

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

SANTOS MANUEL STUDENT UNION

STAFF HANDBOOK

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GENERAL INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION COMPLIANCE PROGRAM

It is the policy of the Santos Manuel Student Union of California State University, San Bernardino (SMSU) to employ, advance in employment and otherwise treat all employees and applicants for employment without regard to race, color, religion, gender, sexual preference, marital status, pregnancy, age, national origin, disability, or veterans' status.

The SMSU is committed to ensuring the selection and retention of a highly qualified and diverse workforce.

The SMSU's policy of non-discrimination applies to all levels of employment and to all personnel practices, included but not limited to: recruitment, hiring, reclassification, forms of compensation including rates of pay and benefits, transfer, termination, and educational training programs.

Implementation Responsibilities

1. The authority and responsibility for assuring compliance with the policy rests with the SMSU Board of Directors and the CSUSB Human Resources Department.
2. The SMSU Executive Director has overall responsibility for policy development, implementation, coordination, and resolution of complaints.
3. The CSUSB Director of Human Resources, as manager of a contractual relationship servicing recruitment needs of the SMSU, ensures that the policy is adhered to in all phases of recruitment.

Complaint Procedure: See Attachment A.

Retaliatory Prohibition:

Retaliatory action taken against a person filing a discrimination complaint is a violation of the law, as well as SMSU and CSUSB policy.

The SMSU Executive Director shall make every attempt to ensure that no retaliatory action is taken against any person who files a complaint of discrimination.

DEFINITIONS AND EMPLOYMENT CLASSIFICATION

APPOINTING AUTHORITY: Power to hire, rehire, terminate, or order change in employment status of SMSU employees resides with the SMSU Executive Director.

MANAGERIAL EMPLOYEES: Includes staff who are hired to positions requiring the development and execution of policy. They serve at the pleasure of the SMSU Board of Directors or appointing authority.

REGULAR EMPLOYEES: Includes full-time and part-time staff members employed by the SMSU.

TEMPORARY EMPLOYEES: Includes employees employed on a short-term basis.

EMERGENCY EMPLOYEES: Includes staff members usually not to exceed 90 calendar days per appointment in a fiscal year. The purpose of an emergency appointment is to:

- Provide support or assistance while recruiting for a position
- Complete short term assignments or projects
- Support staffing during peak workload periods.

Employees in this category will automatically be separated at the end of their employment. Employees in this class may not transfer to other SMSU positions without taking part in a competitive recruitment process.

ON CALL EMPLOYEES: Includes part-time, hourly, non benefit -eligible temporary employees working intermittent schedules, as assigned by the hiring department. Examples may include supporting a special project, meeting a deadline, fitness instructors, lifeguards, supplementing staff on leave and/or during peak workload periods.

Limitations of On Call Employees: An individual may work several on call appointments for different SMSU departments, but cannot exceed 1000 hours in a fiscal year (July 1st through June 30th). The cumulative 1000 hours for the fiscal year includes all work performed for the SMSU.

Employees in this category who have not been scheduled to work over a six month period will automatically be separated.

Employees in this class may not transfer to other SMSU positions without taking part in a competitive recruitment process.

STUDENT EMPLOYEES: Student employees are employed as clerical student assistants, custodial student assistants, student managers, program assistants, student graphic artists, audio visual technicians, computer technicians, and Game Room attendants. All appointments to these jobs are temporary, part-time hourly positions. Continued service, if any, shall be in accordance with provisions of the SMSU's Student Employee Policy.

EMPLOYMENT AT THE SANTOS MANUEL STUDENT UNION

EMPLOYMENT AT THE SANTOS MANUEL STUDENT UNION IS EMPLOYMENT AT WILL. Employment at will may be terminated for any reason, with or without cause or notice, at any time by the employee or the SMSU. Nothing in this handbook or in any document or statement, oral or written, limits the right to terminate employment at will. Terms and conditions of employment with the SMSU may be modified at the sole discretion of the SMSU with or without cause, with the exception of the terms set forth in any currently valid written agreement between an employee and the SMSU. Other than the SMSU Board of Directors, no one has the authority to make any agreement for employment other than for employment at will or to make any agreement limiting the SMSU's discretion to modify the terms and conditions of employment. Only the SMSU Board of Directors has the authority to make any such agreement and then only in writing. No implied contract concerning any employment-related decision or term or condition of employment can be established by any statement, conduct, policy or practice. Examples of the types of terms and conditions of employment which are within the sole discretion of the SMSU include, but are not limited to, the following: promotion, demotion; transfers; hiring decisions; compensation; benefits, qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation of operations; the use of equipment, methods or facilities; or any other terms and conditions that the SMSU may determine to be necessary for the safe, efficient and economic operation of its business.

HOURS OF WORK

All employee classes of the SMSU shall generally work a minimum of forty (40) hours in a seven (7) day period. The work schedule usually provides for five (5) consecutive days of work during the work week. The standard work week begins at 12:01 a.m. on Sunday and ends at 12 midnight the following Saturday. Part-time employees are generally assigned a similar schedule at a reduced time base.

Schedules: Work schedules, including hours of duty, shall be determined by the appropriate administrator or supervisor. Needs of the department normally govern assignment priorities.

Managers should notify employees of schedule changes at least one (1) week prior to the effective date of such change.

Meal Periods: Employees shall be entitled to an unpaid meal period of thirty (30) or sixty (60) minutes during a single work day. The time in which the meal period is taken shall be designated by the appropriate administrator or supervisor pursuant to applicable law. Working through a meal period is absolutely forbidden.

Rest Periods: Employees shall be entitled to a paid rest period each work day of fifteen (15) minutes for each four (4) hours worked during the day. The time in which the rest periods are taken shall be determined by the appropriate administrator or supervisor pursuant to applicable law. Rest periods are to be taken as scheduled and cannot be used to accommodate late arrivals or early departures, or combined with a meal period.

OVERTIME

Overtime is time worked by non-exempt employees in excess of eight (8) hours in one day or forty (40) hours in one work week.

Standard:

It is the policy of the SMSU that managers utilize overtime only in those instances where failure to do so would jeopardize the effective operation of the SMSU.

Compensation:

Overtime is compensated at the rate of:

a) One and one-half (1-1/2) times the employee's regular rate of pay for all hours worked in excess of eight (8) hours up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7th) consecutive day of work in a workweek; and

(b) Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in a workweek.

PAYROLL DEDUCTIONS/WAGE AND HOUR LAW COMPLIANCE

Allowable Payroll Deductions:

The SMSU complies with federal and state law requiring the following deductions from every paycheck, which include but are not limited to:

1. Federal withholding tax.
2. State withholding tax.
3. State disability insurance (SDI)

A parking fee is deducted from every paycheck of SMSU employees who are not student assistants upon written permission. Other deductions may be made from an employee's paycheck with the employee's written permission.

Wage and Hour Law Compliance:

The SMSU complies with all federal and state wage and hour laws. All SMSU personnel are paid twice per month. A schedule of inclusive dates for pay periods is available in the Administrative office. Paydays are approximately the 15th and the 30th of each month.

SALARY INCREASES AND PROMOTION

SMSU salaried positions are classified in relation to other similar positions within the CSU system to insure ranges of pay appropriate to the duties and responsibilities of the position. Each position is placed at a salary range which consists of a minimum and a maximum rate. New employees are normally appointed to the beginning of the range.

General Salary Increases

General salary increases are approved by the SMSU Board of Directors and must be comparable to the university's salary increases. Non-management employees are eligible for general salary increases.

Performance Based Salary Increases

Supervisors shall recommend, as appropriate, performance based salary increases for employees. Performance based salary increase recommendations must be accompanied by a completed performance evaluation form.

Performance based salary increases may be recommended for performance evaluations with overall ratings above satisfactory. Available funds and the percentage range for performance based salary increases shall be determined by the SMSU Board of Directors and must be comparable to university salary increases.

All performance based salary increases shall be determined by the Executive Director. The Executive Director's performance based salary increase shall be determined by agreement between the administrative supervisor and the Chair of the SMSU Board of Directors and must be comparable to university salary increases.

Equity Adjustments

Equity adjustments shall be determined annually by the Personnel Committee in consultation with appropriate university personnel.

In-Range Progressions

In-range progression is defined as a base salary increase within a salary range for a single classification and is typically used when there is a change in duties and responsibilities, but not to the extent that a new classification is warranted. In-range progressions shall be determined as appropriate by the Personnel Committee following in-range progression guidelines.

Reclassifications

Reclassification to a higher-paying position can be requested by either the employee or the employee's supervisor and may be granted by the Personnel Committee if it is determined that an employee is working more than 50% beyond his/her present classification after a thorough review is conducted. Reclassifications may be denied for budgetary reasons.

Promotions

Insofar as it is practical, it is the policy to promote employees to more responsible positions on the basis of performance and ability.

PERFORMANCE EVALUATIONS

All SMSU employees shall receive periodic performance evaluations from the appropriate manager or supervisor. The evaluation shall follow a format prescribed by the SMSU Board of Directors and shall rate performance against written standards determined by the evaluator and SMSU.

Such evaluations may be considered by the appointing authority in personnel actions affecting the employee. Such actions include promotion, retention, discipline, and performance based salary adjustments.

Evaluators are to discuss the contents of the evaluation with the employee and employees are given a completed copy of the evaluation. A signature line is provided on all evaluations. An employee's signature on an evaluation does not indicate agreement with the review, but rather that the employee has seen the review and discussed it with his/her supervisor. Employees have the right to file a written rebuttal to performance evaluations and/or discuss the evaluation with the next higher level of supervision. Copies are also distributed through the supervisory chain to the appointing authority for review and endorsement, and are filed in the employee's personnel file.

For any job description of any job classification, the following will universally be considered essential functions of the job (in addition to any others deemed essential by the SMSU and will always be considered major factors in any performance evaluation: regular and reliable attendance; the ability to respond positively to direction and criticism of performance; the ability to work productively and harmoniously with others on a consistent basis; and the consistent maintenance of professional and appropriate demeanor.

The purpose of the performance evaluation is to:

1. Review the employee's job description for appropriateness.
2. Evaluate the job performance of the employee.
3. Assist the employee in the development of skills.
4. Identify performance problems and recommend corrective action.
5. Establish goals as appropriate.
6. Recommend performance based salary adjustments that are consistent with the employee's performance. However, salary or wage increases remain within the sole discretion of the SMSU in consultation and consistent with California State University, San Bernardino salary adjustments.

EVALUATION SCHEDULE

MANAGEMENT EMPLOYEES:

Management employees shall be evaluated at six month intervals during the first year of appointment and annually thereafter. Additional evaluations may be requested at the discretion of the appointing authority.

The Executive Director's performance shall be evaluated by the administrative supervisor in agreement with the Chair of the SMSU Board of Directors.

STAFF EMPLOYEES:

Non-management professional personnel will be evaluated at six month intervals during the first year of employment and annually thereafter. Special performance evaluations may be initiated by the supervisor at any time.

Non-management support staff personnel will be evaluated at three month intervals during the first year of appointment and annually thereafter. Special performance evaluations may be initiated by the supervisor at any time.

EMERGENCY EMPLOYEES

Emergency employees are evaluated toward the end of the employment period.

TEMPORARY EMPLOYEES

Temporary employees are evaluated twice during the employment period, mid-way through and near the end of employment.

EMPLOYEE PERSONNEL RECORDS

An official personnel file shall be maintained by the SMSU Administrative Office for each employee hired to a position by the SMSU. Access to this file shall be limited to persons with a legitimate need-to-know and pursuant to applicable law and those persons designated in writing by the employee.

Composition of Files:

1. All documents certifying appointment, termination, demotion, changes in classification or status, or other conditions of employment.
2. Performance evaluations.
3. Employment applications.
4. Disciplinary and pre-disciplinary actions.
5. Commendations.
6. Personal data and supporting documentation.
7. Certified copies of licenses, diplomas, permits or other documents relevant to employees' assignment or classification.
8. Payroll data including information on beneficiaries, insurance and benefits.
9. Information request forms and employee affidavits authorizing release of such information.
10. Documents or letters submitted by the employee in response to any disciplinary action, pre-disciplinary action, or performance evaluation.
11. Additional materials deemed relevant.

Records Review:

1. Employees of the SMSU may request an appointment to review the contents of their personnel files. Such a request shall be honored during regular business hours within a reasonable time period.

2. Employees may submit relevant documentation for inclusion in the personnel file, i.e., diplomas, professional licenses, change in citizenship status. The decision to include such documents shall reside with the SMSU Executive Director.
3. Employees may submit a written rebuttal in response to performance evaluations, pre-disciplinary, or disciplinary actions. These rebuttals shall be attached to copies of pertinent evaluations or personnel actions and kept in the personnel file.
4. Persons designated in writing by the employee may review contents of the personnel file. Requests for review must be submitted in writing and must be accompanied by a release authorization signed and dated by the employee. Such requests become a permanent addition to the file.
5. Supervisors and managers in the employee's chain of command may review the personnel file if there is legitimate need and may submit documents for inclusion in the file.
6. Employees may request copies of documents from their personnel files at the appropriate copy cost.

TERMINATION

Causes for termination include:

Expiration of Service Date:

Emergency employees shall be terminated on the date specified in the initial hire letter. Emergency employees are not subject to the SMSU lay-off and recall policy.

Involuntary Termination:

All employees may be involuntarily terminated for cause. Cause shall include failure to meet performance standards, violations of standards of conduct, or violation of SMSU policy. The Executive Director shall ensure that a reasonable standard of progressive discipline has been followed by the employee's supervisor and that all opportunities for correction of deficiencies giving rise to disciplinary action have been afforded the employee, however there may be instances where progressive discipline prior to termination may not apply.

Termination of Managerial Employees:

The Executive Director serves at the pleasure of the University President. Managerial employees, other than the Executive Director, serve at the pleasure of the SMSU Board of Directors and may be terminated by action of that body. This means that they may be terminated at any time without cause or notice.

Resignation:

All employees may voluntarily resign by submitting a written resignation. Resignations must be signed and dated and it is requested that they be forwarded to the supervisor at least ten (10) working days prior to the effective date of resignation. All employees absent without leave for a period of five (5) consecutive working days shall be considered to have voluntarily resigned on the last day of work.

Lay-off:

See lay-off and recall policies.

Return of SMSU Property:

Employees are expected to return all SMSU property in their possession or control immediately on termination of employment for any reason. This includes but is not limited to the Staff Handbook, identification cards, parking permit(s), keys, tools, equipment or manuals they have received.

LAY-OFF AND RECALL

The SMSU may lay off employees if it determines that a reduction in force is necessary because of lack of work or lack of funds. All SMSU employees are subject to the provisions of this policy.

Notification:

When possible, affected employees should be notified thirty (30) days prior to separation or pursuant to applicable law.

Order of Layoff:

The Executive Director acting upon recommendations of individual supervisors and other factors, shall consider many factors, including length of service, quality of performance, and program requirements regarding which employees are laid off.

Options in Lieu of Lay-off:

Whenever possible, the, acting upon recommendations of supervisors, the Executive Director may offer options in lieu of lay-off to management or non-management. Such offers, if made, are entirely within the discretion of the Executive Director and are always contingent upon budgetary and operational needs of the SMSU. Options may include voluntary demotion or reduction in hours.

Payment of Benefits:

On the effective date of lay-off, the employee shall receive the cash equivalent of accumulated vacation time. The SMSU will make available any conversion plans for group medical, dental and vision insurance.

Recall:

Management and non-management employees who have been laid off under the provisions in this policy shall be recalled, contingent upon their ability, within the sole discretion of the SMSU, to perform available assignments, by the reverse application of the lay-off procedure. Rights to recall expire two (2) years from the effective date of lay-off.

DISCIPLINE

The SMSU reserves the right to discipline employees who violate its policies or standards. Typical offenses include but are not limited to:

1. Inability to meet performance standards.
2. Falsification of records or other documents.
3. Willfully or negligently damaging SMSU or University property.
4. Abuse of drugs or other intoxicants.
5. Breach of confidentiality.
6. Misappropriation of SMSU/University funds or property.
7. Harassment or other actions which result in an intimidating, hostile, or offensive work environment.
8. Misconduct which affects operations.
9. Insubordination or refusal to complete assigned work.
10. Excessive or unauthorized absences.
11. Violation of SMSU policies.
12. Actions which, in the judgment of the Executive Director or supervisors, could result in adverse consequences to the SMSU, a University department, employees or students.

Procedures:

Progressive Discipline: The SMSU endorses a progressive discipline policy which gives the employee notice of his/her problem, the opportunity to take corrective action, and the consequences of failing to do so. This normally includes a series of progressively severe sanctions including oral counseling, written reprimands, suspension, demotion and dismissal. Exceptions to this process may be made at the discretion of the SMSU Board of Directors.

Responsibilities: Generally, sanctions up to and including official reprimands may be issued by the supervisor. Major disciplinary actions, suspension and dismissal, may be taken only by the Executive Director.

NEPOTISM

No SMSU employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the hiring, supervision, retention, tenure, compensation, promotion, discipline, termination, assignment, conditions of work, employment status or interests of a close relative.

For purposes of this policy, "close relative" shall include husband, wife, mother, father, son, daughter, sister, brother, persons involved in a legally binding guardianship or relationship with the employee, registered domestic partner or child thereof, and co-habitants. Registered domestic partner is defined pursuant to California law.

VACATION LEAVE POLICY

Eligibility:

Employees who work more than twenty (20) hours per week are eligible to receive vacation with pay. Student assistants are not eligible. It is the responsibility of the employee to request, in advance from his/her supervisor, permission to take and use vacation.

Vacation Scheduling:

The SMSU will generally attempt to accommodate an employee's request to take vacation at the time specified by the employee. However, the needs of the office and the work load of the SMSU will be considered when evaluating an employee's request. The SMSU reserves the right to grant, deny or modify any vacation request.

Full-time non-management employees, except emergency, on call or student appointments

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS/YEAR</u>	<u>VACATION HOURS/MO.</u>
First 11 months	9.15 days	6 2/3 hours
1 year. to 3 yrs.	10 days	6 2/3 hours
3 yrs.1mo. to 6 yrs.	15 days	10 hours
6 yrs.1mo. to10 yrs.	17 days	11 1/3 hours
10 yrs.1mo. to15 yrs.	19 days	12 2/3 hours
15 yrs.1mo. to20 yrs.	21 days	14 hours
20 yrs.1mo. to25 yrs.	23 days	15 1/3 hours
25 yrs.1mo. and over	24 days	16 hours

Half-time or more non-management employees, excluding emergency appointments, on call and student employees:

Vacation leave shall be accrued at a proportionate number of hours based on the rate for full-time non-management employees. Vacation leave credit may be accumulated by non-management employees provided that on January 1 of any calendar year the accrual does not exceed 272 hours for ten (10) or fewer years of service, or 384 hours for ten or more years of service, unless it can be demonstrated that the employee could not take vacation due to unanticipated workload or extended illness.

Management Employees:

Management classifications shall be entitled to 24 days per year for full-time service. Vacation leave credit may be accumulated provided that on January 1 of any calendar year the accrual does not exceed 440 hours, unless it can be demonstrated that the employee could not take vacation due to unanticipated workload or extended illness. In such case, the excess vacation time must be used during the subsequent calendar year.

All unused accrued vacation will be paid out upon termination.

HOLIDAY AND PERSONAL HOLIDAY POLICY

Holidays:

The following days are observed as holidays (subject to modification of which employees will be given notice):

January 1; Martin Luther King, Jr.'s Birthday; Lincoln's Birthday; Washington's Birthday; Cesar Chavez's Birthday; Memorial Day; July 4, Labor Day; Admission Day; Columbus Day; Veteran's Day; Thanksgiving Day; December 25; and any other day designated by the governor as a public holiday.

Personal Holiday:

Each eligible employee shall be entitled to one personal holiday per calendar year. An employee should take the personal holiday before the end of the calendar year. The scheduling of the holiday shall be by mutual agreement of the employee and the appropriate administrator.

Holiday time off should be given based on the hours normally scheduled to work.

PAID LEAVES OF ABSENCE

SMSU employees shall, when qualified, be entitled to paid leaves of absence for medical disability, family illness, military service, jury duty, or bereavement. It shall be the responsibility of the appropriate reporting official to ensure that requests for such absences are acted upon in a fair and equitable manner, and that policy requirements are adhered to. Employees should give advance notice whenever possible.

Sick Leave:

1. SMSU employees shall be eligible for paid sick leave upon completion of one month of continuous service. Accrual rate for leave shall be eight (8) hours of credit for each qualifying month of full-time service. Part-time employees shall accrue leave at the rate of two (2) hours for each forty (40) hours of service. Such leave may not be awarded prior to the day on which it is credited and not shall be granted beyond time which has been accrued. When ill, employees should notify their supervisor as soon as possible, and no later than one hour after the time scheduled to start work.
2. The SMSU may require the employee to submit substantiating evidence that the absence is for an authorized reason. This may include certification by an attending physician for absences due to illness.
3. Absences chargeable to sick leave include:
 - a. Illness, injury or exposure to a contagious disease.
 - b. Treatment or examination by a licensed medical practitioner.
 - c. Illness or injury in the immediate family, including registered domestic partners and children thereof. Use of sick leave in this category is limited to one-half the employee's annual sick leave accrual.

For purposes of this policy, the term "immediate family" shall include spouse, parent, grandparent, in-law, sibling, child, registered domestic partner and child thereof, significant other and co-habitant. Registered domestic partner is defined pursuant to California law. Any other relative residing in the employee's immediate household, except domestic employees, roomers, or roommates, is also included under the term "immediate family".

Bereavement and Funeral Leave:

Employees are eligible for five days of bereavement leave with pay for each death of an immediate family member. The term "immediate family" is defined as in the Sick Leave policy.

Military Leave:

General leave and reemployment rights. Any employee of SMSU who is called for training or active duty in the uniformed services of the United States is eligible for military leave, provided the employee gives notice of his or her military obligations. Eligibility for military leave extends to part-time employees, but does not apply to temporary employees—that is, those employees hired for a specific short-term project or for a limited term of employment that is scheduled to end in the foreseeable future. However, seasonal and other temporary employees returning from military service are reemployed to the extent required by law. In carrying out the terms of this policy and in all its dealings with employees regarding military leave issues, the SMSU complies fully with all federal and state laws granting leave and employment rights to employees serving in any branch of the military or other uniformed services of the United States.

Pay and benefit procedures. Employees with at least six months' service with the SMSU are eligible for up to six months' supplemental pay and full benefits when they are absent due to a service obligation with a military reserve or National Guard unit. This supplemental pay equals the amount by which an employee's straight-time pay exceeds military pay. To qualify for benefits, employees must arrange to continue contributing their share of benefit costs.

Unpaid leave. Employees absent longer than six months due to a military service obligation are placed on unpaid military leave unless they have vacation leave that they choose to apply to their absence. Employees who enlist or are drafted are placed on open-ended unpaid military leave.

Health care continuation coverage. Employees on unpaid military leave are suspended from participation in the SMSU benefit plans, but can purchase up to 24 months of continued health coverage if they opt to pay the full premium for the coverage. For more information on health care continuation rights, contact the SMSU Administrative Office.

Jury Duty:

SMSU employees who have been summoned to jury service shall be granted a leave of absence. In this case, employees must notify their supervisor of the summons, in writing, prior to commencing such service. Verification of summons will be requested by the supervisor.

An employee may elect to request vacation time to cover lost work time. In addition, the employee must submit certification of service from the clerk of the court for hours claimed. Hourly employees will be compensated only for scheduled work time missed.

Employees who are not regularly scheduled for the day shift may be assigned to the day shift during the period of jury duty service.

UNPAID LEAVES OF ABSENCE

Unpaid Leave of Absence (Non-FMLA/CFRA)

SMSU employees may be granted an unpaid leave of absence for a period of up to one (1) year. Such leaves may be approved by the SMSU's appointing authority for incapacitating illness or injury, parental requirements, or other satisfactory reason.

A written application for leaves in this category must be submitted to the SMSU Executive Director. He/she will determine whether the request will be granted and establish conditions of such a leave. If the request is granted, the employee will not earn service credit during the period of leave and may not return to pay status prior to the expiration of leave without written approval of the Executive Director.

The SMSU will attempt to return the employee to his or her classification at the end of the leave, however, there are no guarantees.

Family Medical Leave

The SMSU will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in state or federal law. In certain situations, federal law requires that provisions of state law apply. In any case, employees will be eligible for the most liberal benefits available under either law.

Please contact your supervisor as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions:

Employee Eligibility

To be eligible for family and medical leave benefits, an employee must: (1) have worked for the SMSU for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months; and (3) work at a location where at least 50 employees are employed by the SMSU within 75 miles.

Leave Available

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee's first use of federal family and medical leave. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for an immediate family member (spouse, child, or parent)¹ with a serious health condition; or (3) the employee is unable to work because of his or her own serious health condition.

Under some circumstances, employees may take family and medical leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

¹ For purposes of this policy, the term "spouse" includes a registered domestic partner and the term "child" includes the child of a registered domestic partner.

Pregnant employees may have the right to take a pregnancy disability leave in addition to a family and medical leave; such employees should contact their supervisor or the Executive Director regarding their individual situations.

Certain restrictions on these benefits may apply.

Notice and Certification

Employees seeking to use family or medical leave may be required to provide:

- (1) 30-day advance notice when the need for the leave is foreseeable; and
- (2) Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).

When leave is needed to care for an immediate family member or the employee's own serious health condition and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the SMSU's operation.

Compensation during Leave

Family and medical leave is unpaid. The SMSU may require an employee to use accrued paid leave such as vacation to cover some or all of the family and medical leave. The use of paid time-off will not extend the length of the leave to which you are otherwise entitled.

Benefits during Leave

The SMSU will continue to pay its share of your group health insurance premiums for an employee on family and medical leave for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the SMSU may recover premiums it paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

Employees on family and medical leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the SMSU in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the SMSU for the amount of the relevant premium. Employees should contact their supervisor or the Executive Director for further information.

Job Reinstatement

Under most circumstances, upon return from a family and medical leave, an employee will be reinstated to his or her previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee returning from a family and medical leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on family and medical leave would have been laid off had leave not been taken, or if an employee's position is eliminated during the leave, the employee would not be entitled to reinstatement. An employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

Unlawful Acts

It is unlawful for the SMSU to interfere with, restrain, or deny the exercise of any right provided by state or federal law. It is also unlawful for the SMSU to refuse to hire or to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceedings related to family and medical leave.

FAMILY TEMPORARY DISABILITY INSURANCE (FTDI OR PAID FAMILY LEAVE)

FTDI (Paid Family Leave) gives workers at companies of any size partial reimbursement of their pay for up to six weeks during any 12-month period. **The law does not create a new right to a leave of absence**, but rather provides pay for the time an employee is off work for a covered reason such as to bond with a new child (by birth, adoption or foster care) or for a seriously ill parent, child, spouse, registered domestic partner or child of a registered domestic partner. Paid Family Leave runs concurrently with FMLA leave and CFRA leave, California's FMLA counterpart. There is no guarantee of reinstatement after taking Paid Family Leave. For more information, contact the Administrative Office for a brochure or visit www.edd.ca.gov.

PREGNANCY DISABILITY LEAVE

The SMSU will grant an unpaid pregnancy disability leave to employees disabled on account of their pregnancy, childbirth, or related medical conditions. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and certified as such by an attending physician.

Leave Available

An employee disabled due to pregnancy, childbirth, or related medical conditions may take up to a maximum of four months leave. As an alternative, the SMSU may transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of her physician, if the transfer can be reasonably accommodated.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law.

Notice And Certification Requirements

Employees requesting to take a pregnancy disability leave must provide the SMSU with a certification from a health-care provider.

Compensation During Leave

Pregnancy disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Benefits During Leave

If the employee taking pregnancy disability leave is eligible for leave under the federal or state family and medical leave laws, the SMSU will maintain your group health insurance coverage for up to a maximum of 12 workweeks per 12-month period if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the SMSU may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave. If ineligible under the federal and state family and medical leave laws, employees on pregnancy disability leave will receive continued paid coverage on the same basis as employees taking other leaves.

Employees on pregnancy disability leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the SMSU in conjunction with federal COBRA guidelines, if applicable, by making

monthly payments to the SMSU for the amount of the relevant premium. Employees should contact their supervisor or the Administrative Office for further information.

Reinstatement

Upon the submission of a medical certification from a health care provider that an employee is able to return to work, the employee will, in most circumstances, be offered the same position held at the time of the leave or an equivalent position. However, an employee is not entitled to any greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if the employee would have been laid off if she had not gone on leave, then the employee would not be entitled to reinstatement. Similarly, if the employee's position has been filled in order to avoid undermining the SMSU's ability to operate safely and efficiently while the employee was on leave, and there is no equivalent position available, then reinstatement would be denied.

WORKERS' COMPENSATION DISABILITY LEAVE

The SMSU will grant a workers' compensation disability leave to employees with occupational illnesses or injuries in accordance with state law. As an alternative, the SMSU will try to reasonably accommodate such employees with modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

Notice And Certification Requirements

Employees must report all accidents, injuries and illnesses—no matter how small—to their immediate supervisor. In addition, employees must provide the SMSU with a certification from a health-care provider.

Compensation During Leave

Workers' compensation disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability, workers' compensation or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Benefits During Leave

If the employee taking workers' compensation disability leave is eligible for leave under the federal or state family and medical leave laws, the SMSU will maintain your group health insurance coverage for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the SMSU may recover premiums it paid to maintain health coverage for an employee who fails to return to work following workers' compensation disability leave. If ineligible under the federal and state family and medical leave laws, employees on workers' compensation disability leave will receive continued coverage on the same basis as employees taking other leaves.

Employees on workers' compensation disability who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the SMSU in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the SMSU for the amount of the relevant premium. Employees should contact the Administrative Office for further information.

Reinstatement

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be reinstated to his or her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the SMSU's ability to operate safely and efficiently during the leave, and there are no equivalent positions available, then the employee would not be entitled to reinstatement.

TIME OFF FOR PARENTS' SCHOOL ACTIVITIES

If you are a parent, guardian or grandparent with custody of a child in kindergarten or grades 1-12, inclusive, and wish to take unpaid time off to visit the school of your child for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), per child, provided you give reasonable notice to the SMSU of your planned absence. Employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off. The SMSU requires documentation from the school noting the date and time of your visit after it is completed.

If both parents of a child work for the SMSU, only one parent—the first to provide notice—may take the time off, unless the SMSU approves both parents taking time off simultaneously.

SCHOOL LEAVE (SUSPENSION)

If it is necessary for an employee who is the parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her supervisor as soon as possible so that alternative arrangements may be made. No discriminatory action will be taken against the employee for taking time off for this purpose. Such time off is unpaid.

TIME OFF FOR ADULT LITERACY PROGRAMS

The SMSU will make reasonable accommodations for any employee who reveals a literacy problem and requests that the SMSU assist him or her in enrolling in an adult literacy program, unless undue hardship to the SMSU would result.

The SMSU will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

The SMSU will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact management directly. Further, individuals who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While the SMSU generally encourages employees to improve their literacy skills, the SMSU will not reimburse employees for the costs incurred in attending a literacy program. Non-exempt employees may use vacation pay to make up for absences from work to attend literacy classes. Time off to attend classes is unpaid.

VOLUNTEER FIREFIGHTERS, EMERGENCY RESCUE PERSONNEL, AND RESERVE PEACE OFFICERS

No employee shall receive discipline for taking time off to perform emergency duty as a volunteer firefighter, or other legally eligible emergency rescue personnel or reserve peace officers. Please alert your supervisor so that he or she may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, please inform your supervisor before doing so where possible. Time off for such duty is unpaid.

TIME OFF FOR VICTIMS OF SEXUAL ASSAULT OR DOMESTIC VIOLENCE

The SMSU will not discriminate against employees who are victims of crime if they take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. The SMSU will not discriminate against employees who are victims of domestic violence or sexual assault for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a domestic violence or sexual assault victim or his or her child. Such time off is unpaid and certification of sexual assault will be required for time off to be granted.

The SMSU will not discriminate or retaliate against an employee who is a victim of domestic violence for taking time off from work, which is will be unpaid, to seek medical attention for injuries caused by the domestic violence or sexual assault, to obtain services from a domestic violence program or a shelter, program, or rape crisis center, to obtain psychological counseling related to the domestic violence or sexual assault, or to participate in actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Affected employees must give the SMSU reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances. In such a case, the SMSU will take no action against affected employees if, within a reasonable time after the appearance, they provide the SMSU with documentary evidence that their absence was required for any of the above reasons.

Affected employees may use vacation, personal leave or other accrued time off (if available).

TIME OFF FOR VICTIMS OF VIOLENT CRIMES

Employees who are victims or related to victims of a violent felony (defined in Penal Code § 667.5(c)), a serious felony (as defined in Penal Code § 1192.7(c)), or a felony statute prohibiting theft or embezzlement, may take unpaid time off from work to attend judicial proceedings related to the crime. "Related to" means the employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or the child of a registered domestic partner. The employee must give the SMSU a copy of a notice in advance of each scheduled proceeding. If it is impossible to do so, the employee must give the SMSU such notice within a reasonable time after the proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the office of the victim's advocate. An employee may use vacation time, personal leave time, or sick leave for the purpose of attending the proceeding. The SMSU shall keep confidential all records pertaining to this time off.

TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

LACTATION ACCOMMODATION

The SMSU shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. As far as possible, this break time shall run concurrently with any break time already provided by law to the employee. Any break time given for this purpose that does not run concurrently with the break time provided by law shall be unpaid and employees provided with such break time shall record it on their timesheets. The SMSU is not required to provide such break time if it would seriously disrupt operations.

The SMSU shall make every reasonable effort to provide employees with the use of a room or other location (other than a toilet stall) close to the employees' work area for employees to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this policy.

ABSENCE AND TARDINESS

Punctuality and dependability are of prime importance to the efficient running of any organization. Each employee's presence is essential to the efficient and productive operation of SMSU functions. If it becomes necessary for employees to be late for any reason or to be absent from work, employees are expected to follow the procedures listed below:

- A. Obtain advance permission from your supervisor whenever possible.
- B. In the case of illness, call in no later than one hour after your scheduled time to report to work.
- C. Notify your supervisor as soon as possible when a death in the family requires you to be absent from work.
- D. When an absence will be longer than one day, notify your supervisor daily or as often as needed to keep him/her informed as to the date of your probable return to work.
- E. An employee may be docked for tardiness.

A doctor's verification of illness may be required if an employee takes more than two consecutive days of sick leave or if, in the opinion of the employee's supervisor, the absenteeism has been excessive. Depending upon individual circumstances and applicable law, an absent employee may be automatically terminated if he/she is unable to return to work within one month after the depletion of all accrued times and granted leaves.

UNAUTHORIZED LEAVES OF ABSENCE

An unauthorized absence, whether voluntary or involuntary, for five consecutive working days constitutes an automatic resignation from the SMSU service as of the last day worked.

ELIGIBILITY FOR EMPLOYEE BENEFITS

BENEFIT ENROLLMENT ELIGIBILITY FOR AUXILIARY ORGANIZATION EMPLOYEES

Eligible Employees: For purposes of this section, eligible employees shall include personnel appointed in the following classes:

1. Managerial employees.
2. Regular employees.

The above employees are eligible to enroll in the following benefit programs:

1. Medical insurance, including vision and dental.
2. Tax sheltered annuity programs.
3. PERS retirement.

Non-Exempt Hourly Employees: For purposes of this section, hourly employees includes emergency employees, on call employees and student employees.

Non-exempt employees are eligible to enroll in the following benefit programs:

1. PERS retirement - upon completion of 1,000 hours service in a single fiscal year.

RETIREMENT PLAN

Membership in the Public Employee's Retirement System (PERS) is compulsory for all management and regular employees. Each member makes monthly contributions to the system which are deducted from his/her salary. Both the employee and the SMSU contribute to the plan. Subject to, and in accordance with, the applicable regulations of the Public Employee's Retirement System, upon termination of employment, an employee may either leave his/her contribution in the System (provided there have been at least five (5) years of service), and receive upon attaining retirement age, the retirement benefits, or the contributions may be withdrawn (with interest).

MEDICAL, DENTAL, VISION, AND LIFE INSURANCE

Management and regular employees are eligible for medical, dental vision and life insurance benefits. Some individual programs are supported fully by the employer; some are shared by the employee and the employer; and some are supported solely by the employee. Employees who are members of PERS are eligible to participate in the SMSU Medical Insurance Plans. The coverage includes the employee and his/her family.

Medical Insurance

Eligible employees have 60 calendar days from appointment date in which to enroll in the health plan of their choice. The effective date of medical coverage is the 1st day of the month following receipt of the completed enrollment form by the Accounting Office. The SMSU and the employee share in the cost of this program.

If one elects not to enroll, or fails to submit enrollment application within the 60 day limit, one can later apply for enrollment by Health Statement Application (HBD-38), or during the annual open enrollment period. The open enrollment period may be used to add eligible family members not currently enrolled or to change health plans.

Enrollment can be for employee alone, regardless of marital status, or the employee and all eligible family members.

Dental Insurance

Eligible employees and their family members may enroll in the dental plan. Dental coverage becomes effective on the first day after completion of thirty (30) days continued employment.

The SMSU may, at the discretion of the SMSU Board of Directors, pay the full cost of the monthly premium when funds are available.

Vision Insurance

Eligible employees and family members are encouraged to enroll in the Vision Care plan. Vision coverage becomes effective on the first day after completion of thirty (30) days of continued employment.

The SMSU may, at the discretion of the SMSU Board of Directors, pay the full cost of the monthly premium when funds are available.

Life Insurance

Employees are eligible for life insurance policies as follows: \$25,000 for regular and probationary employees and \$50,000 for managerial employees.

The SMSU may, at the discretion of the SMSU Board of Directors, pay the full cost of the monthly premium when funds are available.

FLEX CASH PLAN

Flex Cash is an optional benefit plan that allows employees to waive SMSU medical and/or dental insurance coverage in exchange for cash, provided the employee has other non-SMSU coverage. Proof of alternate coverage must be provided to the SMSU. Employees who waive medical and/or dental insurance coverage will receive additional cash in their paychecks. The

Flex Cash payment is treated as flexible income and will be subject to the same payroll taxes as regular salary. However, Flex Cash will not be considered compensation for retirement purposes. The additional cash income will be reported as income on Form W-2 in the year employees receive it. Flex Cash payment rates are available in the SMSU Administrative Office.

TAX ADVANTAGE PREMIUM PLAN

The Tax Advantage Premium Plan (TAPP) allows employees to pay required health plan premiums from their salaries on a pre-tax basis. Any such premiums will be deducted each month from the employee's salary before income taxes are calculated and deducted. All SMSU employees enrolled in a PERS health plan are eligible. All new employees enrolling in health coverage will be automatically enrolled in TAPP.

WORKER'S COMPENSATION INSURANCE

All employees, including student employees, are covered by Workers' Compensation Insurance. The cost of the insurance is borne by the SMSU with no cost to the employee.

The purpose of Workers' Compensation Insurance is to assist employees who have suffered a job-related injury or illness, whether from a single incident or from prolonged, repeated exposure to harmful activities or substances.

STATE UNEMPLOYMENT AND DISABILITY INSURANCE

All employees are covered by State Unemployment Insurance and Disability Insurance. Unemployment premiums are paid by the employer. Disability premiums are paid by the employee. To determine benefits under State Unemployment Insurance and Disability Insurance, contact the local office of the Department of Human Resources.

OTHER INSURANCE

Other insurance plans, including auto and long-term disability insurance, are available on an optional basis. Complete information on these insurance plans may be obtained from the Foundation Office.

DRESS GUIDELINES

All employees are expected to maintain a standard of dress that is appropriate for the work they perform. Employees who may be called upon to meet the public must maintain a presentable image that is in keeping with professionalism and good taste in a business environment. Attire must comply with Health Department and safety code requirements where applicable.

Employees whose jobs require physical labor may wear suitable clothing which includes jeans, t-shirts and protective items such as hats or caps and, for those who work outside on a regular basis, shorts during the warmer months. It is the responsibility of the immediate supervisor to enforce the dress code.

COURSE FEE ADVANCE

The Course Fee Advance Program for full-time and half-time management and non-management employees of the SMSU is designed for systematic growth and development of employees. The program is aimed at those employees who are working toward a Bachelor of Arts or Bachelor of Science degree or any advanced degree relevant to their positions. It is also aimed at those employees who wish to take job-related courses to improve job performance and opportunity.

Conditions for Advance:

1. All full-time and half-time management and non-management employees are eligible for the program.
2. All classes which require time away from work must be approved by the supervisor.
3. Employees will receive a fee advance for a maximum of six (6) units each quarter.
4. The SMSU will advance eligible employees in-state fees only.
5. Reimbursement of the fee advance must be made if the employee has not successfully completed course work with a grade of "C" or better for undergraduate work and "B" or better for graduate work. Reimbursement will be pursuant to a written agreement between the employee and the SMSU. Requests for any exceptions may be brought to the Personnel Committee for review and recommendation.
6. Applications must be filed with the SMSU Executive Director a minimum of thirty (30) days before the beginning of the quarter for which the advance is sought.

TAX SHELTERED ANNUITIES

Full-time salaried employees of the SMSU are eligible to participate in tax-sheltered annuity plans.

EMPLOYEE SAFETY

It is the policy of the SMSU to provide a safe working environment for all employees. Responsibility for compliance with health and safety laws and regulations resides with managers. All employees of the SMSU must obey all safety procedures, rules and policies. Such compliance is deemed a condition of continued employment. All employees are responsible for:

1. Compliance with all safety policies.

2. Prompt reporting of unsafe conditions in the work place.
3. Maintenance of hazard-free workstation.
4. Use of protective equipment.
5. Prompt reporting of any accident or injury.

On-the-job Injuries:

If an employee has an on-the-job injury, he/she must comply with the following:

1. Report the accident **as soon as possible** to the supervisor.
2. Notify University Police immediately if medical attention is required.
3. If medical assistance is needed, go first to the Student Health Center on campus. If the injury requires treatment by a physician, the employee will be sent to the emergency treatment center at a local hospital. If the Health Center is closed the employee will be sent to a local hospital.

UNLAWFUL HARASSMENT POLICY

The SMSU must take all reasonable steps to prevent unlawful harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, the SMSU maintains a strict policy prohibiting harassment because of gender, gender identity, genetic characteristics or information, sex, race, color, national origin, ancestry, religion, creed, physical or mental disability, cancer-related 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 SMSU's anti-harassment policy applies to all employees and independent contractors involved in the operations of the SMSU and prohibits harassment by any SMSU employee, including supervisors and co-workers, or independent contractors.

The SMSU's anti-harassment policy also protects employees from harassment by clients, vendors, or others doing business with the SMSU. If harassment occurs on the job by someone not employed by the SMSU, the procedures in this policy should be followed as if the harasser were an employee of the SMSU.

Sexual Harassment

The law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Improper language such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Verbal sexual advances or propositions.
- Physical conduct such as touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the SMSU.

National Origin, Race and Other Forms of Harassment

Similarly to sexual harassment, national origin, race and other forms of harassment can occur through verbal, physical or other activity directed at employees in protected categories. It can occur when co-workers and/or supervisors use slurs or epithets referring, for example, to the national origin, or race, or sexual orientation of an employee. Or it may occur through other kinds of activity, such as placing graphic images negatively connected to the race of an employee on or near the employee's desk, locker or work location. **All such activity is strictly prohibited under the SMSU's unlawful harassment policy.** If any employee is uncertain as to what conduct is prohibited under this policy, he or she should contact the Executive Director immediately.

Preventing Sexual and Other Forms of Harassment

The SMSU's Complaint Procedure:

- The SMSU's complaint procedure provides for an immediate, thorough and objective investigation of any sexual or other harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies to any victim of harassment.
- Employees who believe they have been harassed on the job, including by persons doing business with or for the SMSU, should provide a written or oral complaint to the Executive Director of the SMSU as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.

Supervisors and managers must immediately refer all harassment complaints to the Executive Director of the SMSU.

- All incidents of sexual or other harassment that are reported must and will be investigated, even if the alleged victim expresses a desire that the SMSU not investigate. That is the law. The Executive Director of the SMSU will immediately undertake or direct an effective, thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the harassment alleged will be made and communicated to the employee(s) who complained and the accused harasser(s). If the SMSU determines that sexual or other prohibited harassment has occurred, the SMSU will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the harasser will be communicated to the employee who complained.

Independent contractors should use this Complaint Procedure for any claim of sexual or other harassment.

ALL EMPLOYEES AND INDEPENDENT CONTRACTORS SHOULD NOTE THAT THE FAILURE TO USE THE SMSU'S COMPLAINT PROCEDURE MAY RESULT IN THE DEFEAT OF ANY CLAIM OF SEXUAL OR OTHER HARASSMENT IF LITIGATED.

False Claims of Harassment

Any employee who makes a false claim of harassment will be disciplined according to SMSU policy.

Prohibition Against And Duty To Disclose Romantic Relationships

The SMSU 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 the Executive Director that such a relationship exists. Based on the sole discretion of the SMSU, both parties may be given the opportunity to sign and acknowledgment that the relationship is voluntary and consensual. In that case, both parties will also be required to disclose to the Executive Director 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 SMSU, 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 SMSU 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 SMSU may take whatever steps will protect its business interests, including but not limited to, terminating the employees involved.

Employee's Duty to Disclose Benefits Received

No supervisor, manager, or officer of the corporation is authorized to condition the receipt or denial of any benefit, compensation, or other term or condition of employment on an employee's complying with any sexual demand. To the contrary, all employees are instructed that they must refuse such demands and report them promptly to the Executive Director. Any employee who is found to have obtained any benefit from the SMSU because he or she submitted to an unreported sexual demand will be disciplined appropriately, including but not limited to, reimbursement for the value of any benefits received. Any employee making such a demand will be disciplined, up to and including termination.

Liability For Sexual Or Other Harassment

Any employee of the SMSU, 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.

Anti-Retaliation Policy

In accordance with applicable law, the SMSU prohibits retaliation against any employee because of the employee's opposition to a practice the employee reasonably believes to constitute employment discrimination or because of the employee's participation in an employment discrimination investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated. **For purposes of the SMSU's anti-retaliation policy, all references to "discrimination" should be understood to include "harassment."**

Examples of Opposition

Opposition to perceived discrimination includes threatening to file a discrimination complaint with the EEOC, state agency, or court or complaining or protesting about alleged employment discrimination to a manager, co-worker or other official. Opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. A complaint about an employment practice constitutes protected opposition only if the employee communicates to the SMSU a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner which disrupts the workplace, or

which constitutes an unlawful activity, or engaging in badgering or threatening of employees or supervisors is not protected.

No Retaliation

The SMSU will not tolerate retaliation against any individual because he or she has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state employment discrimination statutes or at other hearings regarding protected employee rights, such as an application for unemployment benefits. The SMSU also prohibits retaliation against someone closely related to or associated with the employee exercising such rights. Examples of retaliation include, but are not limited to, hostile conduct toward an employee who participated in protected activity. Such conduct includes, but is not limited to, shunning of employees, verbal or body language which is threatening or expresses or suggests disapproval or hostility; failure to cooperate in workplace procedures; or sudden unfounded disciplinary action not based on actual job performance. If you are unclear as to what kind of activity may be prohibited retaliation, contact the Executive Director immediately for more information.

SMSU's Complaint Procedures for Retaliation

The SMSU's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged employment discrimination. If you believe that you have been retaliated against because of your opposition to an employment practice you reasonably believe to be discriminatory or because of your participation in a hearing or proceeding regarding alleged unlawful discrimination, you should provide a written or oral complaint to the Executive Director as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited retaliation which are reported to management will be investigated. The SMSU will immediately undertake and direct an effective, thorough and objective investigation of the retaliation allegations. The investigation will be completed and a determination regarding the alleged retaliation will be made and communicated to the employee who complains and to the person(s) accused of retaliation.

If the SMSU determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or participation in a proceeding related to alleged employment discrimination, the SMSU will take effective remedial action appropriate to the circumstances. The SMSU will also take action to deter any future retaliation. If a complaint of unlawful retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the person responsible for the retaliation will be communicated to the employee who complained.

Additional Enforcement Information

In addition to the SMSU'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.

For more information, contact the Administrative Office, (909) 537-7201, of the SMSU.

ZERO TOLERANCE POLICY FOR WORKPLACE VIOLENCE

Statement of Policy

The SMSU recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. Therefore, the SMSU has adopted this zero tolerance for workplace violence policy.

The safety and security of the SMSU employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the SMSU or its employees or which occur on SMSU property or during work hours will not be tolerated.

This prohibition against threats and acts of violence applies to all persons involved in the operation of the SMSU, including, but not limited to, SMSU personnel, contract and temporary workers and anyone else on SMSU property. Violations of this policy, by any individual on SMSU property, by any individual acting as a representative of the SMSU while off SMSU property or by any individual acting off SMSU property when his or her actions affect the business interests of the SMSU, will lead to disciplinary and/or legal action as appropriate.

Definitions

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or more SMSU employees. Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on SMSU premises, regardless of the relationship between the SMSU and the parties involved in the incident.
- Threats or acts of violence occurring off SMSU premises involving someone who is acting in the capacity of a representative of the SMSU.
- Threats or acts of violence occurring off SMSU premises involving an employee of the SMSU if the threats or acts affect the business interests of the SMSU.
- Threats or acts of violence occurring off SMSU premises in which an employee of the SMSU is a victim if the SMSU determines that the incident may lead to an incident of violence on SMSU premises.

- Threats or acts resulting in the conviction of an employee or agent of the SMSU, or of an individual performing services for the SMSU on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of the SMSU.

Specific examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual.
- Threatening an individual or his/her family, friends, associates or property with physical harm.
- The intentional destruction or threat of destruction of SMSU or another's property.
- Harassing or threatening phone calls.
- Surveillance.
- Stalking.
- Veiled threats of physical harm or intimidation.

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

Enforcement

Any person who engages in a threat or violent action on SMSU property may be removed from the premises as quickly as safety permits and may be required, at the SMSU's discretion, to remain off SMSU premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by a SMSU employee, a judgment will be made by the SMSU as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action.

Once a threat has been substantiated, it is the SMSU's policy to put the threat maker on notice that he/she will be held accountable for his/her actions and then follow through with the implementation of a decisive and appropriate response.

Under this SMSU policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing SMSU policy or procedure should be interpreted in a manner that prevents the above from occurring.

Temporary and Permanent Restraining Orders

Any employee who applies for a temporary or permanent protective or restraining order which lists any SMSU location as a protected area must provide to the SMSU Administrative Office and University Police Department a copy of the petition and declarations used to apply for the order. Any employee who obtains a temporary or permanent protective or restraining order which lists any SMSU location as a protected area must provide to the SMSU Administrative Office and University Police Department a copy of the order. Such information will be kept confidential to the extent possible without compromising the safety and security of SMSU employees and the SMSU.

Important Note: The SMSU will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the SMSU. In making this determination the SMSU may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at the SMSU.

CONFLICT OF INTEREST

Outside Employment:

No employee shall accept employment in any outside position which would conflict with the effectiveness of the employee's performance at the SMSU. Further, employees must not conduct activities of any kind during work hours that are not specifically assigned or authorized as part of their SMSU responsibilities.

Use of Information:

No SMSU employee may utilize any information, not a matter of public record, which is received by the employee by reason of his/her employment or by contractual relationship with the SMSU, for personal or pecuniary gain.

Use of Services or Material:

No SMSU employee may utilize human resources, services, materials, facilities, or equipment belonging to the SMSU or the University for any activity not related to his/her specific Student Union responsibilities.

Gifts and Gratuities:

SMSU employees may not, in the course of their employment, accept gifts or gratuities from any source receiving services from or providing services or products to the SMSU.

PROHIBITION AGAINST SMOKING

There shall be no smoking in any interior part of the SMSU building or within 20 feet of entrances to the building. Employees who violate this policy shall be subject to disciplinary action, up to and including termination.

ARBITRATION POLICY

In the event there is any dispute arising out of or relating to the employee's employment with the SMSU which cannot be resolved through the procedure above and which could be brought in a court of law, the dispute shall be submitted exclusively to final and binding arbitration pursuant to the provisions of the SMSU's arbitration agreement, as may be amended from time to time to conform with the law. Subject to certain exclusions, arbitration shall be the exclusive means of resolving claims such as those relating to termination; demotion, failure to promote; violations of federal, state and/or local statutes; claims based on any purported breach of duty arising in contract or tort, including breach of contract, breach of the covenant of good faith and fair dealing; violation of public policy; or any other alleged violation of the employee's statutory, contractual or common law rights. Pursuant to this policy, the SMSU and the employees waive their rights to pursue employment-related claims in any other forum, except those specifically excluded by the SMSU's arbitration agreement and unless otherwise provided by law. It is a condition of employment and continued employment that employees and the SMSU enter into a written arbitration agreement.

BACKGROUND CHECKS AND INVESTIGATIONS

The SMSU must maintain a safe and productive workplace with honest, trustworthy, qualified, reliable and non-violent employees who do not present a risk of serious harm to their co-employees or others. To that end, the SMSU may perform, or request that third parties perform, "background checks" or other types of investigations.

Background checks and investigations performed for the SMSU may include the use of consumer reporting agencies, which may gather and report information to the SMSU in the form of consumer or investigative consumer reports. Such reports may contain information concerning your credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from private or public records sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

Therefore, the SMSU may request consumer reports, including records checks and investigative reports based on interviews, in connection with your application for employment, or at any time during the course of your employment with the SMSU, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee. The SMSU may also obtain such reports, both during and after your employment, for purposes of evaluating, investigating, or enforcing compliance with SMSU policies or in connection with responding to grievances or complaints, regardless of whether you are still in the employ of the SMSU at the time the report is requested.

Employees are expected to cooperate fully with this policy. Such cooperation includes, among other things, providing truthful and complete information on your employment application and in response to inquiries made by the SMSU or third party investigators during the course of investigations and to providing appropriate written authorizations that may be required by law so that the SMSU may obtain complete investigation reports. Failure to cooperate in these respects, or any attempt to interfere with the SMSU's implementation of this policy will result in discipline, up to and including termination from employment.

DRUG AND ALCOHOL ABUSE

The SMSU is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the work place and working time. 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 SMSU. 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 SMSU to the risks of property loss or damage or injury to other persons.

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

The following are strictly prohibited by the SMSU:

1. Possession, use, or being under the influence of alcohol or an illegal drug or controlled substance while on the job.
2. Driving a SMSU vehicle or your own vehicle for a SMSU-related purpose while under the influence of alcohol or an illegal drug or controlled substance.
3. Distribution, sale, purchase of, or offer to sell or purchase an illegal drug or controlled substance while on the job.

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 SMSU may also bring the matter to the attention of appropriate law enforcement authorities.

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

An employee's conviction on a charge of illegal sale or possession of any drug or controlled substance while off SMSU property will not be tolerated because such conduct, even though off duty, reflects adversely on the SMSU. In addition to reflecting adversely on the SMSU, the SMSU must keep people who sell controlled substances off SMSU premises in order to keep illegal drugs and controlled substances off the premises.

The SMSU 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 a supervisor or the Executive Director. The SMSU 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 SMSU will encourage and assist employees with alcohol or drug addictions/dependency problems to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The SMSU's support for treatment and rehabilitation does not obligate the SMSU to employ any person whose job performance is impaired because of drug or alcohol use, nor is the SMSU 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. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, who fail to successfully overcome their dependency or problem, and are involved in a second violation of this policy, will not be given a second opportunity to seek treatment and/or rehabilitation, unless mandated by law. This policy does not affect the SMSU's treatment of employees who violate the rules and standards of conduct described above. Rather, rehabilitation is an option for employees who come forward and acknowledge a chemical dependency and voluntarily seek treatment to end that dependency **before** they violate the above rules and standards of conduct.

INFORMATION SYSTEMS AND INTERNET

The SMSU's information systems and electronic resources, including but not limited to computers, voice mail, e-mail and access to the Internet and World Wide Web, are provided by the SMSU for the use of the SMSU and are to be reviewed, monitored and used only in the pursuit of the SMSU's business. As a result, certain data is readily available to numerous persons. If, during the course of your employment, you perform or transmit work on the SMSU's computers or other technical resources, your work may be subject to the review of others.

You may access only files or programs that you have permission to enter. Unauthorized review of files, dissemination of passwords, the creation or use of passwords not authorized by the SMSU, damage to systems, removal of files, removal of programs or improper use of information contained in any software or other technical system or application may be grounds for disciplinary action, up to and including termination.

INSTALLING OR DOWNLOADING ANY SOFTWARE ON TO ANY COMPUTER WITHOUT EXPLICIT PERMISSION IS ABSOLUTELY PROHIBITED EVEN IF YOU PERCEIVE IT TO BE A BENEFIT TO YOUR WORK. SUCH PROGRAMS CAN INSTALL “SPYWARE” WHICH COMPROMISES OUR SECURITY AND PRESENTS OTHER SERIOUS PROBLEMS.

The following applies (as further elaborated below) to the use by employees of all of the SMSU’s information systems, including use of the Internet and World Wide Web, e-mail and voicemail systems, fax machines, computers, pagers, beepers, and any other communication or information-transmittal device:

1. The SMSU’s sexual harassment, non-discrimination and solicitation policies all extend to such use. Employees should not, for example, use sexually suggestive screen savers, download or disseminate pornographic materials, or transmit or receive e-mail messages that contain offensive or objectionable material that is sexual in nature.
2. Commercial use of any of the SMSU’s electronic communication systems that is not directly for the benefit of the SMSU is prohibited.
3. The Internet and World Wide Web and any other communication device may not be used in a manner that infringes upon the patents, copyrights or licenses of others.
4. No electronic communication device may be used in a manner that infringes upon the rights of others to proprietary, confidential or trade secret information.
5. Such devices may not be used for any competitive purpose or any purpose that creates an actual, potential or apparent conflict of interest.

The use of the SMSU’s information systems in any manner that may be disruptive, offensive to others or harmful to morale is specifically prohibited, including but not limited to the display or transmission of sexually explicit images, messages and cartoons, as well as the use of any ethnic slurs or communication that may be construed as harassment or disparagement of others. Such transmissions may be grounds for disciplinary action, up to and including termination. The use of the SMSU’s information systems to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations is strictly forbidden and is grounds for disciplinary action, up to and including termination. **Searches of the SMSU’s information systems may be conducted without advance notice in order to ensure that they are being used exclusively to facilitate transmittal of business-related information.**

Employees may not duplicate software programs. Any unauthorized duplication is grounds for immediate discipline, up to and including discharge. Employees may not keep any backup copies of work done for the SMSU when they leave the SMSU. If employees wish to keep samples of their work, they must obtain written permission from the Executive Director to download specific examples. Downloading may occur only in the presence of the Executive Director or his/her designee. Under no circumstances are employees allowed to keep copies of proprietary information, trade secrets, data or programs.

As an employee of the SMSU, you are permitted to use the SMSU's equipment for occasional, non-SMSU-related purposes in accordance with SMSU policy. However, no personal right of privacy of an employee exists in any information contained within or transmitted by the SMSU's computers or voice mail or e-mail systems. Information contained on the SMSU's voicemail and e-mail systems are subject to review; SMSU management may override your voicemail, e-mail and computer passwords and review your messages or other data if deemed necessary in the best interests of the SMSU.

The SMSU may at any time in its sole discretion deny any employee access to sites or functions on any of its electronic or other communications equipment on a temporary or permanent basis.

Other SMSU communications equipment such as cellular telephones, office telephones, modems and beepers are not to be used for illegal activities, non-SMSU related business or in any way which would violate SMSU policies or procedures. Bills and other documentation related to any type of SMSU equipment are the property of the SMSU and may be reviewed and used for purposes the SMSU considers appropriate.

Blogging

Definition: the word "blog" is a contraction of the words "web" (as in "World Wide Web"), and "log," as in "diary" or "written account." Blogging consists of the posting of writings or other content on a publicly available Internet site by an individual. The information posted is usually written comments, but can also be or include photographs, drawings, videos or any other graphic or audio information.

Use of SMSU Resources: SMSU property, including but not limited to internet access, computer hardware and software, may not be used by an employee for blogging without the express prior written consent of the SMSU's Associate Director for Operations or designee.

"Off-hours," "off-campus" blogging: Except as permitted by law, no SMSU employee may post by blogging, whether during working hours and in the office or elsewhere at any other time, comments that are:

- unlawfully discriminatory or harassing,
- unlawfully defames or disparages the SMSU's business, work product, or management,
- protected by the attorney/client privilege or work-product doctrine, or that
- reflects a lack of professionalism as a SMSU employee.

If an employee is dissatisfied with any aspect of the SMSU's operation, the employee is encouraged to bring those concerns to the Executive Director, so that the concerns may be addressed. Employees have ethical and other obligations to keep confidential proprietary and other information about the SMSU.

Penalty for violation: Employees violating this policy will be subjected to appropriate disciplinary action, which may include termination. Accordingly, employees who have questions or uncertainty about blogging are urged to consult with Human Resources concerning the scope and application of this policy.

MISCELLANEOUS

Use of State Vehicles

SMSU employees may not drive State of California vehicles.

Compensation from more than one source

Employees working for more than one division or department at the University may generally not be paid more than the equivalent of one full-time salary. Exceptions to the policy require advance approval of the SMSU Board of Directors and appropriate University officials.

Mileage

Employees who use their own vehicle for SMSU business shall be reimbursed at the current rate. Employees will be notified of any change in this rate.

Credit Unions

All salaried employees are eligible for membership in Arrowhead Credit Union. Arrowhead Credit Union offers its members a variety of services including loan services and participation in checking and savings programs.

Parking Services

Parking facilities are available on campus at the standard charge.

Identification Card

Identification cards are issued to all management and non-management employees. Identification cards are issued to employees at no cost, however, employees may be required to pay for a lost card. Benefits of the identification card are as follows:

1. Borrowing books from the University library.
2. Use of University recreational facilities, except the Student Recreation and Fitness Center.
3. Used as a ticket to attend certain University programs.

Library

The University Library is open to all SMSU staff members.