderness locations, surfing in California's popular beaches, snowboarding at local mountain resorts, kayaking in the bay, ocean, and the river, group outings, team building and education programs. They also offer a comprehensive selection of camping, backpacking, snowboarding, kayaking, surfing and climbing equipment and gear for rent at low prices.

THE RETREAT

Located in SMSU South, the Retreat is a place for students to de-stress, study and enhance their well-being by providing programs and services around the dimensions of wellness: social, physical, intellectual, emotional, environmental, spiritual and financial. There are massage chairs, hammocks, and other tools to help student reconnect with themselves.

AQUATICS

The Aquatics Center (pool) is located behind the Physical Education building. Hours of operation vary per semester and can be found on their webpage. They offer lap swimming, lessons on how to swim, aerobics and certifications and training.

LAND ACKNOWLEDGEMENT

We recognize that California State University, San Bernardino Campus sits on the unceded Indigenous ancestral homeland of the Gabrielino (*Tongva*) peoples, Chemehuevi (*Nuwu*) peoples, Serrano (*Maara'yam*) peoples, and the federally recognized land of the Yuhaaviatam of San Manuel Nation.

We acknowledge that the California State University, Palm Desert Campus sits on the unceded Indigenous ancestral homeland of the Cahuilla (*'Ivilluwenetem*) peoples and the federally recognized land of the Agua Caliente Band of Cahuilla Indians.

We recognize that every member of the California State University, San Bernardino community has benefitted and continues to benefit from the use and occupation of this land since the institution's founding in 1965.

Consistent with our values of community and diversity, we are responsible for acknowledging and making the university's relationship with Indigenous peoples visible. By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold California State University, San Bernardino more accountable to the needs of American Indians and Indigenous

peoples. This Land Acknowledgement has been developed by Indigenous peoples with the oversight and approval of tribal elders from these respective tribes to ensure Native American and Indigenous collaboration in higher education.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that guarantees the confidentiality of student records. You must not, under any circumstance, release student information to anyone (including parents, spouses, family members, friends and employers,) unless you have been instructed to do so by your supervisor.

CIVIL RIGHTS ACT OF 1964 AND FAIR EMPLOYMENT AND HOUSING ACT (FEHA)

As an employee of the SMSU, it is essential that you respect the diversity that every individual brings to the institution. No one will be denied opportunity for employment, education or be subject to discrimination in any project, program, or activity because of race, color, religion, creed, national origin, ancestry, sex, age, gender, sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, disability, (mental or physical), or protected veteran status. Any employee who violates any portion of this policy will be subject to disciplinary action, including termination.

SEXUAL HARASSMENT POLICY

The Santos Manuel Student Union must take all reasonable steps to prevent unlawful harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, the Santos Manuel Student Union maintains a strict policy prohibiting harassment because of gender, gender identity, gender expression, genetic characteristics or information, sex, race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, veteran status, sexual orientation, age, and any other basis protected by applicable federal, state or local law. All such harassment is prohibited. The Santos Manuel Student Union's anti-harassment policy applies to all employees and independent contractors involved in the operations of the Santos Manuel Student Union and prohibits harassment by any Santos Manuel Student Union employee, including supervisors and co-workers, or independent contractors. The Santos Manuel Student Union's anti-harassment policy also protects employees from harassment by clients, vendors, or others doing business with the Santos Manuel Student Union. If harassment occurs on the job by someone not employed by the Santos Manuel Student Union, the procedures in this policy should be followed as if the harasser were an employee of the Santos Manuel Student Union.

The Santos Manuel Student Union prohibits the following conduct.

1. Discrimination based on any Protected Status: i.e., Age, Disability (physical and mental), Gender (or sex, including sex stereotyping), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, and Veteran or Military Status
2. Harassment based on any Protected Status
3. Sexual Harassment, including hostile environment and *quid pro quo* ("this for that")

4. Dating Violence, Domestic Violence, Sexual Exploitation and Stalking
5. Sexual Misconduct
6. Prohibited Consensual Relationships
7. Retaliation for exercising rights under this Nondiscrimination Policy, opposing conduct that a person believes in good faith is Discrimination or Harassment because of a Protected Status, or for participating, in any manner, in any related investigation or proceeding

Preventing Sexual and Other Forms of Harassment

Please refer to the Santos Manuel Student Union Complaint Procedure if you believe you have been harassed.

False Claims of Harassment

Any employee who makes a false claim of harassment will be disciplined according to Santos Manuel Student Union policy.

Prohibition Against and Duty to Disclose Romantic Relationships

The Santos Manuel Student Union recognizes that employees may develop romantic or sexual relationships in the course of their employment. However, in an effort to prevent supervisory problems, favoritism, the possibility of compromising confidential information and/or trade secrets, morale problems, disputes or misunderstandings, and potential sexual harassment claims, supervisors are strongly discouraged from dating or engaging in romantic or sexual relationships with subordinate employees.

However, in the event such a relationship is undertaken, the parties are required to disclose to Human Resources that such a relationship exists. Based on the sole discretion of the Santos Manuel Student Union, both parties may be given the opportunity to sign an acknowledgment that the relationship is voluntary and consensual. In that case, both parties will also be required to disclose to Human Resources when the relationship is no longer voluntary and consensual. In the event that such a relationship exists or existed, and such disclosures have not been made, the relationship will be presumed to have been voluntary and consensual. All employees acknowledge these requirements and the presumption by signing the Annual Acknowledgment and Receipt of this Handbook. Co-workers are also discouraged from dating or pursuing romantic or sexual relationships with each other.

The Santos Manuel Student Union, in its sole discretion, will determine whether any romantic or sexual relationship between a manager and a subordinate, or between co-workers, interferes with job performance and/or the business interests of the Santos Manuel Student Union and will attempt to resolve the situation, including but not limited to, providing one of the employees with a transfer to another position for which he or she is qualified if it is possible and consistent with good business practices. However, the Santos Manuel Student Union may take whatever steps will protect its business interests, including but not limited to, terminating the employees involved.

Romantic or sexual relationships are prohibited between staff and student employees or students not employed with the SMSU.

Liability for Sexual or Other Harassment

Any employee of the Santos Manuel Student Union, whether co-worker, supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment.

Additional Enforcement Information

In addition to the Santos Manuel Student Union's internal complaint procedures regarding harassment, discrimination, and retaliation, employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate and prosecute such complaints. The EEOC can be reached toll-free at 1-800-669-4000 and the DFEH at 1-800-884-1684.

SMOKING AND DRUG POLICY

The Santos Manuel Student Union is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety, and health and therefore seriously impair the employee's value to the Santos Manuel Student Union. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Santos Manuel Student Union to the risks of property loss or damage, or injury to other people.

The following rules and standards of conduct apply to all employees either on Santos Manuel Student Union property or during the workday (including meals and rest periods).

The following are strictly prohibited by the Santos Manuel Student Union:

1. Possession, use, or being under the influence of alcohol, or an illegal drug or controlled substance while on the job
2. Driving a vehicle for a Santos Manuel Student Union-related purpose while under the influence of alcohol, or an illegal drug or controlled substance
3. Distribution, sale or purpose of, or offer to, sell or purchase and illegal drug or controlled substance while on the job
4. Performance of duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively

Violation of the above rules and standards of conduct will not be tolerated and will be grounds for disciplinary action up to and including termination. The Santos Manuel Student Union may also bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the Santos Manuel Student Union reserves the right to conduct searches of Santos Manuel Student Union property and to implement other measures necessary to deter and detect abuse of this policy.

All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to Human Resources within five business days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the Santos Manuel Student Union.

The Santos Manuel Student Union recognizes that many employees use prescription and over-the-counter medications. Medications brought to the workplace should be carried in their original containers. This policy does not prohibit employees from the lawful use and possession of prescription or over-the-counter medications. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to Human Resources. The Santos Manuel Student Union reserves the right to transfer, reassign, and/or place on leave of absence any employee, or to take other appropriate action during the time the employee uses medication that may affect the employee's ability to perform safely.

The Santos Manuel Student Union will encourage and assist employees with alcohol or drug problems to seek treatment and/or rehabilitation. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, and otherwise accommodated as required by law. The Santos Manuel Student Union's support for treatment and rehabilitation does not obligate the Santos Manuel Student Union to employ any person whose job performance is impaired because of drug or alcohol use, nor is the Santos Manuel Student Union obligated to reemploy any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency.

Tobacco use and smoking are prohibited on all SMSU and CSUSB properties. Tobacco use and smoking are prohibited in all vehicles owned by the SMSU and CSUSB as well as privately owned vehicles at any event or activity on campus property including CSUSB parking structures. Employees who violate this policy shall be subject to disciplinary action, up to and including termination.

Exceptions:

1. Smoking in SMSU and CSUSB sponsored theater and dance productions as well as for traditional activities of recognized cultural and/or religious groups may be authorized by the University President
2. The use of nicotine cessation products regulated by the United States Food and Drug Administration for treating nicotine or tobacco dependencies

CONCLUSION

This Student Assistant Handbook covered essential information on employment policies and practices of the SMSU and RW. We hope that you will gain valuable job related and personal skills while employed. If you have further questions concerning SMSU and RW policies, procedure or services, please contact your supervisor.

APPENDIX A

Student Employee Classifications and Payrates Effective 7/1/24

Level A Student Assistant \$16.00

- Clerical Student Assistant
- Coyote Lanes Student Assistant
- Custodial Student Assistant
- Membership Services Student Assistant
- Operations Student Assistant
- RW Administrative Assistant to the Director
- Center Student Assistant
- Fitness Floor Student Assistant
- Programming Student Assistant
- Well-being Student Assistant
- Personal Training/Group Exercise Student Assistant – Uncertified

Level B \$16.37

- Budget Student Assistant
- Intramural/ Sport Club Student Assistant
- Marketing Student Assistant
- Adventure Student Assistant

Level C \$16.68

- Leadership Challenge Center Student Assistant – Uncertified
- Climbing Wall Student Assistant
- Audio Visual Student Assistant
- Computer Tech Student Assistant
- Graphic Design Student Assistant

Level D \$17.00

Level E \$17.66/Commensurate with Experience

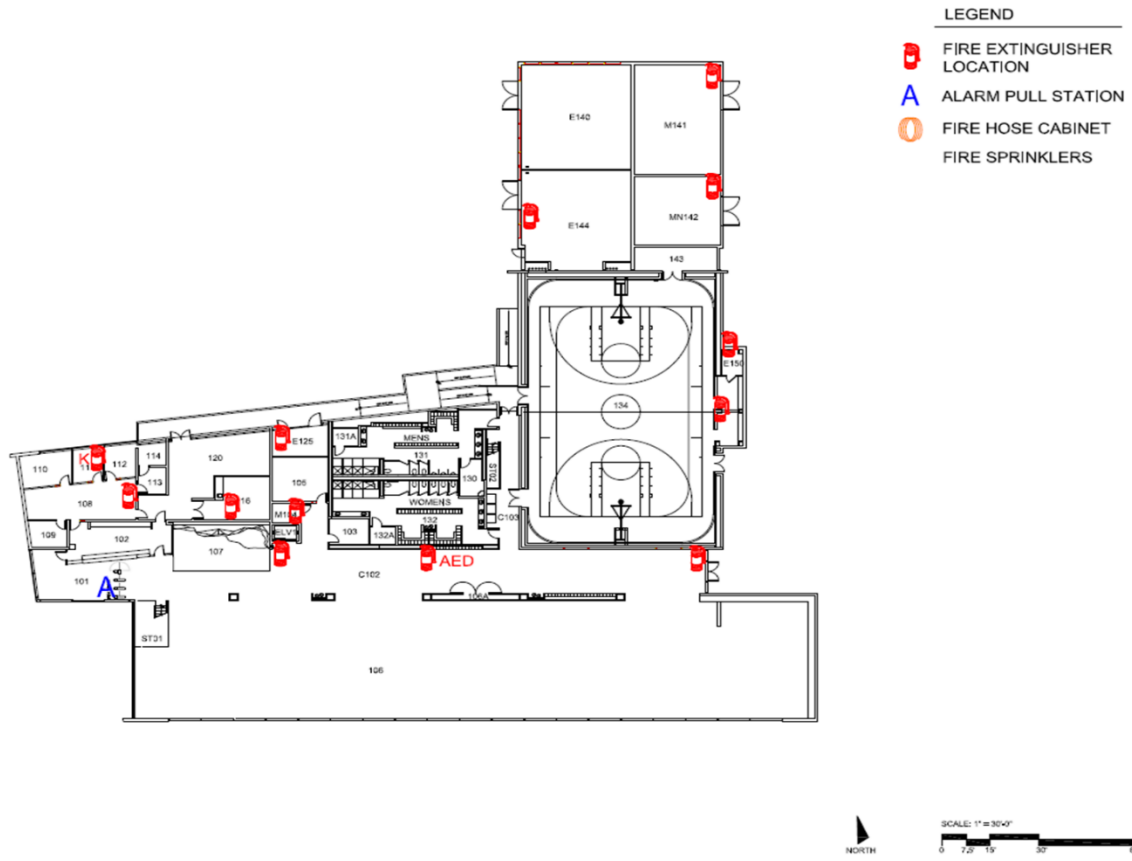
- Operations/Building Management Student Assistant
- CPR/AED/First Aid/WFA Instruction Student Assistant
- Leadership Challenge Center ACCT II Student Assistant - Certified
- Personal Training/Group Exercise Instructor - Certified
- Water Safety Instruction Student Assistant
- Lifeguard

Graduate Assistants - \$18.18

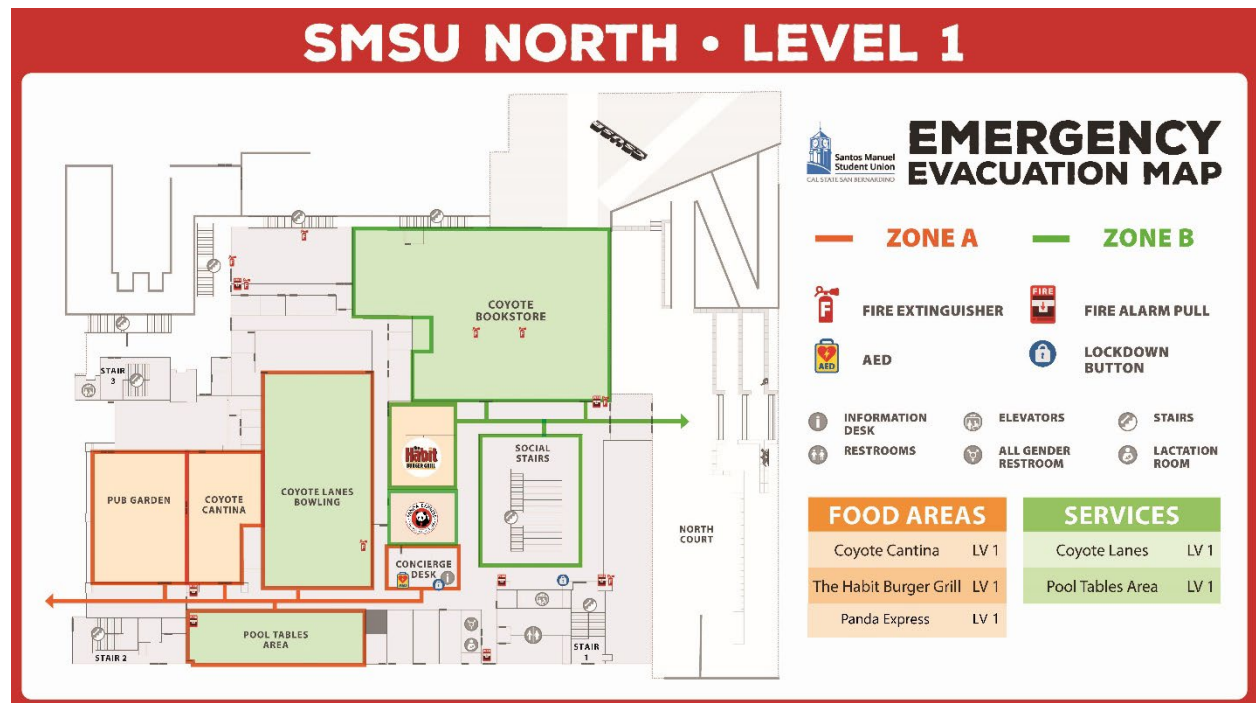
*Lead Student Assistants will start at one level above the non-lead position however cannot have a rate higher than the Graduate Assistant rate.

APPENDIX B

B1: Recreation and Wellness



B2: San Manuel Student Union North



SMSU NORTH • LEVEL 2

EMERGENCY EVACUATION MAP

ZONE C (Orange)
ZONE D (Green)
ZONE E (Purple)
ZONE F (Red)

EMERGENCY EQUIPMENT:
 FIRE EXTINGUISHER (Red F icon)
 FIRE ALARM PULL (Red T icon)
 AED (Red AED icon)
 LOCKDOWN BUTTON (Blue padlock icon)

ROOM TYPES:
 INFORMATION DESK (Blue i icon)
 RESTROOMS (Blue R icon)
 ELEVATORS (Blue E icon)
 ALL GENDER RESTROOM (Blue AG icon)
 STAIRS (Blue S icon)
 LACTATION ROOM (Blue L icon)

EVENT/MEETING ROOMS
 Conference Center LV 2

SMSU NORTH • LEVEL 3

EMERGENCY EVACUATION MAP

ZONE F (Orange)
ZONE G (Green)

EMERGENCY EQUIPMENT:
 FIRE EXTINGUISHER (Red F icon)
 FIRE ALARM PULL (Red T icon)
 AED (Red AED icon)
 LOCKDOWN BUTTON (Blue padlock icon)
 EVACUATION CHAIR (Yellow EC icon)

ROOM TYPES:
 INFORMATION DESK (Blue i icon)
 RESTROOMS (Blue R icon)
 ELEVATORS (Blue E icon)
 ALL GENDER RESTROOM (Blue AG icon)
 STAIRS (Blue S icon)
 LACTATION ROOM (Blue L icon)

DEPARTMENTS

Administrative Office	LV 3
Associated Students Incorporated (ASI)	LV 3
Office of Student Engagement & Leadership	LV 3
Scheduling Office	LV 3

EVENT & MEETING ROOMS

Leadership Lab	LV 3
Social Lounge (3312 B)	LV 3
Social Lounge (3312 F)	LV 3
Student Chambers (3305)	LV 3

RESOURCE CENTERS

Asian, Pacific Islander, and Deaf American Center (APIDA)	LV 3
Undocumented Student Success Center (USSC)	LV 3
First Peoples' Center (FPC)	LV 3
Latinx Center (LC)	LV 3
Osher Adult Re-Entry Center (OARC)	LV 3
Pan-African Student Success Center (PASSC)	LV 3
Queer & Transgender Resource Center (QTRC)	LV 3
Women's Resource Center (WRC)	LV 3

B3: San Manuel Student Union South

BUILDING EVACUATION AREA GUIDE

Event Spaces

- Event Center
- SMSU Theater
- Fourplex
- Sky Boxes

Departments

- Career Center
- Orientation and First Year Experience
- Program Board
- Student Affairs

Services

- The Den
- E-Sports Arena
- Basic Needs
- Marketing
- Prayer Room

Resource Centers

- Financial Literacy Center (FLC)
- The Retreat
- Graduate Student Success Center (GSSC)
- Inter-Faith Center (IFC)

Food Areas

- Coyote Market
- Coyote Cafeteria
- Vending Machine

TO REPORT A CAMPUS EMERGENCY: CALL 911

ICON KEY

- Elevator
- Stairs
- Information Desk
- Restrooms
- Wheelchair Access

INTERIOR EVACUATION

EXTERIOR EVACUATION

FIRE EXTINGUISHER

EMERGENCY PACK

EVACUATION CHAIR

CAMPUS EMERGENCY HOTLINE: (909) 537-5999

Emergency Action Plan

CAL STATE SAN BERNARDINO

BUILDING EVACUATION AREA GUIDE

Event Spaces

- Event Center
- SMSU Theater
- Fourplex
- Sky Boxes

Departments

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- Orientation and First Year Experience
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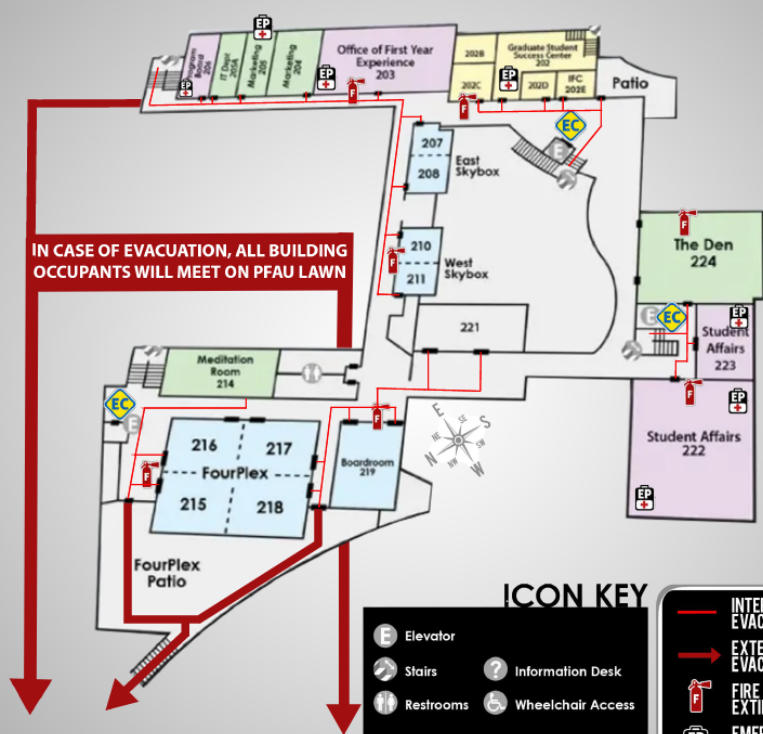
Food Areas

- Coyote Market
- Coyote Cafeteria
- Vending Machine

**TO REPORT A CAMPUS EMERGENCY,
CALL 911**



Santos Manuel
Student Union
CAL STATE SAN BERNARDINO



ICON KEY

- Elevator
- Stairs
- Restrooms
- Information Desk
- Wheelchair Access

- INTERIOR EVACUATION
- EXTERIOR EVACUATION
- FIRE EXTINGUISHER
- EMERGENCY PACK
- EVACUATION CHAIR
- CAMPUS EMERGENCY HOTLINE:
(909) 537-5999

Emergency Action Plan

ACKNOWLEDGEMENT AND RECEIPT OF STUDENT HANDBOOK



California State University, San Bernardino
Santos Manuel Student Union
Student Recreational Wellness Center

Receipt of the SMSU and RW Student Assistant Handbook:

This is to acknowledge that I have received, read, and understood the Santos Manuel Student Union and the Student Recreational Wellness Center Student Assistant Handbook. As an employee of the Santos Manuel Student Union and/ or Student Recreational Wellness Center, I will conform to these guidelines at all times.

Print Name

Signature

Date