ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

BOARD OF DIRECTORS
AGENDA

November 20, 2026
1:00 p.m.

Santos Manuel Student Union North
Student Chambers — 3305

Zoom Option: https://csusb.zoom.us/j/89803967164

Call to Order
Roll Call
Approval of Minutes
Adoption of Agenda
Executive Officer Reports (2 minutes/speaker)
Executive Director Report
ASI Committees Reports (2 minutes/speaker)
Open Forum (5 minutes/speaker)
Guest Speaker

OLD BUSINESS:

BD 79-26 Approval of the ASI Personnel Policy. (Action) (Policy Committee) (Second Reading)

NEW BUSINESS:

BD 81-26 Appointment of Adrian Gonzalez as a Board of Director representative to the ASI Lobby Corps. (Action) (Kumbhani)

BD 82-26 Appointment of Seth Whiting as a Board of Director representative to the ASI Lobby Corps. (Action) (Kumbhani)

Reports: Board of Directors (2 minutes/speaker)
Campus-wide Committees (2 minutes/speaker)

ANNOUNCEMENTS

ADJOURNMENT

Personnel Policies Manual: Summary of Changes

Oct 28, 2026 · @Herbert

The proposed manual replaces ASI's current Personnel Policies (BD 26-22). It brings ASI in line with current California and federal employment law, CSUSB and CSU policy, and the practices of our sister auxiliary, SMSU. The draft has been reviewed by legal counsel. This summary highlights the most significant changes for the committee.

Why we're revising

The current manual was last updated in 2022, and the revisions proposed in 2024 are carried into this draft. Several sections no longer match state law, and some refer to positions and processes ASI no longer uses.

- **New format.** Each policy now has its own number (100, 105, 110…), matching SMSU's manual so the two auxiliaries can be compared side by side. One policy can be updated without reopening the whole manual.
- **Plain language.** Policies are written for employees to read and follow.
- **Refers to other policies instead of repeating them.** The manual points to the ASI Bylaws, Grade Policy, Hiring Policy, Board of Directors Incentives Policy, and CSU and CSUSB policies, so a change to one of those doesn't require a manual revision.

Key changes

Area	Current policy	Proposed policy
Employee categories (100)	Full-time, part-time, temporary, and student	Adds emergency (up to 180 days) and reserve (on-call, capped at 1,000 hours a year). Defines MPP as a formally designated position; the Executive Director is currently the only one.
Student executive officers (100, 105)	Treated like other employees; Executive Director could change their status	Paid hourly and covered by labor law, but not at will. Their term and removal follow the ASI Bylaws, not the Executive Director.
Student directors and volunteers (100, 440)	Not addressed	Directors are student officers under the Bylaws and receive incentives, not wages. Volunteers serve without pay or incentives of any kind.
At-will changes (105, 1200)	Unclear: Board in one place, Executive Director in another	Only the Executive Director can change at-will status, in a written agreement signed by both.
Hiring and	No pay transparency or	Job postings include a pay range, as state law

Area	Current policy	Proposed policy
background checks (400, 405)	background check policy	requires. Background checks follow the Fair Chance Act, for professional staff and students who work with minors or handle money.
Student eligibility and hours (500)	2.0 GPA and 20-hour limit written into the manual	Refers to the Grade Policy for academic eligibility. More than 20 hours a week needs the Executive Director's approval; the ASI President may work up to 36 hours.
Evaluation appeals and complaints (200, 960)	Appeals went to the Executive Director, Executive Vice President, then the Board; complaints could go to the ASI President	One process for all staff: supervisor, then HR, then the Executive Director. Appeals or complaints about the Executive Director go to the AVP / Dean of Students. Forms are approved by HR and the Executive Director, not the Board.
Vacation (705)	440-hour cap for non-management staff only	440-hour cap for all staff; MPP earns 16 hours a month. Employees may cash out 10 to 80 hours a year.
Holidays (710)	12 holidays	14 holidays following the CSUSB calendar, including Juneteenth and Cesar Chavez Day. Extended to temporary and emergency staff.
Sick leave (715)	24 hours a year for non-benefited staff	Meets or exceeds state law. Full-time staff earn 8 hours a month; part-time, student, temporary, and reserve staff accrue at the state rate. Balances restored if rehired within a year.
Other paid leave (715)	Bereavement at the appointing authority's discretion; 10 days of jury duty	Up to 5 days of paid bereavement and reproductive loss leave as a right. Unlimited paid jury duty. Adds paid time off to vote. Paid leaves apply to non-student employees.
Family and medical leave (720)	CFRA only; some outdated exceptions	Separate CFRA and FMLA sections, updated family members, and outdated exceptions removed.
Vehicles (1115)	Employees may not drive University vehicles	Employees and volunteers may drive on ASI business with Executive Director approval and University driver training. Drivers pay their own tickets and citations.
Drug and alcohol (1135)	Banned all drug use, on or off duty	Limited to work time and ASI property; lawful off-duty cannabis use protected, as state law requires. Adds ADA accommodation and job-protected time

Area	Current policy	Proposed policy
		off for treatment.

New policies added

These policies are new to ASI. Most are modeled on SMSU's manual, or are required by state law or CSU auxiliary rules.

- **400 Personnel Selection:** pay transparency in job postings
- **405 Background Checks:** Fair Chance Act process
- **440 Volunteers**
- **700 Compensation and Benefit Requirements** and **701 Benefit Enrollment Eligibility:** auxiliary requirements; part-time staff are not eligible for medical
- **910 Mandatory Training**
- **915 Children in the Workplace**
- **950 Return of Property**
- **1010 Zero Tolerance for Workplace Violence:** required by state law since 2024
- **1135 Drug and Alcohol Abuse**

Two policies are removed: **Tax-Sheltered Annuities**, since ASI does not offer a 403(b) plan, and **Campus Meetings**.

Legal review

Legal counsel has reviewed the draft, including the at-will language, the EEO and harassment policies, the workplace violence policy, and the leave policies.

Associated Students, Inc. Personnel Policies Manual (Draft)

Sep 30, 2026 · @Herbert

This draft replaces the ASI Personnel Policies Manual (BD 26-22). It uses the Santos Manuel Student Union's numbered format and carries forward ASI's standing 2024 revisions.

How to read this draft

Each policy has its own number, matching the SMSU manual so the two auxiliaries can be compared side by side. Text comes from three places: ASI's current manual with the 2024 redlines accepted, SMSU's manual (revised 05.06.26) where ASI follows the same practice, and new language where state law requires it.

Lines starting with **Review:** mark something still open. There are two kinds:

- **ASI decision:** a choice only ASI can make, such as vacation caps or which vehicles a policy covers.
- **Legal check:** language written to follow state or federal law that CSUSB HR or counsel should confirm before the Board votes.

Bracketed text such as [number of hours] is a blank to fill in. The full list of open items is at the top of this document.

ASI Personnel Policy

BD XX-26

Approved by the Board of Directors on: XX/XX/XXXX

Introduction

Welcome to Associated Students, Inc. (ASI) of California State University, San Bernardino. As a CSU auxiliary organization, ASI serves students and the campus, and its employees, both student and non-student, are central to that work. This manual explains what ASI expects of its employees and what employees can expect from ASI.

These policies apply to all ASI employees. They are designed to follow federal, state, and local ~~employment~~ law, CSU auxiliary requirements, and CSUSB policies, and to stay consistent with the practices of CSUSB's other auxiliary organizations. If a law changes before this manual is updated, ASI will follow the law.

This manual is a guide, not an employment contract or a legal document. Except for at-will employment (see 105), ASI may revise, add to, or remove any of these policies as needs change. A **substantive** revision takes effect only after the ASI Board of Directors approves it. Benefits and other personnel programs may also be updated from time to time.

Everyone can help keep these policies current and useful. If you run into a problem with a policy, or see a way to improve one, let your supervisor or Human Resources know. Suggestions for new or revised policies may be sent to the Executive Director, who will bring them to the Policy Committee for review (see 1050). If you have questions about anything in this manual, please ask Human Resources.

Section I: Employment Classification

100 Definitions and Employment Classifications

Appointing authority. The power to hire, rehire, terminate, or change the employment status of ASI's full-time, part-time, and student employees rests with the ASI Executive Director. This authority does not extend to student executive officers. Their election, term, and removal from office are governed by the ASI Bylaws, and their paid employment begins and ends with their term of office. The appointing authority for the Executive Director is the President of the University, as stated in the ASI Bylaws and the ASI Hiring Policy.

Management employees (MPP). Positions formally designated as Management Personnel Plan (MPP). The Executive Director is currently ASI's only MPP position. Any additional MPP position must be designated in its job description and approved by the Executive Director. MPP positions are benefited and are filled under the ASI Hiring Policy. Being full-time, salaried, or exempt from overtime does not by itself make a position MPP.

Regular full-time employees. Non-student staff regularly scheduled to work 30 or more hours per week. They are benefited and begin employment with a 90-day introductory period.

Regular part-time employees. Non-student staff regularly scheduled to work fewer than 30 hours per week. They receive the benefits required by law and any others listed in 701.

Temporary employees. Non-student staff hired for a set period, usually between 30 days and one year, to meet a specific need. Every offer includes an end date. Temporary employees receive the benefits required by law and will be told in writing of any other benefits they are eligible for.

Emergency employees. Non-student staff appointed by the Executive Director when a position must be filled right away, such as while a search is underway. The competitive selection process may be waived, as allowed by the ASI Hiring Policy. Emergency appointments last no longer than 180 days. Emergency employees receive the benefits required by law and will be told in writing of any other benefits they are eligible for.

Reserve employees. Non-student staff who work on an on-call or as-needed basis, without a regular schedule. Reserve employees may work no more than 1,000 hours in a fiscal year (July 1 to June 30). Supervisors track their hours to stay within that limit. Reserve employees receive the benefits required by law.

Student employees. CSUSB students who are regularly enrolled and meet ASI's academic eligibility requirements (see 500). All student appointments are temporary, part-time, and hourly. Student employees receive the benefits required by law. This includes ASI student executive officers (see Student executive officers below).

Student executive officers. This classification includes the elected positions that the ASI Bylaws classify as student Executive Officers, including anyone appointed by the Board of Directors to fill one of those positions. Student executive officers are paid an hourly rate set by the ASI Board of Directors.

All ASI employees, except student executive officers, are employed at will.

105 At-Will Employment

Employment with ASI is at will, except for student executive officers (see 100). Either the employee or ASI may end the employment relationship at any time, **for any reason,** with or without cause or advance notice.

Student executive officers are not at-will employees. Their paid employment begins and ends with their term of office, and their removal follows the ASI Bylaws (see 100).

No ASI officer, employee, agent, committee, or subcommittee has the authority to change at-will status, to promise employment for a set period, or to make any agreement contrary to this policy, except the ASI Executive Director. The Executive Director may do so only in a written agreement signed by both the Executive Director and the employee.

110 Personnel Records

Reference: California Labor Code sections 432 and 1198.5

ASI Human Resources keeps an official personnel file for every employee. Access is limited to people with a legitimate need to know, people allowed by law, and people the employee names in writing. **ASI will maintain all personnel records and files as required by and in accordance with applicable law.**

What is kept, and where

- **General file:** application and résumé, job description, offer letters and changes in status, pay records, training records, policy acknowledgments, recognition, performance evaluations, disciplinary notices and any employee responses, and separation records.
- **Medical file (kept separately):** doctor's notes, accommodation requests, medical leave records, and workers' compensation claims.
- **Benefits file:** enrollment forms and beneficiary designations.
- **Confidential file:** reference and background check results, voluntary self-identification forms, wage garnishments, litigation documents, and workplace investigation records.

Keeping your information current. Please tell Human Resources right away about any change to your name, address, phone number, emergency contact, or insurance beneficiaries and dependents. Current information lets us reach you in an emergency, keep your benefits accurate, and calculate payroll deductions correctly.

Reviewing your file

1. You may ask in writing to review your personnel file or get a copy. ASI will make it available within five business days, and never later than the 30 calendar days allowed by law.
2. You may ask for a copy of any employment document you have signed.

3. You may submit a written response to any evaluation or disciplinary action. It will be attached to that document in your file.
4. Someone you authorize in writing may review your file. ASI keeps a log of who reviews it.
5. Supervisors in your chain of command may review your general file when there is a legitimate business need.
6. You may also request to inspect or copy your payroll records. ASI will comply within 21 calendar days (Labor Code 226(b)). Letters of reference and records relating to the investigation of a possible criminal offense are not available for inspection, as permitted by Labor Code 1198.5.

Section II: Performance Evaluations

200 Performance Evaluations

Non-student employees receive regular written performance evaluations from their supervisor. Evaluations use the form approved by Human Resources and the Executive Director and rate performance against written standards set by the evaluator and the appointing authority.

The supervisor reviews the evaluation with the employee and gives them a signed copy. The evaluation then goes through the supervisory chain to the appointing authority and is placed in the personnel file. Evaluations may be considered in decisions about promotion, retention, discipline, and merit pay.

Schedule

Employee group	First evaluation	After that
Management	At 6 months and 12 months	Once a year
Non-management, non-student	At 90 days (or sooner if needed)	Once a year

A supervisor or the appointing authority may start an additional evaluation at any time. Student employee evaluations are covered in 500.

Appealing an evaluation. This process applies to all ASI employees, student and non-student. Employees may also attach a written response to any evaluation (see 110).

1. **Talk with the evaluator.** Give the evaluator any facts, documents, or letters from others that the evaluation may have missed. The evaluator may revise the evaluation.
2. **Human Resources.** If the issue isn't resolved, the employee may submit a written appeal to Human Resources within 10 working days of receiving the evaluator's response. HR reviews whether the evaluation was fair, consistent, and followed policy, confers with the evaluator, and works to resolve the disagreement.
3. **Executive Director.** If HR's review doesn't resolve the appeal, the employee may ask the Executive Director to decide it within 10 working days of HR's response. The Executive Director's decision is final.

If the Executive Director completed the evaluation, the final step goes to the Associate Vice President / Dean of Students instead. Each step responds within 10 working days, not counting holidays and, for student employees, academic breaks.

Section III: Equal Employment Opportunity

300 Equal Employment Opportunity

Reference: California Fair Employment and Housing Act; Title VII of the Civil Rights Act

ASI is an equal opportunity employer. We do not discriminate against or harass anyone because of race (including hair texture and protective hairstyles), color, religion (including religious dress and grooming), creed, ancestry, national origin (including language use and possession of a driver's license issued under Vehicle Code 12801.9), sex, gender, gender identity, gender expression, sexual orientation, pregnancy, childbirth, breastfeeding or related medical conditions, reproductive health decision-making, age (40 and over), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, lawful off-duty cannabis use as provided in Government Code 12954, request for or use of family and medical leave or pregnancy disability leave, or any other status protected by federal, state, or local law. ASI also prohibits discrimination and harassment based on a combination of these characteristics, on the perception that someone has any of them, or on association with someone who has or is perceived to have any of them.

This applies to applicants and employees in every part of employment: recruitment, hiring, training, pay, benefits, promotion, transfer, discipline, and termination. ASI also provides reasonable accommodation for disabilities, pregnancy, and religious beliefs unless doing so would create an undue hardship.

Every employee is expected to support this policy. If you believe you have been treated unfairly, raise it with your supervisor, Human Resources, or the Executive Director. You may do so without fear of retaliation. Anyone found to have engaged in unlawful discrimination will face discipline, up to and including termination. Complaints of discrimination and harassment are handled under 935.

> ***Review (legal check):*** *Have legal counsel review the language in this policy, including the list of protected categories.*

Section IV: Hiring

400 Personnel Selection

Reference: ASI Hiring Policy; California Labor Code 432.3

ASI fills open positions through a fair, open process based on job-related qualifications. Searches for non-student positions, including the Executive Director, follow the ASI Hiring Policy. Student positions are posted and filled by the hiring supervisor, and student hires must meet the eligibility requirements in 500.

Pay transparency. Every ASI job posting, including student positions and postings on outside job boards, includes a good-faith pay range for the position, as required by state law. ASI provides the pay range to any applicant or current employee who asks, and does not ask applicants about their salary history.

405 Background Checks

Reference: California Fair Chance Act (Gov. Code 12952); Cal. Code of Regulations, Title 2, 11017.1; federal Fair Credit Reporting Act

ASI runs background checks to protect the safety of employees, volunteers, students, and guests. Checks are run only after a conditional offer of employment, and always in line with federal and state law and CSU system policy.

Who is checked

- Final candidates for all professional staff positions.
- Student employees who have regular contact with minors or who handle money.
- A Live Scan fingerprint check for employees with regular, direct contact with minors.
- Former employees rehired after a break of 12 months or more.

Volunteers do not need background checks.

What a check may include: employment history for the past five years, education credentials, criminal record (after a conditional offer only), Live Scan where required, and professional licenses when they are job-related.

Consent. Before any check, the candidate receives a stand-alone written disclosure and authorization form, separate from the application.

Fair Chance process. ASI does not ask about criminal history before a conditional offer. ASI will only ask about history if and when doing so would be compliant with applicable law. If a check shows a conviction, ASI will:

1. Do an individualized assessment of the nature and seriousness of the offense, how much time has passed, and how it relates to the job.
2. Send a preliminary notice if it is considering withdrawing the offer, with the convictions at issue, a copy of the report, and the candidate's right to respond.
3. Give the candidate at least five business days to respond with evidence of inaccuracy or rehabilitation.
4. Consider that response before deciding. If the candidate disputes the accuracy of the report and is taking steps to obtain evidence, ASI will allow at least five additional business days. A final notice will be in writing and include any appeal process, the right to file a complaint with the California Civil Rights Department, the background agency's contact information, a statement that the agency did not make the decision, and the right to a free copy of the report within 60 days.
   ASI will not consider an arrest that did not result in a conviction, referral to or participation in a diversion program, or a conviction that has been sealed, dismissed, expunged, or statutorily eradicated. ASI does not use consumer credit reports except for positions permitted by law. Candidates may check a box on the disclosure form to receive a free copy of any investigative consumer report.

Confidentiality. Results are stored securely, separate from the personnel file, seen only by those with a business need, kept for the period required by law (typically five years), and then destroyed. Results are never used to discriminate on any protected basis.

410 Nepotism (Hiring of Relatives)

ASI will not hire a relative of a current employee where the relationship could cause problems of supervision, safety, security, or morale, or a conflict of interest. In particular, relatives will not be hired into a direct reporting relationship or into personnel or payroll roles involving each other.

Relatives include a parent, child, spouse, domestic partner, sibling, in-law, or step-relative. ASI may also find that other close personal relationships create a conflict.

If two current employees come under this policy (for example, through marriage), one or both must seek a transfer or reassignment. If that isn't possible, ASI may change shifts or reporting lines, or as a last resort end one person's employment.

No ASI employee may take part in hiring, supervision, pay, discipline, or other personnel decisions that affect a close relative, as described in the ASI Hiring Policy.

440 Volunteers

ASI may appoint volunteers to help with its work. A volunteer is someone who gives their time freely, without pay or incentive of any kind, for public service or humanitarian purposes, whether ongoing or for a single event.

Expectations. Volunteers must have the training, supervision, and any required license or certification before starting. They follow the same ASI, CSUSB, and CSU policies as employees while serving, and they serve at the discretion of the Executive Director.

Coverage. Volunteers are covered by ASI's workers' compensation. A volunteer may drive on official business only as allowed under 1115, and may be reimbursed for approved travel expenses.

Procedure

1. The supervising staff member tells Human Resources before a volunteer starts and when they stop serving.
2. The volunteer completes an ASI Volunteer Designation Form, a Volunteer Agreement, and any position-specific requirements before starting.
3. Human Resources keeps a list of all current volunteers.

Section V: Student Employees

500 Student Employee Policy

Regularly enrolled CSUSB students may work for ASI as student assistants, including clerical assistants, student managers, and general support staff. All student appointments are temporary, part-time, and hourly, and last for the academic term stated in the appointment letter. Pay rates follow the student salary ranges approved by the ASI Board of Directors, which are kept by Human Resources.

Benefits. Student employees receive California paid sick leave (see 715), workers' compensation, and unemployment insurance, plus the academic benefit described below.

Eligibility. To be hired and stay employed, student employees must:

1. Meet the academic eligibility requirements in the ASI Grade Policy & Procedures. Refer to that policy for enrollment, GPA, exceptions, and how eligibility is checked each semester. Student executive officers must also meet the Grade Policy's requirements for major student office holders.
2. Show identity and eligibility to work in the U.S. before starting (Form I-9).
3. Have paid the ASI fee.

Hours. Student assistants normally work no more than 20 hours per week, following CSUSB policy. Longer weeks are generally limited to summer and breaks without classes or exams. Student employees and student executive officers need the Executive Director's approval in advance to work more than 20 hours in a week. The ASI President may work up to 36 hours per week.

Schedules. Supervisors set schedules and will work around each student's class schedule as much as department needs allow. Supervisors should give notice of schedule changes as early as they can.

Meal and rest breaks. Student employees get the same meal and rest breaks as other hourly staff (see 900).

Evaluations. Students are normally evaluated on the one-year anniversary of their hire, and supervisors may evaluate more often. Evaluations use the form approved by Human Resources and the Executive Director.

Evaluation appeals. Student employees may appeal an evaluation using the process in 200.

Academic benefit: paid study time. To support academic success, student employees may request four hours of paid study time in fall semester and four in spring (eight hours per fiscal year). It may be used in two-hour or four-hour blocks and does not carry over. Requests need supervisor approval with two weeks' notice so shifts can be covered. This benefit depends on budget and may be changed or ended at the Executive Director's discretion.

Section VI: Pay

600 Payroll Deductions and Wage and Hour Compliance

Required deductions. ASI takes these deductions from paychecks as required by law or by the employee's benefit enrollment: federal and state income tax, State Disability Insurance (SDI), Social Security, Medicare, retirement (CalPERS, when eligible), and medical, dental, and vision premiums.

Voluntary deductions. Any other deduction, such as campus parking for non-student staff, is taken only with the employee's written authorization. Student employees pay for parking when they register for classes.

Pay schedule. All ASI employees are paid twice a month. The pay period calendar is posted at the ASI front desk and on the ASI website. Each paycheck comes with an itemized wage statement showing hours, pay rates, deductions, and available sick leave.

Compliance. ASI follows all federal and state wage and hour laws, including minimum wage, overtime (see 930), and meal and rest breaks (see 900). If you believe your pay is wrong, tell your supervisor or Human Resources right away so it can be corrected.

Section VII: Benefits and Leaves

700 Compensation and Benefit Requirements for Auxiliary Organization Employees

Reference: CSU auxiliary organization requirements, California Code of Regulations, Title 5

As a CSU auxiliary organization, ASI provides its full-time employees with salaries, working conditions, and benefits comparable to those of campus employees doing similar work, not including permanent (tenure) status. For positions with no comparable campus classification, salaries are at least equal to those in similar auxiliary organizations in the area or in comparable commercial operations.

701 Benefit Enrollment Eligibility

Who may enroll

1. Management employees
2. Regular full-time employees
3. Temporary and emergency employees, if the Executive Director and Human Resources determine eligibility at the time of appointment

Benefit programs

- Medical, dental, and vision insurance
- CalPERS retirement
- Life insurance

CalPERS for employees otherwise not eligible for benefits. Part-time,temporary, and reserve non-student employees who are not otherwise benefit-eligible are enrolled in CalPERS after working 1,000 hours in a single fiscal year (July 1 to June 30), as CalPERS rules require. Student employees, including student executive officers, are excluded from CalPERS membership.

Regular part-time employees are not eligible for medical insurance. ASI does not offer a tax-sheltered annuity (403(b)) plan.

705 Vacation Leave

Eligibility. Non-student employees who work more than 20 hours per week earn paid vacation. Student employees do not.

Scheduling. Request vacation from your supervisor in advance. ASI tries to honor requested dates but may approve, deny, or adjust requests based on workload.

Accrual for non-management staff (full-time)

Years of service	Days per year	Hours per month
1 month to 3 years	10	6 2/3
3 years 1 month to 6 years	15	10
6 years 1 month to 10 years	17	11 1/3

Years of service	Days per year	Hours per month
10 years 1 month to 15 years	19	12 2/3
15 years 1 month to 20 years	21	14
20 years 1 month to 25 years	23	15 1/3
Over 25 years	24	16

Accrual for management (MPP). Management employees earn 16 hours per month, equal to 24 days per year.

Part-time employees earn vacation in proportion to their scheduled hours, using the full-time non-management rates.

Maximum balance. Management and non-management employees may carry up to 440 hours. Balances above the cap are allowed only when the Executive Director approves because unexpected workload or extended illness kept the employee from taking vacation.

Cashing out vacation. Employees who earn vacation may elect, in writing to Human Resources by December 31, to cash out between 10 and 80 hours of the vacation they will accrue in the following calendar year. The election is irrevocable for that year. Elected hours will be paid in a single payment in the first regular pay period after all elected hours have accrued. If all elected hours have not accrued by the last regular pay period of the year, the hours that have accrued will be paid in that pay period. Only hours actually accrued will be paid. Cashed-out hours are paid at the employee's rate of pay at the time of payment and are subject to applicable tax withholding. Any accrued vacation that has not been paid, including hours subject to an election, will be paid with final wages upon separation from employment.

At separation. All earned, unused vacation is paid out when employment ends, as required by California law.

710 Holiday and Personal Holiday

Eligibility. Management, regular, temporary, and emergency employees receive paid holidays and one personal holiday each calendar year. Holiday pay is based on the hours the employee is normally scheduled to work that day. Student employees are not eligible.

Holidays. ASI follows the CSUSB holiday calendar, which the University publishes each year. ASI observes 14 holidays: 10 on or near the actual date, and 4 that are moved to the winter closure between Christmas Day and New Year's Day, when the University is closed.

Observed	Moved to winter closure
New Year's Day	Lincoln's Birthday
Martin Luther King Jr. Day	Washington's Birthday
Cesar Chavez Day / Farmworkers Day (March 31)	Admission Day
Memorial Day	Indigenous Peoples' Day

Observed	Moved to winter closure
Juneteenth	
Independence Day	
Labor Day	
Veterans Day	
Thanksgiving Day	
Christmas Day	

ASI also observes any other day the Governor declares a public holiday.

Day after Thanksgiving. The University is closed but this is not a paid holiday. Employees may use their personal holiday or vacation, or take the day unpaid.

How holidays are paid

- When a holiday falls on a weekend, ASI observes it on the day CSUSB designates.
- A holiday that falls during vacation or other paid leave is paid as a holiday, not charged to leave.
- Non-exempt employees in unpaid status on the workdays around a holiday are not paid for it. Exempt employees are paid in accordance with salary-basis rules.
- Non-exempt employees required to work on a holiday receive their regular pay for hours worked Employees are paid only for moved holidays that fall during their employment.

Personal holiday. Each eligible employee receives one personal holiday per calendar year, scheduled by agreement between the employee and their supervisor. Employees should use it by the end of the year. Only one personal holiday may be banked at a time, and an unused personal holiday is paid out at separation.

715 Paid Leaves of Absence

Reference: California Healthy Workplaces, Healthy Families Act (Labor Code 245–249); Gov. Code 12945.6–12945.8; Labor Code 1510; Elections Code 14000; federal USERRA

ASI intends to, at a minimum, offer all paid leaves of absence and time off as required by and in compliance with federal, state, and local law. Employees who take leave under this policy or applicable law shall not be retaliated against or discriminated against. ASI employees may take leave for the reasons below. Supervisors, with Human Resources, make sure requests are handled fairly and consistently. Give as much notice as you can.

Who is paid. The paid leaves in this policy are for non-student employees (full-time and part-time). Student employees receive the leave federal and state law requires, unpaid unless the law requires pay, and may use their available sick leave where allowed.

Sick leave

Sick leave helps employees avoid lost pay when they or a family member are ill or injured. Sick leave follows California law, and ASI meets or exceeds its requirements.

How it is earned

Employee group	Accrual	Carryover
Benefited full-time (including exempt staff)	8 hours per month, based on a 40-hour week or the employee's scheduled hours if less	No maximum
Part-time, student, temporary, and reserve staff	At the rate required by California law	As required by California law

Sick leave can be used after one month of continuous employment. You can't use more than you have, and ASI does not advance sick leave. Your available balance appears on each wage statement. Unused sick leave is not paid out at separation. An employee rehired within one year, including a student rehired for a new term, has their unused sick leave balance restored.

When you can use it

- Your own illness, injury, medical appointment, or preventive care.
- To care for a family member: spouse or registered domestic partner, child, parent, parent-in-law, sibling, grandparent, grandchild, or one designated person identified each 12 months.
- If you or a family member is a victim of a qualifying act of violence (see below), to get medical care, counseling, legal help, or safety planning.

Calling in. When you are ill, tell your supervisor as soon as practicable, preferably before your scheduled start. If the need for sick leave is foreseeable, give reasonable advance notice. Unplanned absences due to illness are charged to sick leave, not vacation or a personal holiday. If you have no sick leave left, the time may be charged to vacation with your consent or taken unpaid. ASI will not discipline or retaliate against an employee for using, or attempting to use, protected sick leave.

Documentation. For absences longer than three consecutive workdays, ASI may ask for a health care provider's note and a release to return to work. ASI will not deny the use of legally protected sick leave (the first 40 hours or 5 days each year) because documentation was not provided.

Job abandonment. Missing three consecutive scheduled workdays without notifying ASI, when the absence is not otherwise protected by law, is treated as job abandonment and may result in termination. Before acting, Human Resources will attempt to contact the employee.

Coordination with disability pay. When a non-student employee receives State Disability Insurance or workers' compensation, they may ask ASI to use sick leave to make up the difference to their normal pay. Only the hours actually used are charged. Vacation may be used once sick leave runs out.

Bereavement leave

Employees who have worked for ASI at least 30 days may take up to five workdays of bereavement leave, paid for non-student employees, for the death of an immediate family member or designated person. The days do not have to be taken in a row, but must be completed within three months of the death. ASI may ask for documentation, such as an obituary or death certificate, within 30 days of the first day of leave.

Immediate family means a spouse or registered domestic partner, child, parent, sibling, grandparent, grandchild, parent-in-law or other in-law, significant other, or any relative living in the employee's household. Bereavement leave is not charged to sick leave or vacation.

Reproductive loss leave

Employees who have worked for ASI at least 30 days may take up to five workdays of leave, paid for non-student employees, after a miscarriage, stillbirth, failed adoption, failed surrogacy, or unsuccessful assisted reproduction. This applies to anyone who would have been a parent. The days do not have to be consecutive but must be taken within three months of the event. For more than one event in 12 months, the total is capped at 20 days.

Leave for victims of violence

Employees who are victims of a qualifying act of violence, or whose immediate family member or designated person is, may take time off to:

- get a restraining order or other court relief, or attend related court proceedings;
- get medical care, counseling, or help from a shelter, victim services organization, or advocate;
- take part in safety planning or relocate; or
- handle other matters needed for their health, safety, or welfare.

A qualifying act of violence includes domestic violence, sexual assault, stalking, and any act causing bodily injury or death, or involving a firearm, dangerous weapon, or threat of force. Employees may use sick leave or vacation; otherwise the time is unpaid, up to the limits in state law. Give notice in advance when you can. ASI keeps these requests confidential and may accept a police report, court order, or statement from a provider or advocate, or the employee's own written statement, as certification.

If you get a restraining order that lists an ASI location, please share a copy with the Executive Director so ASI can help keep you and your coworkers safe (see 1010).

Organ and bone marrow donor leave

Employees with at least 90 days of service may take paid leave to donate:

- **Organ:** up to 30 business days in a 12-month period, plus up to 30 more unpaid business days.
- **Bone marrow:** up to five business days in a 12-month period.

ASI requires physician verification that the donation is medically necessary. Employees first use up to 10 days of sick leave or vacation for an organ donation, or up to five days for bone marrow. Health coverage continues during leave, and employees return to the same or an equivalent position.

Jury duty and witness leave

Non-student employees summoned for jury duty receive paid leave for the full length of their jury service, with no limit on the number of days. Tell your supervisor in writing before your service starts and bring back the court's certificate of service. Hourly employees are paid only for scheduled hours missed. Employees subpoenaed as a witness may take unpaid time off or use accrued leave.

Time off to vote

If you don't have enough time outside work to vote in a statewide election, you may take up to two hours of paid time at the start or end of your shift. Give your supervisor at least two working days' notice when possible.

Military leave

ASI protects the job rights of employees serving in the uniformed services, including the National Guard and Reserves, and does not discriminate based on military service.

- **Pay.** Non-student employees on active duty for training continue to receive pay for up to 30 days. Provide your Leave and Earnings Statement or orders so pay can be calculated.
- **Benefits.** Health coverage continues for service of fewer than 31 days. For longer service, you may continue coverage as allowed by law.
- **Returning to work.** Returning employees are reinstated to their former or a similar position, with the same rights as employees returning from other leaves. Report back or apply for reemployment on this timeline:

Length of service	When to return
Fewer than 31 days	The first full scheduled shift after returning home safely, plus 8 hours
31 to 180 days	Apply within 14 days after service ends
More than 180 days	Apply within 90 days after service ends
Recovering from a service-connected injury	Apply within 2 years

Provide written verification from military authorities before leave and proof of completed service on return.

Parental leave pay

When an eligible employee takes family leave for the birth, adoption, or foster placement of a child (see 720), ASI pays up to 30 days of regular pay if the leave starts within 60 days of the child's arrival.

720 Unpaid Leaves of Absence

Reference: California Family Rights Act (CFRA); federal Family and Medical Leave Act (FMLA); Pregnancy Disability Leave (Gov. Code 12945); Labor Code 1030–1034; Paid Family Leave (Unemployment Insurance Code)

ASI intends to, at a minimum, offer all unpaid leaves of absence and time off as required by and in compliance with federal, state, and local law. Employees who take leave under this policy or applicable law shall not be retaliated against or discriminated against.

Family and medical leave (CFRA and FMLA)

ASI follows two family and medical leave laws: the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). They are similar but not identical. Each is described below, followed by the rules that apply to both.

California Family Rights Act (CFRA)

- **Eligibility.** Employees who have worked for ASI at least 12 months and at least 1,250 hours in the 12 months before leave starts.
- **Length.** Up to 12 weeks in a rolling 12-month period, counted back from the date leave is used.
- **Reasons:**
    a. The birth of a child, or placement of a child for adoption or foster care (to be taken within one year).
    b. To care for a spouse or registered domestic partner, child of any age, parent, parent-in-law, sibling, grandparent, grandchild, or one designated person per 12 months who has a serious health condition.
    c. The employee's own serious health condition that prevents them from doing their job. Pregnancy disability is not covered by CFRA; it is covered by pregnancy disability leave below.
    d. A qualifying military exigency related to a spouse, domestic partner, child, or parent's active duty or call to active duty.

Federal Family and Medical Leave Act (FMLA)

- **Eligibility.** Employees who have worked for ASI at least 12 months and at least 1,250 hours in the 12 months before leave starts, at a worksite where ASI has at least 50 employees within 75 miles.
- **Length.** Up to 12 weeks in a rolling 12-month period, or up to 26 weeks in a single 12-month period for military caregiver leave.
- **Reasons:**
    a. The birth of a child, or placement of a child for adoption or foster care (to be taken within one year).
    b. To care for a spouse, child (under 18, or 18 or older and unable to care for themselves because of a disability), or parent who has a serious health condition.
    c. The employee's own serious health condition that prevents them from doing their job, including disability caused by pregnancy.
    d. A qualifying military exigency related to a spouse, child, or parent's active duty or call to active duty.
    e. Military caregiver leave, to care for a covered servicemember with a serious injury or illness who is the employee's spouse, child, parent, or next of kin.

How CFRA and FMLA work together. When a leave qualifies under both laws, the two run at the same time and count against both. Some leaves count under only one law. For example, pregnancy disability counts toward FMLA but not CFRA, and care for a domestic partner, sibling, grandparent, grandchild, or designated person counts toward CFRA but not FMLA. In those cases, an employee may have additional leave available under the other law.

Military exigencies include short-notice deployment, military events, childcare and school arrangements, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities. ASI may ask for a copy of the active duty orders and a short written description of the need.

A *serious health condition* means an illness, injury, impairment, or condition involving inpatient care, or continuing treatment by a health care provider.

Rules for both

Intermittent leave. Leave may be taken in separate blocks or as a reduced schedule when medically necessary. For planned treatment, work with your supervisor to schedule it with as little disruption as possible.

Pay during leave. Family and medical leave is unpaid except as described in 715 (parental leave pay). Employees may use accrued vacation and, for their own illness, sick leave. Using paid time does not extend the 12 weeks. Employees may also be eligible for Paid Family Leave or State Disability Insurance through the California EDD.

Benefits during leave. ASI continues group health coverage on the same terms as before leave. Employees must keep paying their share of premiums; coverage may end if a payment is more than 30 days late, with at least 15 days' notice first. Vacation and sick leave do not accrue during unpaid leave, but earned seniority is not lost.

Notice. Give at least 30 days' notice when leave is foreseeable, or within two working days of learning of the need otherwise. Tell Human Resources at least two working days before returning early; request any extension before the leave ends.

Certification. For a serious health condition, provide a health care provider's certification within 15 calendar days of ASI's request. For the employee's own condition, ASI may require a second opinion (and a third, if needed) at ASI's expense, and a fitness-for-duty release before return.

Returning to work. Employees are returned to the same or a comparable position at the end of leave. Employees have no greater right to reinstatement than if they had kept working, for example during a layoff. An employee who does not return at the end of approved leave, without requesting an extension, is considered to have resigned.

Pregnancy disability leave

All employees, regardless of length of service, may take unpaid leave while disabled by pregnancy, childbirth, or a related condition, for up to four months per pregnancy. Leave may be taken all at once or intermittently.

Employees may also ask for a temporary transfer or other reasonable accommodation when their health care provider advises it. ASI may temporarily transfer an employee to an available position with equal pay and benefits to accommodate intermittent leave or a reduced schedule.

This leave is separate from CFRA leave for bonding. An eligible employee may take up to four months of pregnancy disability leave and then up to 12 weeks of CFRA bonding leave. Pregnancy disability leave counts toward FMLA.

Notice, certification, health coverage, and return-to-work rules match family and medical leave above. Employees may choose to use accrued sick leave or vacation. Employees return to the same position unless it no longer exists for reasons unrelated to the leave; then ASI offers a comparable position if one is available.

Lactation accommodation

ASI provides reasonable break time and a private place, other than a bathroom, for any employee to express breast milk. The space will be close to the work area, shielded from view, free from intrusion, and have a surface, a place to sit, and access to electricity. Contact your supervisor or Human Resources, with as much notice as you can.

Break time runs at the same time as regular rest breaks where possible. Any additional time may be unpaid for non-exempt employees. If ASI can't meet a request, it will respond in writing. Employees may raise concerns with Human Resources or file a complaint with the Labor Commissioner, and will not face retaliation for doing so.

Personal leave of absence

Non-student employees with at least six months of service may request an unpaid personal leave of up to 30 days. Submit a written request to the Executive Director at least 30 days in advance when possible. Requests are approved at ASI's discretion, based on staffing needs, the reason for leave, and the employee's performance and attendance.

During personal leave, ASI does not pay insurance premiums, but employees may continue coverage by paying the full premium. Leave and holiday pay do not accrue. Notify the Executive Director at least two weeks before the leave ends. Reinstatement is not guaranteed. ASI will treat not confirming availability to return, or staying out past the approved leave without requesting an extension, as a voluntary resignation.

School and child care activities leave.

Employees who are parents, guardians, stepparents, foster parents, grandparents, or persons standing in loco parentis of a child in kindergarten through grade 12 or attending a licensed child care provider may take up to 40 hours each year, and no more than eight hours in any calendar month, to find, enroll, or reenroll the child in a school or child care provider, to participate in school or child care activities, or to address a child care or school emergency. Employees may use vacation or personal holiday time; otherwise the time is unpaid. Give reasonable advance notice, and ASI may request documentation from the school or provider.

Section VIII: Job Security

815 Termination

Employment with ASI is at will, except for student executive officers (see 105), so either the employee or ASI may end it at any time, with or without cause or notice.

Resigning. We ask for at least two weeks' written notice. Employees who leave without adequate notice may not be eligible for rehire.

Final pay. Employees who are let go receive their final pay, including unused vacation and any unused personal holiday, on their last day. Employees who resign with at least 72 hours' notice are paid on their last day; otherwise within 72 hours.

Before you leave. Return all ASI and University property (see 950).

820 Discipline

ASI may discipline employees who break its policies or standards. Discipline depends on how serious the problem is and the employee's past record. It may range from a verbal or written warning to suspension or immediate dismissal, and ASI decides which step fits. Nothing in this policy changes at-will employment.

Common steps. ASI generally uses these steps, **but at all times reserves the right not to use these steps,** in this order:

1. Verbal warning, documented by the supervisor.
2. Written warning, placed in the personnel file.
3. Final written warning or suspension.
4. Termination.

These steps are a guide, not a requirement. ASI may skip, repeat, or combine steps depending on how serious the issue is and the employee's record, and serious misconduct may lead directly to suspension or termination. Employees may attach a written response to any disciplinary notice in their file (see 110).

Concerns about a student executive officer's conduct in office are handled under the ASI Bylaws. Matters related to their paid work, such as timekeeping, breaks, safety, and use of ASI property, still follow this manual and are addressed by the Executive Director and Human Resources.

Examples of conduct that may lead to discipline include, but are not limited to:

- Not meeting performance standards, or refusing to do assigned work (insubordination).
- Excessive or unauthorized absences.
- Actual or threatened violence (see 1010).
- Bringing firearms or other weapons onto ASI or University property.
- Possessing, using, or being under the influence of alcohol or illegal drugs while working or on ASI premises, except alcohol at an authorized event (see 1135).
- Falsifying records or other documents.
- Stealing or misusing ASI or University funds or property, or willfully damaging property.
- Sharing confidential information without authorization. **This does not restrict employees from discussing or disclosing their own wages or working conditions, or information about unlawful acts in the workplace, such as harassment or discrimination or otherwise engaging in activity that is protected by law including by Section 7 of the National Labor Relations Act.**
- Harassment, discrimination, or retaliation (see 935).
- Breaking safety, health, security, or other ASI or University rules.
- Other conduct that could seriously harm ASI, the University, employees, or students.

Section IX: Working Conditions and Employee Responsibilities

900 Hours of Work

Reference: California Labor Code 226.7 and 512; IWC Wage Order 4

Workweek. Full-time non-student employees generally work 40 hours in a seven-day workweek, usually five consecutive days. Part-time employees work a similar schedule for fewer hours. The workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. the following Saturday.

Schedules. Supervisors set work schedules based on department needs, and should give at least one week's notice of schedule changes.

Meal periods (non-exempt employees, including students). Employees who work more than five hours in a day get an unpaid, uninterrupted, duty-free 30-minute meal period, starting no later than the end of the fifth hour. If the workday is no more than six hours, the employee and ASI may waive the meal period by mutual written consent. A second 30-minute meal period is due, starting no later than the end of the tenth hour, for workdays over 10 hours; it may be waived by mutual written consent only if the workday is no more than 12 hours and the first meal period was not waived. If an employee must stay at their workstation or remain on duty, the meal period is paid and requires a written on-duty meal period agreement. Employees are relieved of all duty and are free to leave the premises during unpaid meal periods.

Rest periods. Non-exempt employees who work at least three and one-half hours in a day get a paid 15-minute rest period for every four hours worked, or major fraction of four hours, taken near the middle of each work period when practical. Employees are relieved of all duty during rest periods. Rest periods can't be combined, skipped to leave early, or added to meal periods.

Missed breaks. If a required meal period is not provided, the employee receives one extra hour of pay at their regular rate of compensation for that day; if a required rest period is not provided, the employee receives a separate extra hour of pay for that day, as required by Labor Code 226.7. Tell your supervisor or Human Resources if you were unable to take a break. Employees will not be retaliated against for reporting a missed break.

ASI intends its meal and rest break policy to be fully compliant with any and all applicable laws. ASI mandates that all employes and supervisors take steps to ensure compliance with these policies.

910 Mandatory Training

All ASI employees, including student employees, must complete assigned mandatory trainings within 30 days of assignment. New hires complete onboarding within their first 30 days, including an overview of ASI's organization, their duties, and this manual. ASI provides paid time during working hours to complete training.

Required trainings include: harassment prevention (at least one hour for non-supervisory employees and two hours for supervisors, within six months of hire or promotion and every two years after that, including abusive conduct, gender identity, gender expression, and sexual orientation, as required by Gov. Code 12950.1), workplace violence prevention (when hired and annually, as required by Labor Code 6401.9), workplace safety, mandated reporter training, CPR/AED/first aid where required by the

position, and job-specific certifications. Seasonal and temporary employees hired for fewer than six months receive harassment prevention training within 30 calendar days of hire or within 100 hours worked, whichever comes first.

Who does what

- **Employees** complete trainings on time, watch their ASI email for assignments, and ask for help if they have trouble accessing a course.
- **Supervisors** make sure employees have time to finish and follow up on overdue trainings.
- **Human Resources** tracks completion, alerts supervisors to missed deadlines, and keeps training records.

If training is not completed. Supervisors will follow up and schedule paid time for the employee to complete overdue training. Repeated failure to complete required training may lead to discipline up to and including termination.

915 Children in the Workplace

ASI supports employees in balancing work and family. When operations allow, supervisors should work with employees on unexpected family needs through breaks, flexible schedules, adjusted hours, or vacation.

The workplace is not a substitute for child care. Employees may not bring children to work regularly, during school breaks, before or after school, or when a child is too sick for school or day care. Occasional short visits are allowed with advance approval from the supervisor and Human Resources. Employees who bring a child without approval will be asked to leave.

During any visit, children must be supervised by their parent or guardian at all times, not by other employees who are working, and may not enter hazardous areas such as storage rooms, custodial or maintenance spaces, or anywhere tools or chemicals are kept. This policy does not apply to children attending ASI or CSUSB events that welcome families.

925 Conflict of Interest

Employees must avoid actual or potential conflicts between their personal interests and ASI's interests, including with ASI's vendors and clients. Examples include operating a competing business while employed by ASI, using ASI time, resources, or confidential information for outside business, or accepting a gift, gratuity, or favor from a vendor who does or wants to do business with ASI. Lawful outside employment or business activity on the employee's own time that does not use ASI resources or create a conflict is not prohibited. Employees are expected to represent ASI honestly and ethically, and to follow CSUSB and CSU conflict of interest rules where they apply. If you are unsure whether something is a conflict, ask your supervisor or the Executive Director before acting. Violations may result in discipline, up to and including termination.

930 Overtime

Employees may be asked to work overtime when needed. Overtime must be approved by your supervisor in advance; working unapproved overtime may lead to discipline, but all hours worked will be paid.

Non-exempt employees are paid:

Hours worked	Rate
Over 8 in a workday, or over 40 in a workweek	1.5 times regular rate
First 8 hours on the seventh consecutive workday	1.5 times regular rate
Over 12 in a workday	2 times regular rate
Over 8 on the seventh consecutive workday	2 times regular rate

Only hours actually worked count toward overtime. Exempt employees are not eligible for overtime pay.

935 Discrimination, Harassment, and Retaliation

Reference: California Fair Employment and Housing Act; Title VII and Title IX; CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (CSU Nondiscrimination Policy)

ASI is committed to a workplace free of discrimination, harassment, and retaliation, and takes all reasonable steps to prevent them. This policy protects employees, applicants, unpaid interns, volunteers, and persons providing services under a contract, and applies to conduct by supervisors, managers, coworkers, students, vendors, visitors, and other third parties. Managers, supervisors, and coworkers who engage in prohibited conduct may be held personally liable under state law.

> ***Review (legal check):*** *Have legal counsel review the language below, including the prohibited conduct list, reporting, investigation, corrective action, and relationships sections.*

Prohibited conduct

1. Discrimination or harassment based on any protected status listed in 300.
2. Sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, whether it creates a hostile environment or is tied to a job decision ("this for that").
3. Sexual misconduct, sexual exploitation, dating violence, domestic violence, and stalking.
4. Retaliation against anyone who reports a concern in good faith, opposes conduct they reasonably believe is unlawful, or takes part in an investigation.

Harassment can be verbal (slurs, jokes, threats), visual (offensive images or gestures), written (including texts, email, and social media), or physical (unwanted touching or blocking movement). A single serious incident can be enough to justify immediate termination. Normal supervision, such as setting expectations and giving performance feedback, is not harassment.

How to report. Report concerns right away. You don't have to wait for conduct to repeat or get worse, and you don't have to go to your supervisor first. You may report to:

- Your supervisor or any manager
- Human Resources
- The Executive Director

- For conduct involving students, sexual misconduct, or dating or domestic violence: the CSUSB Office of Civil Rights & Title IX

Reports about the Executive Director go to Human Resources and the Associate Vice President / Dean of Students. Supervisors who receive a report or see possible harassment must tell Human Resources immediately.

Investigation. ASI promptly and fairly investigates every report, using a qualified and impartial investigator, and documents and tracks each complaint to ensure a reasonable and timely resolution. Information is kept as confidential as possible and shared only with those who need to know; ASI cannot promise complete confidentiality. Both parties are treated fairly, are given an opportunity to be heard, and are told the outcome when appropriate. Employees must cooperate with investigations. ASI will not retaliate against anyone for reporting, participating in an investigation, or opposing conduct they reasonably believe violates this policy.

Corrective action. If a violation is found, ASI takes steps to stop it and prevent it from happening again. Discipline may include a warning, required training, suspension, demotion, or termination. Conduct by non-employees may lead to restricted access to ASI spaces. Knowingly false reports may also lead to discipline; a report made in good faith that isn't substantiated will not.

Relationships. Supervisors are strongly discouraged from romantic or sexual relationships with employees they supervise. If such a relationship exists, both people must tell the Executive Director (or, if it involves the Executive Director, the Associate Vice President / Dean of Students) so the reporting line can be changed. Romantic or sexual relationships between professional staff and student employees are prohibited.

Outside agencies. Employees may also file complaints with the California Civil Rights Department (CRD), civilrights.ca.gov, (800) 884-1684, or the federal Equal Employment Opportunity Commission (EEOC), eeoc.gov. These agencies can investigate, offer mediation, and, where appropriate, pursue remedies. ASI will provide this policy in any language spoken by at least 10 percent of its workforce.

945 Smoking

Smoking, vaping, and use of any tobacco product are not permitted anywhere on CSUSB property, following CSU systemwide policy.

950 Return of Property

When employment ends for any reason, employees must immediately return all ASI and University property, including ID cards, keys, access cards, parking permits, laptops, phones, tools, equipment, manuals, and files.

955 Open Door

ASI believes open communication makes for a better workplace. If you have a question, concern, or complaint of any kind, bring it to your supervisor. If your supervisor isn't the right person, you may go to a department manager or the Executive Director.

960 Complaint Resolution

ASI wants to hear concerns about wages, hours, working conditions, or ASI's values, and will handle them fairly, confidentially, and without retaliation. Complaints about discrimination or harassment follow 935 instead.

1. **Your supervisor.** Start with your immediate supervisor, who knows you and your job best. Most problems can be solved here.
2. **Human Resources.** If the complaint involves your supervisor, you aren't satisfied with the response, or you would rather not raise it with them, bring it to Human Resources in writing. HR reviews the complaint, may investigate, and works to resolve it.
3. **Executive Director.** If HR's review doesn't resolve the complaint, you may ask the Executive Director to decide it. The Executive Director gives you a written response, and that decision is final.

Complaints about the Executive Director go to Human Resources, and the final step goes to the Associate Vice President / Dean of Students instead of the Executive Director. Each step responds within 10 working days, not counting holidays and, for student employees, academic breaks.

ASI does not use binding arbitration for employee complaints. This process doesn't limit your right to contact an outside agency, such as the California Civil Rights Department or the Labor Commissioner, or to report a suspected violation of law to a government or law enforcement agency or to a person with authority to investigate. ASI will not retaliate against any employee for doing so (Labor Code 98.6 and 1102.5).

~~965 Employee Organizations~~

~~Employees have the right to form, join, or assist employee organizations, and to discuss wages, hours, and working conditions with one another, or to refrain from doing so, as protected by applicable labor law. Recognized employee organizations may meet on campus under University policy when space is available. Employees are generally not released from work to attend organizational meetings. ASI will not interfere with, restrain, or retaliate against employees for exercising these rights.~~

Section X: Health and Safety

1000 Employee Safety

Reference: Cal/OSHA; Labor Code 6401*.7 (Injury and Illness Prevention Program); Labor Code 5401 (workers' compensation)*

ASI provides a safe workplace and maintains a written Injury and Illness Prevention Program. Managers are responsible for following health and safety laws in their areas. Following safety rules is a condition of employment for everyone. Every employee is expected to:

- Follow all safety policies and procedures.
- Keep their work area free of hazards.
- Use required protective equipment.
- Report unsafe conditions to their supervisor right away. Employees will not face retaliation for raising a safety concern.

On-the-job injuries

1. Report any injury or work-related illness to your supervisor as soon as possible, preferably the same day, no matter how minor.
2. For emergencies, call 911 or University Police.
3. Human Resources will give you a workers' compensation claim form within one working day of learning of the injury, and will explain where to get treatment.

1010 Zero Tolerance for Workplace Violence

Reference: Labor Code 6401.9 (Workplace Violence Prevention); Code of Civil Procedure 527.8

ASI does not tolerate violence or threats of violence. This applies to employees, student employees, volunteers, contractors, and anyone on ASI premises or acting on ASI's behalf, and to off-site conduct that affects ASI's workplace.

What counts as workplace violence. Any act or threat of violence, physical or verbal, that causes someone to reasonably fear for their safety or the safety of their family or property. Examples include:

- Hitting, pushing, or other physical attack, or threatening it.
- Threats against someone or their family, friends, or property, including veiled threats.
- Intentionally destroying, or threatening to destroy, property.
- Stalking, or harassing or threatening calls, texts, or messages.
- Bringing a weapon onto ASI or University property.

Ordinary comments about sports, movies, or current events are not workplace violence.

Reporting. Report any threat or act of violence right away to your supervisor, Human Resources, or the Executive Director. If anyone is in immediate danger, call 911 or University Police first. You may report anonymously, and ASI will not retaliate against anyone who reports in good faith or seeks help from law enforcement.

What ASI will do. ASI will respond promptly, investigate, and record the incident in a violent incident log. Anyone who makes a threat or commits violence may be removed from the premises right away and kept off-site during the investigation. Employees who violate this policy face discipline up to and including termination, and ASI may seek a workplace violence restraining order on an employee's behalf.

Restraining orders. If you get a protective or restraining order that lists an ASI location, please give a copy to the Executive Director and University Police so they can help keep you safe. ASI will keep it as confidential as safety allows.

Prevention plan. ASI maintains a written Workplace Violence Prevention Plan that identifies risks, explains how incidents are reported and investigated, and names the people responsible. All employees receive training on the plan when hired and every year (see 910). Employees may review the plan by asking Human Resources.

Nothing in this policy changes at-will employment.

> ***Review (action item):*** *Confirm with legal whether the campus Workplace Violence Prevention Plan covers ASI employees and worksites. If it does, update this section to say*

> *ASI follows CSUSB's plan. If not, ASI needs to adopt its own plan, possibly in coordination with SMSU. Either way, have legal counsel review the plan and this policy before adoption.*

Section XI: Revisions to Personnel Policies

1050 Revisions to Personnel Policies and Benefits

This manual describes ASI's personnel policies and practices. It is not an employment contract. Except for at-will employment, ASI may revise, add to, or remove any part of it. A revision takes effect only after the ASI Board of Directors approves it.

Who reviews policies. The Executive Director, the ASI Policy Committee, and the ASI Board of Directors are responsible for reviewing and approving these policies. The Executive Director may propose changes to the Policy Committee, which recommends changes to the Board for approval.

When the law changes. When a change in federal or state law affects a policy, ASI follows the law from its effective date. Human Resources will notify employees and bring the matching policy update to the Board at its next opportunity.

Your input. Every employee can help keep these policies current. If you see a problem or a way to improve a policy, let your supervisor or Human Resources know.

Revision history. Each revision is listed on the cover page with its date and Board agenda ID.

Section XII: Other Policies

~~1100 Hiring from State and Auxiliary Services~~

~~When ASI hires someone directly from the State of California, the CSU, or another CSU auxiliary organization, the employee may be allowed to transfer their accumulated sick leave balance. The amount transferred is decided by the appointing authority at the time of hire.~~

> ~~***Review (legal check):** Check with legal counsel on who pays for transferred sick leave when it is used: ASI as the new employer, or the previous employer. Also confirm whether any agreement with the CSU or the other auxiliary is needed for the transfer.*~~

1105 Dress Guidelines

Employees should dress appropriately for their work. Staff who meet the public should keep a presentable, professional appearance. Dress must meet health and safety code requirements where they apply. Employees whose jobs involve physical work may wear practical clothing such as jeans, T-shirts, protective gear, and hats, and shorts in warm weather when working outdoors. Supervisors are responsible for applying these guidelines in their areas.

Nothing in this policy restricts hairstyles or hair textures historically associated with race, such as braids, locs, twists, or afros, or religious dress and grooming.

1110 Employee Identification Cards

ASI issues identification cards to salaried non-student employees. The card provides access to University services as described by CSUSB. Return your ID card when your employment ends (see 950).

1115 Use of Vehicles

ASI employees, student and non-student, and volunteers may drive on ASI or University business only when:

1. The ASI Executive Director has authorized them in advance; and
2. They have completed the driver training the University requires and meet CSUSB's other driver requirements, such as holding a valid driver's license.

Traffic and parking citations. The driver is personally responsible for paying any traffic tickets, parking citations, or other fines received while driving an ASI vehicle or any other vehicle on ASI business. ASI does not pay or reimburse these costs.

Mileage reimbursement. Employees and volunteers authorized to use a personal vehicle on ASI business are reimbursed for mileage at the current IRS standard rate, as required by Labor Code 2802. Mileage for an ordinary commute is not reimbursed.

1120 Staff Service Awards

To recognize long-term service to ASI and the campus, employees receive a certificate of service from the University (CSUSB) at 5, 10, 15, 20, and 25 years, and every five years after that.

1135 Drug and Alcohol Abuse

Alcohol and drug use can affect safety, health, and work performance. These rules apply to all employees while working, on ASI property, or driving for ASI business, including during meals and breaks. The following are prohibited:

1. Possessing, using, or being under the influence of alcohol, illegal drugs, or cannabis while working.
2. Driving any vehicle for ASI business while under the influence.
3. Selling, buying, distributing, or offering to sell illegal drugs or controlled substances while working or on ASI property.

Alcohol may be served at authorized ASI events only in line with CSUSB policy. Violations may lead to discipline up to and including termination, and may be reported to law enforcement. ASI may search its own property to enforce this policy.

> ***Review (legal check):*** *Ask legal counsel whether and how this policy applies at conferences, business trips, and other work-related outings and events off campus, including when alcohol is served.*

Off-duty cannabis. In line with **applicable law, ASI does not discriminate against employees or applicants for lawful off-duty cannabis use away from work, not ask applicants about prior cannabis use. Employees may not be impaired by, possess, or use cannabis while working**.

Medications. Lawful use of prescription and over-the-counter medicine is allowed. Keep medications in their original containers, and tell your supervisor about any work restrictions. ASI may temporarily reassign or adjust duties while a medication affects your ability to work safely. When a medication is related to a disability, ASI will work with Human Resources to provide reasonable accommodation under the Americans with Disabilities Act (ADA) and California's Fair Employment and Housing Act, through a good-faith interactive process with the employee.

Getting help. ASI encourages employees with an alcohol or drug problem to seek treatment. Employees who ask for help before violating this policy may request time off for a treatment program and use accrued leave, and ASI will keep the request confidential. This time off is job-protected: ASI will reasonably accommodate an employee's voluntary participation in a treatment program, as required by California Labor Code 1025, and will not discipline or terminate the employee for taking it. Time off for treatment may also qualify as family and medical leave under 720. Treatment does not excuse later violations or impaired job performance.

1140 Information Systems and Internet

Reference: CSU Information Security Responsible Use Policy (ICSUAM 8105.00) and CSUSB information technology policies

ASI's computers, email, phones, voicemail, and internet access are provided for ASI business, and everything created or stored on them is an ASI business record. Employees should not expect privacy on these systems: ASI may access, monitor, and review them at any time. Employees must also follow the CSU Responsible Use Policy and CSUSB's information technology policies. Refer to those policies for the rules on access, security, passwords, software, and limited personal use. Where this policy and University policy differ, University policy controls for University systems.

Report misuse to your supervisor or Human Resources. Violations may lead to discipline, up to and including termination.

Section XIII: Acknowledgment

1200 Acknowledgment of Receipt

To be signed by every employee and placed in the personnel file.

I acknowledge that I have received a copy of the Associated Students, Inc. Personnel Policies Manual. I understand that it is my responsibility to read it and follow the policies and standards it describes.

I understand that this manual is provided for information and guidance only. It is not an express or implied contract between ASI and me.

I understand that my employment with ASI is at will. Either ASI or I may end it at any time, with or without cause or advance notice. My at-will status can be changed only by a written agreement signed by both the ASI Executive Director and me.

If I am a student executive officer, I understand that my employment is not at will. It instead begins and ends with my term of office under the ASI Bylaws.

I understand that, except for at-will employment, ASI may change, add to, or remove any of the policies, practices, or benefits described in the manual, with Board approval.

Employee name	Signature	Date

Student appointment letter

Date:

From: [Name], Executive Director

To: [Student name]

Subject: Appointment or reappointment to an ASI student assistant position

Congratulations! You have been selected for appointment (or reappointment) as an ASI student assistant for the [Fall / Spring / Summer] term. Your appointment begins once your payroll paperwork is complete and ends at the close of that term.

ASI employment is at will, as described in policy 105. This means either you or ASI may end your employment at any time, with or without cause or advance notice. Your at-will status can be changed only by a written agreement signed by both the ASI Executive Director and you. The term dates in this letter describe the expected length of your appointment and are not a guarantee of employment for that period.

As a student employee, you are entitled to a copy of the ASI Personnel Policies Manual. If you haven't received one, ask the Executive Assistant or the Executive Director.

Please sign below to confirm you have read and understand this appointment, and return this form to the Executive Assistant or the Executive Director.

Student name	Signature	Date