Cal Poly Pomona Foundation
Employee Handbook

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This Employee Handbook is effective immediately and shall remain in place until superseded. This Handbook supersedes all prior Employee Handbooks.

SECTION 1
INTRODUCTORY POLICIES

Welcome to the Cal Poly Pomona Foundation! Established in 1966 as a non-profit self-supporting 501(c)(3) auxiliary organization, we strive to be an integral and valued partner for CPP students, faculty, staff, alumni, and community members. Specific goals include supporting the advancement of Cal Poly Pomona’s educational mission, contributing to greater student success, and enhancing the campus environment. We are hopeful that you will find your employment to be rewarding, beneficial, and appropriately challenging.

Because the quality of our employees is a key factor toward our success in performing our mission, we carefully select our new associates. In turn, we expect employees to recognize the service nature of the Foundation's mission and contribute to the success of our organization. The entire CPPF family is excited to have you on the team and we look forward to seeing your talents improve our operations.

INTEGRATION CLAUSE AND THE RIGHT TO REVISE

The purpose of this Employee Handbook is to inform all employees about the policies, responsibilities, procedures, guidelines, benefits and work rules that apply to each employee of the Foundation.

This Handbook applies to all employees of the Foundation including full time, part time, temporary, seasonal and student employees. This Handbook also applies to employees covered by the Management Compensation Plan, except where superseded by that Plan. Included benefit provisions apply only to those employees who have been identified and are eligible for each particular benefit. Part time and student employees are not generally eligible to earn vacation, health care insurance or pension benefits.

Please read this Handbook carefully - you are responsible for adhering to its contents. While you review this Handbook, please keep in mind it is a guideline for employees and only highlights some of the Foundation's policies, practices, procedures, rules and benefits. It is not intended to be a contract and should not be viewed as creating contractual obligations. Circumstances may require that the policies, practices, guidelines and benefits described in this Handbook change from time to time. The Foundation reserves the right to amend, supplement or rescind any of the provisions of this Handbook, other than where legally restricted from doing so, as it deems appropriate in its sole and absolute discretion. Change will be communicated as soon as practical. This Handbook is posted on the Foundation's website and is intended to be available at all times.

The Employment Services Department will be happy to answer any questions regarding the contents of this Handbook.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Foundation is committed to maintaining an environment of equity and inclusivity. We are an equal opportunity employer and will not knowingly discriminate against any employee or applicant for employment in any unlawful manner. If an employee believes they have been subjected to any form of unlawful discrimination, they should inform the Employment Services Department. The Foundation will not retaliate or permit retaliation against any employee who complains of unlawful discrimination in the workplace.

STATEMENT OF AT-WILL EMPLOYMENT STATUS

All employment with Cal Poly Pomona Foundation, Inc. is at-will and shall continue only upon the mutual consent of the Foundation and the employee. This means that an employee may terminate his or her employment with the Foundation at any time with or without cause or prior notice and the Foundation has similar rights. There is no promise that employment will continue for a set period of time, nor is there any promise that employment will terminate only under particular circumstances. No employee or representative of the Foundation has authority to make promises, representations or agreements inconsistent with this policy of at-will employment, other than the Foundation's Executive Director or the Chair of the Foundation Board of Directors, and the Executive Director and/or Chair may do
so only pursuant to a written agreement signed by the employee and the Executive Director and/or Chair. This policy statement supersedes all written and oral representations that are in any way inconsistent with it and represents the complete and final policy of the Foundation on this subject matter.

SECTION 2

RECRUITMENT AND EMPLOYMENT PRACTICES

JOB OPENINGS

Full time benefited position openings (“Regular Benefited”) are generally posted for a minimum of five working days on the Foundation's website and are listed in a range of public forums/job boards. Notices to other organizations and advertising in other places shall be determined jointly by the hiring authority and Employment Services Department. All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications and apply in accordance with the position announcement in order to be considered for a position. Positions filled through internal promotions, or positions within the same job family and within the specific unit do not require posting.

HIRING PROCEDURE

The Executive Director (ED) of the Foundation shall appoint a search committee to meet and interview qualified applicants and make recommendations for all exempt management positions. Non-exempt positions require the selection approval of the hiring supervisor and the next higher level of supervision with all full-time positions requiring approval by the ED or their designee. Offers of employment for benefited positions must be approved by the Employment Services Department before an employment offer can be made. Appointment letters will be prepared by the Employment Services Department and must be approved by the ED of the Foundation or their designee.

IMMIGRATION LAW COMPLIANCE

The Foundation is committed to following all employment laws including immigration laws. Immigration laws require all individuals provide documents proving their identity and legal right to work in the United States. All offers of employment are conditioned upon the candidate's ability to satisfactorily provide the required documentation. Foundation practice requires the prospective employee to provide the required documentation prior to commencing work. Any falsification of documentation required by the immigration laws will result in immediate dismissal. Foundation participates in the E-Verify program for all newly hired employees.

REGULAR BENEFITED EMPLOYEES

Certain positions and/or classifications are identified as "regular benefited" status. Regular benefited employees are generally scheduled to work eight hours per day, five days per week. However, all work shifts are scheduled according to business needs and this status does not guarantee any employee a minimum number of hours of work per day or week. “Regular benefited” status qualifies the employee for a variety of benefits. These benefits are updated on a regular basis. See the Foundation website for a listing of current benefits.

MANAGEMENT COMPENSATION PLAN (MCP)

The Foundation’s Management Compensation Plan (MCP) is designed to cover specific Foundation employees who have been designated as directors or managers who have primary responsibility for the development and implementation of policies, procedures, practices, and/or guidelines which apply to the Foundation as a whole, or responsibility for a major operational unit of the Foundation.

PART TIME EMPLOYEES

Part time employees are generally those hired to work a limited number of hours per week (e.g. 20 hours per week or less) and are subject to lay off during seasonal business closures and slowdowns with no guarantee of being rehired. Part time employees are not eligible for certain employee benefits such as health insurance or paid vacation time. Part time employees are not guaranteed a minimum number of hours of work per day or week. Part time employees are not permitted to work more than 1000 hours in any fiscal year (July 1st through June 30th) per CalPERS regulations.
TEMPORARY EMPLOYEES

Temporary employees are those who are hired for specific project assignments of limited duration. They are not eligible for health insurance or paid vacation time, and their length of employment shall be specified, not to exceed six months and are not guaranteed a minimum number of hours of work per day or week. Temporary employees shall not work more than 1000 hours in any fiscal year (July 1st through June 30th).

STUDENT EMPLOYEES

Student employees are students who are attending Cal Poly Pomona as undergraduate students enrolled in a minimum of 6.0 units each quarter or graduate students enrolled in a minimum of 4.0 units each quarter, who may work as a Foundation employee with certain restrictions. Student employee positions are exempt from FICA and therefore do not make contributions to that program.

Student employees generally work a maximum of 20 hours per week while school is in session. If the student has more than one job, the 20-hour rule applies to total hours worked in combination with all jobs on campus.

Student employees are allowed one semester off during the college year (summer through spring). During the time off, student employees may work a maximum of 40 hours per week. Students who are only enrolled with College of Extended University or Open University do not qualify for student employment but may be considered for other employment categories such as part time or temporary employment.

Other restrictions may apply. Please contact Employment Services Department to discuss how the rules may apply to your specific situation.

As with part time temporary employees, student employees are limited to working an absolute maximum of 1000 hours per fiscal year (July 1st through June 30th).

WORK STUDY STUDENT EMPLOYEES

Students employed through the Federal College Work-Study Program must also comply with current work-study requirements as outlined by the Financial Aid Office.

GRANT/CONTRACT EMPLOYEES AND EMPLOYEES FUNDED THROUGH STATE OR UNIVERSITY SOURCES

Those employees hired under the provisions of grants, contracts or other funding sources are employed only to the extent funds are available from the funding source and within the guidelines of the particular grant/contract/source in coordination with Foundation policies, procedures and hiring practices. These employees may be classified as regular benefited, part-time (non-benefited), temporary or student employee and do not guarantee any employee a minimum number of hours of work per day or per week. As stated elsewhere in this Employee Handbook, employment with the Foundation is at-will.

EMPLOYMENT OF RELATIVES

The Foundation will not hire or continue the employment of relatives where actual or potential issues may arise regarding supervision, security, safety, ethics, morale or where potential conflicts of interest exist. An employee may not work under the direct supervision of a relative. Relatives are defined as spouses, domestic partners, children, sisters, brothers, mothers, fathers or any persons who are closely related by birth, marriage or adoption, or persons with a close personal relationship. Relatives may be employed in the same department, but may not participate in any proceeding, evaluation, recommendation or action that affects the employment status of a relative.

Present employees who marry, who become related by marriage, or who enter into a close relationship may be permitted to continue employment only if their employment poses no difficulties for supervision, security, safety, ethics morale or potential conflicts of interest.

If employees who marry, who become related by marriage, or who have a close relationship do pose difficulties for supervision, security, safety, morale or where potential conflicts of interest exist, the Foundation will attempt to...
reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, one of the employees may be required to leave the Foundation.

SECTION 3

JOB DUTIES AND CLASSIFICATIONS

POSITION DESCRIPTIONS

The essential duties and responsibilities of each position are described in the respective position description. Employees should request a copy of their position description when they first begin employment or whenever their work assignment changes.

Job responsibilities may change at any time during employment. From time to time, an employee may be asked to work on special projects, or assist with other work necessary and important to the Foundation. Cooperation and assistance from an employee in performing such additional work is expected.

The Foundation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities.

CLASSIFICATIONS

All employees are assigned a position classification consistent with their employment status. The position classifications are designed to describe the broad duties and responsibilities of the position.

RECLASSIFICATIONS

If the duties and responsibilities of a position change significantly, the employee or supervisor may request a position reclassification from the Employment Services Department. This action may result in a change to a higher or lower salary grade or a different classification, or no grade or classification change at all.

PROMOTIONS

All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications in order to be considered for a position involving a promotion to a position in another job family. Promotions to the next higher-level position, within a job family and within an operating unit, do not require posting and may be made by the unit manager subject to review by the Employment Services Department and/or Executive Director.

TRANSFERS

Employees for similar positions may request transfers between units when appropriate openings exist. A transferred employee will normally retain the same classification and pay rate.

DEMOTIONS

A demotion is a change from one classification to a lower one. Demotions may result from classification studies, changes in staffing levels resulting in layoffs, a lack of qualifications for the current position and/or disciplinary action. An employee may request a demotion. A demoted employee will be assigned the rate of the lower classification and shall not receive more than the top-grade maximum of the lower classification.

IDENTIFYING EXEMPT AND NONEXEMPT POSITIONS

Employees filling nonexempt positions are generally scheduled to work eight hours per day, five days per week and receive overtime for all hours worked in excess of eight hours per day or forty hours per week. Double time is paid for hours worked in excess of twelve hours per day and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek. Other wage rules may apply given the specific set of circumstances.

Exempt employees typically include executive, managerial and certain professional/administrative staff, and are exempt from the California and Federal overtime requirements.
WORK SCHEDULES

The Foundation administrative offices are typically open for business between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, throughout the academic year. The work hours of Enterprise units are determined by the requirements of the respective division and department. Some units are operational 24 hours a day, seven days per week, while others are not. Work schedules will reflect business needs.

Employees are expected to report to work on time as scheduled and ready to perform their work upon arrival.

The Foundation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, alter or change work schedules or assign additional job responsibilities. All employment with the Foundation is at-will and there is no guarantee any employee will receive a minimum number of hours of work per day or per week.

MEAL AND REST PERIODS
(Applicable to “Nonexempt” employees)

Supervisors will make available and shall schedule an unpaid meal period of at least 30-minutes on each workday for each nonexempt employee scheduled to work more than five consecutive hours. Meal periods are normally near the mid-point of the shift and may be at other times when necessary to fulfill the operational needs of the unit. However, a meal period may be scheduled at any time during the workday as long as it commences prior to the fifth hour of work.

Supervisors will ensure their employees are not expected to perform any work during their meal period and supervisors are prohibited from discouraging or impeding employees from taking their meal period.

Employees are required to clock out and in for their scheduled meal periods. Employees are encouraged to use meal periods for the purpose of obtaining nourishment. However, it is recognized that in rare cases an employee may choose to clock out for their meal period and return to their workstation and continue to work for some or all of their meal period. However, meal periods are not paid – even if the employee decides to remain at their desk to conduct company business. If an employee has questions about their meal period or breaks, or if an employee has been discouraged from taking their meal period or breaks, the employee must report such activity to Employment Services for disposition within two business days.

Employees are permitted a minimum ten-minute rest period for every three and half to six hours of work or major portion thereof (e.g. two rest periods per eight-hour shift). Rest period time may not be saved up for later use. Each employee is expected to observe their assigned working hours and the time allowed for meal and rest periods.

REQUIRED OVERTIME
(Applicable Only to “Nonexempt” employees)

Where work activities require additional hours for completion, it may be necessary to work overtime. The Foundation will attempt to notify an employee in advance when overtime becomes required. Where the need for the overtime is not known one day in advance, an employee is still expected to work the overtime hours unless otherwise excused by the employee’s immediate supervisor.

WORKWEEK AND WORKDAY

The workweek begins at 12:00 A.M. Sunday morning and continues for seven consecutive 24-hour periods, ending 11:59 P.M. Saturday night. The workday begins at 12:00 A.M. and continues for 24 consecutive hours ending 11:59 P.M.
SECTION 5
COMPENSATION GUIDELINES

MERIT INCREASES

Newly hired employees typically start at the minimum point of the salary grade. During the employee's annual performance evaluation and contingent on budget approval by the Board of Directors, the employee may be considered for a merit increase within his or her salary range. This will continue until he or she reaches the maximum limit of that grade. Merit increase amounts are based on the results of a completed performance evaluation. Wage increases for those employees hired under the provisions of grants, contracts or other funding sources are subject to the available funding and within the guidelines of the particular grant/contract or other funding source.

Merit increases for part-time and temporary employees are based on service period and employment status and are normally accompanied by a performance evaluation.

Student employees receive an hourly wage depending on their duties and according to the Student Salary Schedule. A completed Student Evaluation form must be submitted along with a merit increase request. Supervisors may obtain a copy of the Student Salary Schedule from the Foundation’s website.

PAY PERIODS

Foundation employees are paid on a bi-weekly basis, every other Thursday or as otherwise communicated.

TIMEKEEPING REQUIREMENTS

The Foundation utilizes a standard timekeeping system for all employees. All employees who have logged effort / time for any work paid through Foundation are required to review and approve their time in the timekeeping system no later than 9:00 am on the first Monday of a new pay period.

Nonexempt employees are required to report accurate working hours for each pay period they work (exact arrival and departure times) and when they depart and return from their meal period. Falsifying or making unauthorized changes to any timekeeping record can result in disciplinary action including termination of employment.

All supervisors and employees are responsible for maintaining accurate timekeeping records. All supervisors are required to review and approve the time for their respective employees no later than 10:00AM on the first Monday of each new pay period. Employment Services will communicate variances in this deadline due to holidays, closures or other occasions impacting the ability for supervisors to perform this function.

All time entry problems or errors should be reported immediately to your supervisor.

HOLIDAY PAY
(Regular Benefited Employees ONLY)

Eligibility for holiday pay begins the first day of hire. The Foundation is a service unit to the campus community, and therefore, the holiday schedule is coordinated with the University's operating schedule. Typically, days designated as holidays by the University will also be observed by the Foundation. A schedule of paid holidays is issued at the beginning of each calendar year. To be eligible for holiday pay, an employee must be scheduled to work the week on which the holiday is observed and the weeks immediately preceding and immediately following the holiday. Benefited employees on a partial assignment (less than full-time/40 hours per week) immediately preceding a holiday, as in the case of a voluntary or assigned furlough, will receive holiday compensation on a prorated basis dictated by their current full-time equivalency (FTE). FTE is calculated using hours assigned to work as a percent of a full-time/40 hour work week. Benefited employees temporarily on an assignment of 50%, for example, will receive 4.0 hours of pay per eligible holiday. Those assigned to a full-time (1.0 FTE) schedule will received 8.0 hours of pay per eligible holiday. Please refer to the current holiday schedule posted on the Foundation’s website or available in your operating unit.
PERSONAL HOLIDAY PAY
(Regular Benefited Employees ONLY)

Personal holiday pay is paid at the employee’s regular rate of pay. Personal holiday time will not count toward hours used to determine overtime eligibility in the week the personal holiday was taken. Unused personal holidays will be forfeited and not carried forward to the next year.

VACATION PAY
(Regular Benefited Employees ONLY)

Vacation pay is paid at the employee’s regular rate of pay. Vacation time will not count toward hours used to determine overtime eligibility in the week the vacation time was taken.

SICK PAY

Sick pay is paid at the employee’s regular rate of pay. Sick time will not count toward hours used to determine overtime eligibility in the week the sick time was taken.

Medical evidence of illness and/or medical certification of fitness to return to work may be required before an employee may return to work after an absence due to illness or injury. In cases where sick leave has been misused, disciplinary action will be taken.

OVERTIME PAY

The Foundation provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal laws.

For purposes of determining which hours constitute overtime pay, only actual hours worked in each workday (over eight hours) or workweek (over forty hours) will be counted. Alternative schedules, such as a “4/10” workweek, must be approved in advance and will result in differences to overtime pay. These and other situations triggering overtime should be discussed with the Employment Services Department whenever a question arises.

For purposes of defining eligibility for overtime each job classification is either nonexempt or exempt. See Section 3, Identifying Exempt vs. Nonexempt Positions.

All hours recorded in the timekeeping system for pay purposes, such as overtime hours, are reviewed and reports are provided to management for a detail review and analysis. Overtime that appears to be excessive will be reported directly to the respective unit Director and Executive Director for further disposition.

Overtime must be approved in advance by an employee’s direct supervisor or unit Director. Any employee who works unauthorized overtime is subject to disciplinary actions.

All hours recorded in the timekeeping system require approval by the supervisor each pay period including regular hours, overtime hours and all paid time off hours.

JURY DUTY PAY
(Regular Benefited Employees ONLY)

The Foundation encourages employees to fulfill their civic responsibilities by serving jury duty when required. Benefited employees who have completed six months of service may request up to 20 days of paid jury duty in any one 24-month period. An employee should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. An employee reporting for jury duty is required to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty, an employee is expected to return to work for the remainder of the work schedule. Part time, temporary and/or student employees do not qualify for jury duty pay.

ADVANCES

The Foundation does not permit advances for pay checks.
SECTION 6
EMPLOYEE BENEFITS
(Section 6 applies to Regular Benefited Employees only)

BENEFIT ELIGIBILITY

Eligibility for benefits depends upon employment status. THE RESPECTIVE APPOINTMENT LETTER MUST SPECIFICALLY DENOTE ELIGIBILITY FOR BENEFITS OR THE EMPLOYEE IS NOT CONSIDERED TO BE ELIGIBLE. If an employee believes their status is incorrect, the employee should discuss this issue with their supervisor.

This Handbook only summarizes those benefits programs (e.g., health, dental and eye care) that are maintained pursuant to a benefit plan document. If statements in this Handbook conflict with or are otherwise inconsistent with the provisions of an applicable benefit Plan Document, the provisions of the Plan Document will control.

RETIREMENT PLANS

Benefited employees are automatically enrolled in the California Public Employees’ Retirement System (CalPERS). Both the Foundation and employee contribute to the CalPERS retirement program. The employee’s contribution is determined by the applicable benefits formula for the plan in which the employee has been enrolled, as determined primarily by the employee’s hire date except when the employee has prior service covered by CalPERS. Employees seeking additional information on retirement benefits should contact Employment Services or CalPERS directly.

To acquire a vested interest in the retirement plan, an employee must have at least five years of membership in CalPERS. Each member receives an annual statement of contributions, interest earned and years of service credit directly from CalPERS.

The minimum age for normal retirement is either 50 or 52 depending on the CalPERS guidelines associated with the plan in which an employee has been enrolled, and only after the employee has at least five years of CalPERS service credit. Applications for retirement or further information on retirement can be obtained from Employment Services or the CalPERS website. Retirement applications must be submitted to CalPERS at least 90 days prior to the planned effective date. CalPERS members may obtain a retirement estimate on the CalPERS web site at www.calpers.ca.gov.

CalPERS also provides death benefits. These benefits are explained in the CalPERS Member Benefits Booklet which is available on the CalPERS website. Please contact Employment Services for additional information.

Should an employee leave Foundation employment prior to having at least 5 years of service, the employee will have the option to terminate CalPERS membership and withdraw funds, roll-over their contributions and interest to another qualified retirement plan, or leave funds on deposit with CalPERS.

The following positions are excluded from CalPERS membership:

1. Seasonal/temporary staff
2. Part time positions (generally working less than an average of 20 hours per week)
3. On call, intermittent, or employed on an irregular basis
4. Student positions
5. Independent contractors
6. When a person is already a member of CalPERS by prior employment of any covered CalPERS organization, exclusions (1), (2), or (3) may not apply. In that case, please notify Employment Services.

If you believe that your Foundation employment does qualify you for CalPERS membership, please contact Employment Services immediately, or contact the Actuarial & Employer Services Branch at CalPERS.

MEDICAL, DENTAL, AND VISION COVERAGE

Coverage for medical, dental and vision insurance is effective the first day of the month following 31 days of full time employment. Typically, an employee will learn detailed information about these benefits during employee orientation and will also enroll at that time. An Employment Services Representative is available to assist employees with technical questions about their benefits programs.
FLEX DOLLARS

Flex Dollars provides eligible regular benefited employees with a monthly credit that can be applied to subsidize parking fees, increase the amount received through the tuition reimbursement program, or support other selected programs. Unused Flex Dollars are forfeited each pay period.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Term group life insurance is provided by and paid fully by the Foundation. The amount of coverage for each employee is based on the employee's annual basic earnings. The Employment Services Department can provide a copy of the Employee Benefits Insurance Certificate upon request or it can be found in the payroll system.

VACATION ACCRUAL

Full time benefited nonexempt employees accrue paid vacation hours for each hour worked. Exempt employees accrue based on each 40-hour work week that is worked. Accruals are earned up to a maximum accrual cap in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Schedule/Service Time</th>
<th>Annual Amount</th>
<th>Per Hour</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule A (01 month to 36 months)</td>
<td>10 Days</td>
<td>.03849</td>
<td>1.538</td>
</tr>
<tr>
<td>Schedule B (37 months to 72 months)</td>
<td>15 Days</td>
<td>.05769</td>
<td>2.307</td>
</tr>
<tr>
<td>Schedule C (73 months to 120 months)</td>
<td>17 Days</td>
<td>.06538</td>
<td>2.615</td>
</tr>
<tr>
<td>Schedule D (121 months to 180 months)</td>
<td>19 Days</td>
<td>.07307</td>
<td>2.923</td>
</tr>
<tr>
<td>Schedule E (181 months to 240 months)</td>
<td>21 Days</td>
<td>.08076</td>
<td>3.23</td>
</tr>
<tr>
<td>Schedule F (241 months to 300 months)</td>
<td>23 Days</td>
<td>.08846</td>
<td>3.538</td>
</tr>
<tr>
<td>Schedule G (301 months and more)</td>
<td>24 Days</td>
<td>.0923</td>
<td>3.692</td>
</tr>
<tr>
<td>MCP Employees</td>
<td>24 Days</td>
<td>.0923</td>
<td>3.692</td>
</tr>
</tbody>
</table>

Nonexempt employees may use vacation time in one-hour increments when approved by their supervisor.

Generally, vacations may be requested after six months of active service and when work schedules permit. Vacation schedules must be coordinated with and approved by the employee's supervisor in advance. It should be recognized that in some cases vacations may have to be temporarily deferred, and in some cases, such as to ensure appropriate staffing levels, the scheduling of vacation may be determined by the employee's supervisor.

Employees on unpaid leave do not accrue vacation time. Recognized holidays occurring during a vacation period are paid as holidays and are not charged to vacation time. Sick leave cannot be initiated within time frames an employee is on approved vacation.

All available vacation time must be used before any type of unpaid leave will be approved.

An employee who terminates employment will be paid all accrued but unused vacation time.

VACATION ACCRUAL MAXIMUM

Vacation hours accrue up to a maximum number of hours. If an employee has less than 10 years of service, the maximum accrual limit is 272 hours. If an employee has 10 years or more of service, the maximum accrual limit is 384 hours. Employees under the MCP Plan with fewer than 10 years of service are allowed a maximum accrual of 384 hours while MCP employees with more than 10 years of service are allowed a maximum accrual of 440 hours.

When an employee's vacation accrual reaches their maximum accrual, additional vacation hours will not continue to accrue until the employee uses vacation time to bring the total accruals below the maximum. There is no retroactive granting of vacation accrual for periods of time when accrued vacation was at the maximum.

SICK LEAVE

Sick leave is a form of paid time off that is accumulated mainly for the purpose of providing wage replacement due to personal illness. Other approved uses are stated below. Sick leave is not an entitlement to be used for other purposes and misuse of sick leave will result in disciplinary action, including possible termination.
Misuse of sick leave is when an employee uses or attempts to use sick leave in a manner not identified below.

Sick leave is approved for any of the following uses:
• Personal illness or injury that is incapacitating.
• To care for an immediate family member when the employee's presence is required, and no alternate caretakers are available.
• The employee’s own medical, vision and dental appointments.
• The employee’s own pregnancy disability leave.
• Sick leave credits may be converted into coordination of payments within established guidelines while the employee is out of work due to a verified non-job-related medical leave, or Workers Compensation leave, with prior approval from Employment Services.

Sick leave credits are accrued based on an employee’s classification and as outlined below:
- Full time benefited nonexempt employees accrue sick leave credit at .04615 hour for every hour worked and exempt employees accrue 1.846 hours of sick leave credit for every full work week worked (40 hours).
- Part time employees, including seasonal, temporary, and student workers employed for more than 30 days, earn sick leave credits at a rate of one hour for every 30 hours worked. Annual utilization of accrued sick leave is limited to 24 hours and the annual accrual is capped at 48 hours.
- University faculty or staff who also work for Foundation part time on sponsored programs are excluded and not entitled to paid leave.
- Overtime hours are not used to calculate sick leave credits for full time employees.
- Sick leave credits are accrued for holiday pay, paid vacation time and paid sick time.
- There is no limit on the amount of sick leave that can be accrued for regular benefited employees.

Nonexempt employees may use sick leave in one-hour increments when approved by their supervisor.

There is no pay for unused sick leave or pay in lieu of sick leave at termination for any classification of employee.

Our current contract with CalPERS provides an option to eligible employees for converting unused sick leave to service time upon retirement. Additionally, a 457(b) Plan is available where, upon annual Foundation Board approval, permits eligible employees to convert a portion of their unused sick and vacation leave into cash and then deposit that cash into their 457(b) account. Contact Employment Services for additional information.

HOLIDAYS

Eligibility for holiday pay begins the first day of hire. The Foundation is a service unit to the campus community, and therefore, the holiday schedule is coordinated with the University's operating schedule. Typically, days designated as holidays by the University will also be observed by the Foundation. A schedule of paid holidays is issued at the beginning of each calendar year. To be eligible for holiday pay, an employee must be scheduled to work the week on which the holiday is observed and the weeks immediately preceding and immediately following the holiday. Benefited employees on a partial assignment (less than full-time/40 hours per week) immediately preceding a holiday, as in the case of a voluntary or assigned furlough, will receive holiday compensation on a prorated basis dictated by their current full-time equivalency (FTE). FTE is calculated using hours assigned to work as a percent of a full-time/40 hour work week. Benefited employees temporarily on an assignment of 50%, for example, will receive 4.0 hours of pay per eligible holiday. Those assigned to a full-time (1.0 FTE) schedule will receive 8.0 hours of pay per eligible holiday. Please refer to the current holiday schedule posted on the Foundation's website or available in your operating unit.

PERSONAL HOLIDAY

Regular benefited employees receive one personal holiday each calendar year. The Personal Holiday must be taken each calendar year prior to December 15th and must be taken as a full day. An employee will not earn an additional Personal Holiday until they have used their Personal Holiday from a prior year.

CONTINUATION OF MEDICAL, DENTAL AND VISION INSURANCE

At the beginning of a leave of absence, an Employment Services Representative will explain options for continuance
of medical, dental and vision insurance. Refer to Section V, Coordination with Workers' Compensation or State Disability Insurance (SDI) payments. Employees may elect to discontinue any of the insurance coverage during their leave. The employee will be reinstated to insurance coverage effective the first of the next month upon returning to work.

COBRA

COBRA provides eligible employees and certain family members the right to continue health care coverage at their expense under the Foundation's group health plans. The right to continue such coverage will arise when specific events occur that would normally result in the loss of coverage. Such qualifying events include the resignation, termination, divorce or legal separation, end of child dependent status, death of an employee, or a reduction in an employee's hours. Please discuss your specific situation with Employment Services.

SECTION 7
EMPLOYEE DEVELOPMENT

EDUCATION ASSISTANCE PROGRAM

Employees employed by the Foundation for at least twelve months in a benefited position are eligible to receive benefits under this program. Full time employees paid from contract or grant funds and campus programs are encouraged to participate in the Education Assistance Program if funds can be provided by the sponsoring agency or sufficient funds are available and approved through the respective department.

Any employee who is eligible to receive benefits under this program may transfer their benefit to a qualifying dependent. For additional information please refer to Policy #207 on the Foundation’s website.

SEMINARS, LECTURES AND TRAINING PROGRAMS

It is often desirable for employees to attend training programs, seminars, conference, lectures, meetings or other outside activities for the benefit of the Foundation and/or the individual employees. Attendance at such activities may be required by the Foundation or requested by individual employees. However, attendance will not be considered an officially authorized activity unless prior written approval from the respective supervisor has been provided. To obtain written approval, employees wishing to attend an activity must submit a written request to their supervisor detailing all relevant information, including date, hours, location, cost, expenses, nature, purpose and justification for attendance.

Where attendance is authorized by the Foundation, customary and reasonable expenses will be reimbursed upon submission of proper receipts. This generally includes registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with your supervisor or Financial Services in advance.

Employee attendance for authorized outside activities will be considered hours worked for nonexempt employees to the extent such hours coincide with normal work schedules, and such hours will be compensated in accordance with normal payroll practices. Attendance at optional social/networking events associated with these activities will not be considered work hours unless approved in advance by an employee's unit director.

While the Foundation encourages employees to improve their job skills and promotional qualifications, such activities are not subject to this program or reimbursement policy unless prior written approval is obtained as discussed above.

SECTION 8
PERFORMANCE EVALUATIONS

PERFORMANCE EVALUATIONS

Employees will receive performance evaluations according to their employment status. Supervisors will prepare evaluations and discuss the contents of those evaluations with the respective employee. However, employees may be asked to submit a self-evaluation to aid the process.
Regular benefited employees may be given their first performance evaluation at the completion of 90 days of service, and the second evaluation will normally be given at the end of the first year of employment. After one year of employment, performance evaluations will typically be conducted annually, on or about the anniversary date of employment with the Foundation, or the anniversary date of the most recent reclassification.

Part time and/or Student employees may receive performance evaluations at the end of the fiscal year or 30 days prior to the summer lay off. Temporary employees do not generally receive a performance evaluation due to the nature of their employment.

The purpose of the performance evaluation is to (1) evaluate and communicate the strengths and weaknesses of an employee’s performance, (2) set future performance goals, and (3) to determine the appropriate amount of pay increase or decrease based on the Merit Scale. Positive performance is expected of Foundation employees.

If an employee disagrees with any aspect of the performance evaluation, the employee is provided the opportunity to place comments on the evaluation form, or request a review of the performance evaluation at the next higher level of supervision within the Foundation.

SECTION 9

TRAVEL ON FOUNDATION BUSINESS

TRAVEL

Written approval from the unit manager and concurrence from the Executive Director of Foundation or their designee is required in order to travel on Foundation business. The Financial Services Department can provide the proper forms for reporting business related expenses or a copy of the Travel Policy. These forms are also conveniently located on the Foundation website.

Travel outside of California requires written prior approval from the Executive Director or their designee.

USE OF PERSONAL VEHICLE

The Foundation insurance policy may not cover damage or liability to personal vehicles used for Foundation business. Whenever personal vehicles are used for Foundation business, the respective employee is required to have automobile insurance in accordance with California state laws and the employee is specifically prohibited from driving their personal vehicle for Foundation business without the required automobile insurance in place.

USE OF FOUNDATION VEHICLE

An employee's motor vehicle record must be checked and cleared through the Foundation insurance company prior to operating a Foundation owned vehicle. Employees with a poor driving record and those that have not completed the required training are ineligible to drive Foundation vehicles. State employees may receive authorization to drive Foundation owned vehicles.

COMMERCIAL TRANSPORTATION GUIDELINES

Transportation expenses consist of charges for commercial carrier fares, private car mileage allowance, overnight and day parking of vehicle, and necessary tolls plus taxi, rideshare, bus or streetcar fares.

MEALS AND LODGING

Actual cost of lodging and no more than the allowable meal allowance as set by the State of California's Board of Control Office will be provided. Lodging must be at an official conference property or other accommodations available at a lower rate/overall cost.

EXPENSE/TRIP REPORTS

An employee is eligible to claim appropriate per diem expenses for every 24-hour period of travel status if the travel is more than 25 miles from employee's headquarters. Otherwise, partial day travel allowance will apply according to
the Foundation Travel Policy. If an employee is traveling on behalf of a contract or grant and the granting agency specifies in the agreement that their travel policies differ from the Foundation's, the Foundation will adhere to those policies.

A travel advance must be cleared within thirty days after the traveler's return. No additional advance for travel will be made without the clearance of a prior advance. A travel claim must account for all items of expense by the necessary receipts or support in accordance with the allowance schedule.

SECTION 10

LEAVES OF ABSENCE

BEREAVEMENT LEAVE

An employee may request up to five days of Foundation paid time off due to the death of an immediate family member. An immediate family member is defined as a spouse, registered domestic partner, the spouse's mother, father, grandmother, grandfather, grandchildren, son, son-in-law, daughter, daughter-in-law, brother, or sister. Additional family members may meet these criteria in certain instances as determined by Employment Services with approval of the Executive Director or their designee.

PREGNANCY DISABILITY LEAVE (PDL)

An employee is eligible for Pregnancy Disability Leave (PDL) from her first day on the job.

In fact, Foundation has an obligation to reasonably accommodate medical needs related to pregnancy, childbirth or related conditions, and common examples of such accommodations are provided below.

1. Temporarily modifying your work duties, providing you with a stool or chair, or permitting more frequent breaks.
2. Transfer to a less strenuous or less hazardous position (when one is available) or duties if medical needed because of your pregnancy.
3. Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee’s work area to express breast milk in private as set forth in the Labor Code.
4. Provide PDL of up to four months (the working days you would normally work in one-third of a year or 17 1/3 weeks) and return you to the same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. However, taking PDL does not protect you from non-leave related employment actions, such as a lay-off.

For PDL:

1. Once Foundation Employment Services has been informed of the need to take PDL, and we request at least 30 days advance notice except in emergencies or if the need was unforeseeable, we will request you provide a written medical certification from your healthcare provider substantiating the need for leave. Once that certification has been received by Employment Services, a written guarantee that you can return to work in your same position will be provided - upon request.
2. PDL is not for an automatic period of time but for the period of time that you are disabled by pregnancy. Your healthcare provider determines how much time you will need.
3. PDL may include such things as additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor ordered bed rest, severe morning sickness, gestational diabetes, pregnancy induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy and/or post-partum depression.
4. PDL need not be taken all at once and can be taken on an as needed basis as required by your healthcare provider, which includes intermittent leave or a reduced work schedule, all of which counts against your four month entitlement to leave.
5. PDL is unpaid leave. However, you may elect to use any accrued vacation or sick leave during PDL.
6. Your healthcare insurance will continue at the employee rates as long as you continue to make your portion of the premiums, similar to what occurs as an active employee.
7. Taking PDL can impact your seniority date, and will impact your service credit with CalPERS (if you are a CalPERS member).
For an employee to take leave under the Family Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA) immediately following PDL, she must have worked at least 1,250 hours in the past 12 months. Under PDL, as with FMLA and CFRA, the disability period begins the first day the employee is unable to perform the regular or customary work.

The Employment Services Department will explain eligibility and conditions of leave as well as how State Disability Insurance might be a benefit to an employee using PDL. There is also a briefing guideline on the Foundation’s website along with the appropriate forms. In all cases, it is prudent to discuss your specific situation with the Employment Services Department.

FAMILY LEAVE (FMLA and CFRA)

Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) are unpaid leave of absences available for all employees who meet the minimum requirements. Although there are subtle differences in these two programs, leave under FMLA and CFRA run concurrently at the Foundation.

The primary benefits of taking FMLA/CFRA is that an employee’s job is protected for a minimum of 12 weeks and the employee will remain eligible for health care insurance through the Foundation’s group plans. A short description of the eligibility requirements and other relative information is presented below:

- In order to be eligible for leave under FMLA/CFRA, an employee must have worked for the Foundation for at least 12 months and must have provided at least 1,250 hours of service during that 12-month period prior to beginning their leave.
- Generally, approved reasons for FMLA/CFRA include (1) birth of a child or placement of a child with the employee for adoption or foster care; (2) to care for a spouse, child or parent who has a serious health condition; or (3) for the employee’s own serious health condition if the employee is unable to perform their essential job functions.
- The maximum combined duration of FMLA/CFRA is 12 weeks in a 12-month period. Computation of the leave period starts with the first date covered after leave begins.

The Foundation's Family and Medical Leave of Absence Policy explains additional eligibility and policy conditions, such as definition of spouse, child and parent; benefits during leave, coordination of benefits (vacation/sick leave); notice requirements, medical certification, and reinstatement. Contact the Employment Services Department for a complete copy of this Policy.

IMPORTANT NOTE: Any employee who does not return to work on or before the expiration of their FMLA, CFRA, or PDL leave will typically be separated from employment.

PAID FAMILY LEAVE (PFL)

Paid Family Leave (PFL) is a benefit provided through the California Employment Development Department. Benefits from this program are designed to assist an employee with balancing workplace demands and family care needs, and covers all employees who are covered by State Disability Insurance. PFL has qualifying requirements and does not offer job protection at the Foundation. This program pays a portion of the employee’s weekly salary for up to eight weeks within a 12-month period. Contact the Employment Services Department for more information on this program, or visit the EDD website.

VICTIM OF DOMESTIC VIOLENCE LEAVE

The Victims of Domestic Violence Employment Leave Act provides an unpaid leave of absences of up to 12 weeks for employees who are victims of domestic violence. In order for eligibility under this program, an employee must have been involved in a judicial action, such obtaining restraining orders, or appearing in court to obtain relief to ensure the employee’s health, safety or welfare, or that of the employee’s child.

To take leave under this policy an employee must provide notice and certification to the Employment Services Employment Services Department by one of the following methods:

a) a police report indicating that the employee was a victim of domestic violence
b) a court order protecting or separating the employee from the perpetrator of an act of domestic violence
c) other evidence from the court or prosecuting attorney that the employee appeared in court
d) documentation from a medical professional, domestic violence advocate, health-care provider or counselor indicating the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence

The Employment Services Department will explain eligibility and conditions of leave on an individual basis.

VICTIMS OF CRIME LEAVE

An employee who is a victim, or who is the family member of a victim, of a violent felony or serious felony may take time off from work under the following circumstances: the crime was a violent or serious felony (as defined by law), or when the employee is the victim of a crime, or when an employee is an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. An immediate family member is defined as a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

WITNESS SUBPOENA

If an employee is subpoenaed as a witness for The California State University System or the Cal Poly Pomona Foundation, Inc., the employee is paid their regular salary. All court fees (except travel and/or subsistence) received by the employee are to be reimbursed to the Foundation. When an employee is requested to appear in court for personal reasons, vacation leave must be used for the time off.

MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) provides rights to military personnel including the right to take military leave, and reemployment and benefit related rights. To verify eligibility under this program, an employee should provide a copy of the military orders and verification the active duty was served. Please contact Foundation Employment Services for complete information related to employer and employee requirements for military leave.

PERSONAL LEAVE

A request for an unpaid personal (non-medical or non-work related) leave may be submitted in written form to the respective unit manager for consideration. Attendance records, length of employment, and needs of the department, among other factors, will be considered on a case-by-case basis in determining approval or denial of such requests. A completion of a “Request for Leave of Absence” form is required and all available vacation time must be used before any type of unpaid leave will be approved.

ORGAN OR BONE MARROW DONOR

An employee desiring to donate bone marrow or an organ to another person may have up to five days of paid sick or vacation time for bone marrow donations. Up to 30 paid days are available to an employee for an organ donation, of which the first 14 days will be deducted from any earned and unused sick or vacation time. Please discuss your specific situation with Employment Services prior to making any medical arrangements as restrictions do apply.

SECTION 11

TERMINATIONS AND REDUCTIONS IN WORK FORCE

All employment with the Foundation is at-will and can be terminated at any time, with or without cause or prior notice by either the employee or the Foundation.

LAYOFF (REDUCTIONS IN WORK FORCE)

Under some circumstances the Foundation may need to restructure or reduce its work force. If it becomes necessary to restructure our operations or reduce the number of employees, the Foundation will provide advance notice, if possible, to help minimize the impact on those affected. Generally, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff.
In determining which employees will be subject to layoff, the Foundation will take into account, among other things, unit operational requirements, the skill of each individual impacted, their respective productivity, ability/knowledge, and past work performance and, where feasible, the employee's length of service.

The Foundation's Layoff Policy, Policy #208, outlines specific procedures to be followed. The Policy is designed to help provide stability of employment within the limits of projected financial resources and the service needs of the campus community. Complete information to this policy may be obtained from the Employment Services Department.

SEASONAL/TEMPORARY LAYOFF

During the summer, extended break periods and other times employees may be placed on "temporary layoff". These layoffs are based on work available, the skills and qualifications needed for the available work and length of service.

Those employees eligible for medical, dental and vision benefits will continue to be eligible for group coverage under the Foundations programs during the seasonal/temporary layoff. Employees are required to continue to pay their portion of any monthly premiums for continued coverage. An employee's accrued vacation time and personal holiday will be used during periods of temporary layoff. Vacation time or sick leave does not accrue during periods of layoff.

JOB ABANDONMENT

Failure to report to work on any scheduled day or during any scheduled period is unacceptable, and unless later excused, will result in disciplinary action. An absence of three scheduled workdays or more constitutes job abandonment and is considered a voluntary resignation.

All Foundation owned property, keys, uniforms, identification badges, parking permits, etc. must be returned immediately upon separation of employment.

RESIGNATIONS

The Foundation requests a written notice of resignation be provided to an employee's supervisor at least two weeks before their last day of work. The notice should state the last day the employee will be working and the reason for leaving.

All Foundation owned property, keys, uniforms, identification badges, parking permits, etc., must be returned on the last day of employment or sooner if requested by the Foundation. A "Separation Clearance" Form should be completed and signed during the exit interview with the Employment Services Department.

SECTION 12

WORKPLACE CONSIDERATIONS

SMOKE FREE WORKPLACE

Smoking is prohibited on all university property, indoors and outdoors, as well as in all Foundation facilities and vehicles. Violation will result in disciplinary action up to and including citation and/or termination.

ILLNESS AND INJURY PREVENTION PROGRAM

Every employee is responsible for the safety of him/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must always stay vigilant and follow policy. To help promote the concept of a safe workplace, the Foundation maintains an Injury and Illness Prevention Program (IIPP). The IIPP is available for review in each work location and is posted under the Employment Services section of the Foundation’s website.

Any work-related injury, illness, or unsafe condition must be reported to the employee’s supervisor immediately. Unless it is an emergency, a "Medical Service Order" signed by the supervisor must be taken to the medical facility in order to receive treatment.

To return to work the employee must have a release from a physician and must follow any work restrictions until authorized to return to full duty.
The employee is expected to keep the Employment Services Department informed of the progress of the injury.

**DRUG AND ALCOHOL ABUSE PROGRAM**

The Foundation is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the Foundation. 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 Foundation to the risks of property loss or damage or injury to other persons.

Furthermore, the use of certain prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's ability to contribute to the success of the Foundation.

The following rules and standards of conduct apply to all employees while on the Cal Poly campus or during the workday (including meals and rest periods). The following are strictly prohibited:

- Possession of, use of or being under the influence of alcohol, illegal drugs or controlled substance while on the job.
- Driving a Foundation vehicle while under the influence of alcohol, illegal drugs or controlled substance.
- Distribution, sale or purchase of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated. The Foundation also may bring the matter to the attention of appropriate law enforcement authorities.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Foundation property will not be tolerated because such conduct, even though off duty, reflects adversely on the Foundation.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

**SOLICITATION AND DISTRIBUTION OF LITERATURE**

In order to ensure efficient operation of our business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature on the campus. The Foundation has established rules applicable to all employees governing solicitation, distribution of written material and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee, who is in doubt concerning the application of these rules, should consult with his or her supervisor immediately.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Non-employees are not permitted to solicit or to distribute written material for any purpose on Foundation managed property unless approved by the Executive Director.

The above policy does not apply to activities permitted under the National Labor relations Act, official materials produced by professional associations of which the Foundation is an active member, or causes directly associated with the university.

**KEYS**

Employees must follow security policies and procedures regarding all keys issued to them. The loss or misplacement of a key must be reported immediately and may result in replacement costs.

On the last day of employment, an employee must return all keys to the Employment Services Department.

**PHOTO IDENTIFICATION**

Unless otherwise notified, all employees are required to have a Cal Poly Bronco ID Card. ID cards are useful for borrowing books or other materials from the library, purchasing discount tickets for various venues, utilizing a meal plan, and spending available Bronco Bucks. ID cards are issued by the Admissions and Outreach Department (Enrollment Services). Please contact Enrollment Services at fdnhr@cpp.edu or extension 4811 for a current
schedule. On the last day of employment, an employee must return their Bronco I.D. to the Employment Services Department or reporting manager.

PROPERTY, SECURITY, PRIVACY AND SEARCHES POLICY

Desks, storage areas, work areas, lockers, file cabinets, credenzas, all computer systems/hardware, office telephones, certain cell phones such as those provided by Foundation, transmission radios, fax machines, copiers, Foundation owned vehicles, and all other Foundation property must be used and maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes except as provided in this policy. The Foundation reserves the right, at all times, and without prior notice, to inspect and search any and all Foundation property for the purpose of determining whether this policy or any other Foundation policy has been violated or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. At least two employees must be present during any inspection.

The Foundation's computer systems and other technical resources, including any voicemail, E-mail, or Internet access, cell phones, printers, tablets, smart devices and the like, are provided for the use in the pursuit of the Foundation’s business and are to be reviewed, monitored and used only in that pursuit, except as provided in this policy. As a result, computer data, voicemail and E-mail are readily available to numerous persons. If, during this course of your employment, you perform or transmit work on the Foundation’s computer systems or other technical resources, your work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the Foundation.

The Foundation recognizes that employees may occasionally find it necessary to use the Foundation’s telephones for personal business. Such calls must be kept to a minimum and must be made only during break or lunch periods. All personal calls out of the local zone area and out-of-state telephone calls must be reported to your supervisor in a timely manner and charges remitted promptly. Each individual unit may have more specific policies or procedures in addition to this general policy.

Employees of the Foundation are not permitted to use Foundation's equipment for non-Foundation purposes without permission from their direct supervisors. The employee has no right of privacy as to any information or file maintained in or on the Foundation’s property or transmitted or stored through the Foundation’s computer systems, voice mail, E-mail, Internet access or other technical resources. For purposes of inspecting, investigating or searching employee’s computerized files or transmissions, voice mail, or E-mail, Internet access or any other technical resources, the Foundation may override any applicable passwords or codes in accordance with the best interests of the Foundation, its employees, its clients, customers and visitors, all Foundation documents and communications are the property of the Foundation and may be reviewed and used for purposes that the Foundation considers appropriate.

Only Foundation employees may access files or programs, whether computerized or not, that they have permission to enter. Prior authorization must be obtained before any Foundation property may be removed from the premises. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of the Foundation, or improper use of information obtained by authorized or unauthorized means, may be grounds for disciplinary action, up to and including discharge.

SECURITY CAMERAS

Security cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Security cameras are placed in various locations throughout Foundation and serve three main objectives:

1. Personal Safety: We capture video and store it on a remote device so that if something unsafe or inappropriate occurs, the video may capture details of the event and thereby assist toward understanding what transpired and/or to assist in an investigation.

2. Property Protection: We will capture video and store it on a remote device so that if property is reported stolen or damaged, the video may provide a record of events to assist in the investigation.
Common examples of where security cameras will be placed include seating areas for customers, entryways, sales areas and where cash is handled.

3. Routine monitoring: There may be live video stream in areas which may be monitored by an authorized staff member during operating hours.

Guidelines:
- Information obtained from the cameras will be used for law enforcement purposes, University judicial functions and customer insight and analytics.
- Cameras will be located to limit intrusions to personal privacy. No audio shall be recorded.
- Bathrooms and/or dressing rooms will not be monitored by security cameras.
- Cameras may be used to monitor cashiers and sales transactions.
- Typically, video camera installations will be visible.
- All recording or monitoring of activities of individuals or groups will be conducted in a manner consistent with University policy, and state and federal law.
- All individuals with access to security cameras must be pre-approved and shall only utilize the system for work purposes. All applicable legal, ethical, and policy rules must be followed when using monitoring equipment
- Requests for video footage, and questions about this policy, should be directed to the respective unit Director.
- Breaches of this policy may result in disciplinary action, in accordance with applicable employment standards.

VOICEMAIL, E-MAIL, WEB CONFERENCE, AND COMPUTER DATA STORAGE SYSTEMS

The following are guidelines for all computer equipment including voicemail, E-mail, web conferencing services, computer systems usage and other electronic equipment, as well as an advisory concerning Foundation’s access to and disclosure of messages and information stored on these systems.

All above listed equipment used by the Foundation are provided solely to further the Foundation’s business operations in conjunction with California State Polytechnic University, Pomona. These systems and the information stored thereon are owned and belong to the Foundation. Although employee passwords may be used for company-oriented security reasons, the use of such passwords is not intended to assure employees that communications generated by or stored on these systems will be kept confidential. The Foundation maintains the right to access these systems and to retrieve information stored thereon at any time, and all employee passwords must be made known to the Foundation upon demand. Passwords/pass codes are the property of the Foundation and should be kept to work-appropriate language. These systems should not be used for personal communications.

Once again, employees should keep in mind that messages and all other data stored on the Foundation’s voicemail, E-mail, web conferencing, and computer systems are subject to access by the Foundation at any time, and is not to be considered confidential or private. We ask you to exercise good judgment in using these systems.

The appropriate use of the Foundation’s voicemail, E-mail, web conferencing, computer systems and other electronic equipment are as follows:

- Voicemail, E-mail messages, web conference recordings, and other computer-stored data are considered business records and can be subpoenaed (and electronically retrieved, even after you “delete” them). Therefore, nothing should be included that you would not consider putting in a memo format.
- Employees should delete unwanted voicemail and E-mail messages as soon as practical and should log off when not using the computer system.
- Employees should exercise good judgment in the use of E-mail distribution lists; these lists are developed for the convenience of the addresses and unnecessary or frivolous messages should not be sent, thereby cluttering up user screens.

Although it is not possible to provide an exhaustive list of all types of misuse of company property, the following are some examples in which company property must not be used:
Any illegal, discriminatory, threatening, harassing, abusive or offensive comments.

Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.) or any activity that is inconsistent with Foundation goals and mission statement.

Anything in conjunction with commercial ventures, religious or personal causes or other similar non-job-related solicitations.

Anything relating to such materials considered obscene, in poor taste, sexual, racial or pornographic, including downloading or forwarding of same.

Messages relating to defamatory remarks.

Messages related to political issues (i.e., encouraging or advocating a certain position, bill, etc.) unless there is a compelling business reason - prior approval for such messages (and their planned distribution list) must be obtained from the Executive Director of the Foundation.

Messages or other communications violating a company policy or contrary to supervisory instructions.

Gossip, including personal information about yourself or others, or forwarding messages under circumstances likely to embarrass the sender.

Personal announcements (items for sale, requests for roommates, etc.), or other messages not related to Foundation business.

Any violations of these guidelines for use or other provisions of this policy may result in disciplinary actions, up to and including possible termination.

As previously noted, the Foundation’s voicemail, E-mail, computer systems and other electronic equipment are provided to facilitate the conduct of its business. All messages and other communications generated through and/or stored on these systems are considered business records. Employees who use the voicemail, E-mail, and/or computer systems should understand that information stored on these systems cannot be considered confidential or private. The Foundation reserves the right to access any voicemail, E-mail and other computer-stored information at any time in the service of its legitimate business interests.

Employees should understand that the “delete” function of the Foundation’s voicemail, E-mail and/or computer systems does not necessarily “make the message or other information disappear.” While deletions may occur at the user level, copies may remain on one of the system back-up files.

Under certain conditions, employees will need to communicate with clients and other external users via voicemail, E-mail and/or on the Internet. Employees are cautioned to exercise an additional level of discretion and sound judgment when communicating with third parties via these systems.

UNIFORM AND EQUIPMENT ISSUANCE AGREEMENT

Uniforms (i.e., specific hats, shirts, aprons, etc.) or equipment items may be provided by the Foundation to employees in certain working areas. Uniforms of a selected type may be provided at no cost to the employee when the employee is required to wear such specific items. Other company of departmental dress code requirements will be the responsibility of the employee. It is also the employee's responsibility for the maintenance, laundry and/or care of uniforms. Uniforms must always be kept neat and clean, and all equipment must be kept in working order.

For employees who are CalPERS Classic members, $4.50 will be reported to CalPERS as “Special Compensation” on a pay period basis. For additional information please contact Employment Services.

Employee will be asked to review and sign the Uniform and Equipment Issuance Agreement upon receipt of uniform and/or equipment items. This Issuance Agreement explains procedures for replacement of lost, destroyed or damaged uniforms or equipment, replacing of normal wear and tear items, cleaning and caring of articles and returning of items upon separation where applicable.
SECTION 13
STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee is a representative of the Foundation. It is important for employees to use common sense in their dress and appearance as they are expected to always present a positive and professional image. Each employee must report to work properly groomed and wearing appropriate business clothing in a manner that is consistent with their responsibilities. Avoid clothing that might create a safety hazard, is a distraction in the workplace, or is offensive to others.

Divisional Directors may develop specific Unit Standards related to their operations (i.e., uniforms, customer service, electronic devices, grooming, etc.). These standards are an addition to Foundation Standards that govern all divisions. Divisional management will communicate these standards to new employees during the orientation process. Employees are required to follow with the Unit Standards established for their division/department and may not begin working until fully compliant. Management may allow employees to begin work after they have rectified any compliance issues. An employee’s repeated failure to meet Foundation or Unit Standards is cause for disciplinary action, up to and including termination.

If an employee is in dispute with the unit manager’s determination, the employee may appeal to the Chief Employment Officer, or Executive Director or his/her designee for a final determination.

CUSTOMER RELATIONS

The Foundation exists to provide services to campus customers. All employees are expected to be polite, courteous, professional, prompt and attentive to every customer.

Our customers are defined as students, employees of the University, the general public and co-workers of the Foundation. When a situation arises where the employee does not feel comfortable or capable of handling any problems that might arise, the supervisor should be contacted immediately.

ACCOMMODATION FOR NURSING MOTHERS

Foundation provides a reasonable amount of break time to accommodate an employee’s need to express breast milk for the employee’s infant child. The Foundation will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee’s work area for the employee to express milk in private. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water and a refrigerator for storing breast milk.

REPORTING ABSENCES OR TARDINESS

If an employee is unable to report to work, or when an employee expects to be more than 15-minutes late, that employee must notify their supervisor or designee. Such notice should be given as far in advance as possible so that the supervisor can obtain a replacement or reschedule the department’s work.

Employees also must inform their supervisor of the reason and expected duration of any absence. In those rare cases when an employee is unable to reach their immediate supervisor, they should contact their next level supervisor, designated manager on duty, or director.

Unforeseen absences due to emergency’s or other uncontrollable circumstances must be reported as soon as possible along with an estimate on when the employee expects to return to work. In cases, where more than one day absence occurs, an employee is required to provide a daily status to their supervisor.

Planned absences must be arranged in advance and approved by your supervisor. All absences are subject to supervisory approval.

Instances of failure to call-in may be grounds for corrective discipline and can result in termination of employment.
If an employee fails to report for work without any notification to the employee’s supervisor for a period of three consecutive working days, the Foundation will consider that employee as resigned without notice as of the close of the business on the third day.

An employee’s supervisor may provide more detailed Unit Standards for reporting absences according to procedures established by the respective department/division. Employees will be provided with these standards for reporting absences or tardiness during their unit orientation.

**ATTENDANCE AND PUNCTUALITY**

Employees are expected to be punctual and adhere to their schedule. Tardiness and unplanned absences are problematic for co-workers and often negatively impact the services we provide to our customers.

Employees are expected to report to work fully prepared for their job duties by the beginning of their scheduled shift. Employees are also expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized Foundation business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Tardiness may not be “made up” by adding time onto the end of a scheduled shift or onto another day. Excessive absenteeism (unexcused) may be grounds for corrective discipline and/or up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis.

An employee’s supervisor may provide more detailed Unit Standards regarding attendance and punctuality according to procedures established by the respective division/department. Employees will be provided with the Unit Standard for attendance and punctuality during their unit orientation process.

**CHILDREN IN THE WORKPLACE**

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief planned in a fashion that limits disruption to the workplace and takes place in public areas. While children are in the workplace, they must always be directly supervised by the host/parent. Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. If frequency, length or nature of visits become problematic, the employee will be advised of the situation and will be expected to take corrective action.

**CONFIDENTIALITY/TRADE SECRETS**

Those employees having access to confidential information and trade secrets have an obligation to safeguard all such information obtained in connection with his/her employment. Each employee is responsible to safeguard such information and in no way reveal or divulge any such information except when it is necessary to do so in the performance of their job duties. Access to confidential information and trade secrets should be on a “need-to-know” basis and must be authorized by management. It is everyone’s responsibility to take due care in securing confidential information and trade secrets. Any attempts of bribery must be reported immediately to the Employment Services Director or the Executive Director. Any breach of this practice can lead to disciplinary action including termination.

**CONFLICT OF INTEREST**

Situations of actual or potential conflict of interest are to be avoided by all employees. Any type of involvement with a competitor, supplier or subordinate employee of the Foundation, which impairs an employee's ability to exercise good judgment on behalf of the Foundation, creates an actual or potential conflict of interest.

An employee involved in any of the types of relationships or situations described in this policy which creates a real or perceived conflict of interest should immediately and fully disclose the relevant circumstances to his/her immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Foundation may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action including termination of employment.
PROHIBITED CONDUCT

Like all organizations, the Foundation requires order and discipline to succeed and to promote efficiency, productivity and cooperation among employees. For this reason, it may be helpful to identify some further examples of types of conduct that are impermissible and that may lead to disciplinary action, including termination of employment. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some common examples:

- Theft, dishonesty, including fraudulent or destructive use of Foundation or University property.
- Fraud in securing Foundation employment.
- Falsification of time records.
- Falsification of individual's application required by the Foundation.
- Conviction of any felony under Federal or California State Law.
- Unsatisfactory performance.
- Excessive or unauthorized absences or tardiness.
- Insubordination (failure to recognize or accept the authority of a manager or administrator).
- Fighting, intimidating, threatening other persons or provoking such action.
- Physical or mental unfitness for the position.
- Unsafe or hazardous work actions.
- Violation of unit or Foundation policies or procedures.
- Bearing of firearms or other weapons while on campus.
- Making threats or engaging in violent activities.
- Any action that affects the welfare of other employees or the service of the Foundation.
- Frequent or repetitive non-compliance with Foundation or Unit (divisional/departmental) Standards.

It should be remembered that employment continues only upon the mutual consent of the employee and the Foundation. Accordingly, either the employee or the Foundation can terminate the employment relationship at will, at any time, either with or without cause or advance notice.

DISCIPLINARY ACTION

Disciplinary action may consist of verbal warning, written warning, suspension and/or immediate discharge, or any combination of these steps, depending on the specific situation. For example, in one situation a verbal warning is appropriate and given to the employee, while in another situation, no verbal warning is given but instead, the employee is immediately suspended.

BUSINESS CONDUCT AND ETHICS

No employee may accept a personal gift or gratuity having a value of more than $25 from any vendor, supplier or other person doing business with the Foundation as it may give the appearance of influence regarding their business decision, transaction or service. Employees who may receive premiums, samples or free specials as a result of buying or business activities is required to turn such items over to their unit manager for disposition.

Expenses paid by such persons, vendors or suppliers for business trips or any other item of value must be discussed with Foundation senior management in advance of receipt. Vendors, suppliers and all other persons doing business with the Foundation should be advised of this policy against the receipt of gifts or gratuities.

The Foundation’s Ethics Policy is based on three fundamental elements: (1) to create and maintain a culture of honesty and high ethics, (2) to evaluate the risks of fraud and implement the processes, procedures and controls needed to eliminate or reduce the opportunities for fraud, and (3) to develop an appropriate oversight process. It is the responsibility of the entire Foundation management team to implement and monitor these activities. A complete copy of the Foundation’s Ethics Policy may be obtained by viewing it on the Foundation's website.

WORKPLACE VIOLENCE

(Zero Tolerance)

The Foundation is dedicated in providing a safe workplace for all employees and the campus community. The Foundation and the University have a zero tolerance for all threats or acts of violence. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. The complete policy is available on the Foundation's website.
Any potentially dangerous situations must be reported immediately to a supervisor or the Employment Services Department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Foundation will actively intervene at any indication of a possibly hostile or violent situation.

Employment Services takes reasonable risk reduction measures by conducting background investigations and reference checks on new full time employees to help reduce the risk of hiring individuals with a history of violent behavior.

The Foundation participates in the University’s proactive program in establishing a climate in which individuals know how and when to respond to the threat of violence.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment, expulsion from the University or civil or criminal prosecution, as appropriate. Non-employees engaged in violent acts on the campus will be reported to the proper authorities and fully prosecuted.

**NO HARASSMENT OR DISCRIMINATION**

(Zero Tolerance)

**General Overview**

Everyone deserves to be treated with respect. The Foundation takes unlawful harassment and unlawful discrimination seriously and encourages individuals to report any incidents to their supervisor or the Chief Employment Officer. No employee shall be discriminated or retaliated against in any way by the Foundation for reporting incidents of this nature.

If unlawful harassment or unlawful discrimination occurs, when possible, confront your harasser and try to persuade him/her to stop. If the person refuses to stop, report the complaint directly to the Chief Employment Officer at 909-869-2958.

Employment Services will investigate all such incidents and recommend necessary action, including discipline. The Board approved policies are 209 and 211 and are available on the Foundation’s website.

**NONDISCRIMINATION POLICY**

The Foundation is committed to creating an atmosphere of equity and inclusivity by providing equal opportunity for all, regardless of race, color, national origin, gender, age, marital status, religion, disability, sexual preference or veteran status. The Foundation’s policy addresses equal opportunity in employment and recruitment. See Policy #209 for additional details.

The Foundation does not discriminate on the basis of race, color, national origin, gender, physical disability, sexual orientation, or veteran status in any of its programs or activities it conducts.

Persons who are aggrieved may pursue a complaint or seek information by contacting the Chief Employment Officer, 909-869-2958, or the Foundation Executive Director.

**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

Foundation will not discharge or in any other manner discriminate against current employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other Foundation employees or applicants as a part of their essential job functions (such as those employees who have administrative privileges in the payroll system, or any employee working in Employment Services) cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the Foundation, or (c) consistent with the Foundation’s legal duty to furnish information.
HARASSMENT/SEXUAL HARASSMENT

Sexual harassment refers to the unwanted imposition of sexual attention usually in the context of a relationship of unequal power, rank or status, as well as the use of one's position of authority in the Foundation to bestow benefits or impose deprivations on another. This applies equally to all employees, students and managers at the Foundation. Harassment includes verbal, nonverbal and/or physical conduct that has the intent or effect of unreasonable interference with individuals' or groups' work performance. This may also include actions that create an intimidating, hostile or offensive working environment. Men and women can be the victims of sexual harassment. Discrimination on the basis of sex is prohibited by Title VII of the Civil Rights Act as well as California laws. Sexual harassment is a violation of Section 703 of Title VII. Review Policy #211 for additional information.

RACE, COLOR AND NATIONAL ORIGIN

The Foundation complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964 as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the Foundation.

DISABILITY

The Foundation does not discriminate on the basis of disability in treatment or employment in its programs and activities. Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. The Chief Employment Officer or designee has been designated to coordinate the efforts of the Foundation to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to the Chief Employment Officer at 909-869-2958.

If any employee has special needs as addressed by the Americans with Disabilities Act (ADA), please contact the Chief Employment Officer at 909-869-2958; reasonable efforts will be made to accommodate your special needs.

Employees who believe they have been subject to unlawful harassment or unlawful discrimination under any of the above areas should contact the Chief Employment Officer, 909-869-2958, or the Foundation Executive Director.

WHISTLE BLOWER PROTECTION

Foundation employees are prohibited from engaging in any improper governmental activities or activities that create significant threats to the health and/or safety of the campus community in the performance of their work duties. Foundation employees and applicants for Foundation employment should be free to report waste, fraud, abuse of authority, violation of law or threat to public health at the Foundation without fear of retribution. No individual who makes a protected disclosure or participates in an investigation concerning allegations of improper governmental activity or the existence of a condition that may significantly threaten the health or safety of employees or the public shall for that reason be subjected to personnel action in addition to any penalty or civil liability provided by law. Employees or applicants for employment who believe that they have suffered reprisal, retaliation, threats, coercion or similar acts for having made a protected disclosure may file a written retaliation complaint with their supervisor, manager or directly with the Foundation Employment Services Department at extension 2958, 2953 or 4378. The complaint alleging retaliation must be signed by the complainant and contain a sworn statement that the contents of the written complaint are true or believed by the complainant to be true, under penalty of perjury.

COOPERATION DURING AN INVESTIGATION

Although uncommon, it can become necessary for any employee to become involved in an internal investigation regarding a suspected policy violation. At all times, all Foundation employees have a “duty to cooperate” in any Foundation related investigation. In the unlikely event an employee fails to cooperate in any such investigation, or where an employee gives false or misleading information, or impedes the investigative process, the employee may become subject to disciplinary action, which could include a wide range of actions up to and including a separation from employment.
SECTION 14

CONFLICT RESOLUTION

The Conflict Resolution Policy, Policy #206 as posted on the Foundation’s website, provides employees with a formal procedure for the resolution of problems arising in the course of their employment in a fair and orderly fashion if such problems cannot be resolved informally.

Conflict Resolution Steps:
1. The employee should first discuss the problem with their immediate supervisor.
2. If the meeting does not resolve the problem, the problem should be **stated in writing** to the immediate supervisor. The supervisor will respond in writing.
3. If the employee is not satisfied with the supervisor’s written response, the employee may appeal in writing to the next level of authority up to and including the Executive Director.

SECTION 15

PERSONNEL RECORDS

RIGHT TO REVIEW

Employees have a right to inspect certain documents in their personnel file - in the presence of a Foundation Employment Services Representative at a mutually convenient time. A written request should be presented to a representative of the Employment Services Department to review records. Copies of documents are not permitted with the exception of documents that have been previously signed by the employee. An employee may add their version of any disputed item to the personnel file.

EMPLOYEE REFERENCES OR VERIFICATIONS

All requests for references or employment verifications must be directed to the Employment Services Department. No other manager, supervisor or employee is authorized to release references or employment verifications for current or former employees.

Generally, the Foundation’s practice relating to references or employment verification for current or present employees is to confirm the employee’s name, position title, dates of employment, rate of pay and whether or not the employee is eligible for re-hire.

This policy is not intended to interfere with the ability of a unit manager to issue letters of reference when requested by individual current or former employees. Letters of reference, if so written, are voluntary and should not be written on Foundation letterhead unless approved to do so by the Executive Director.

CHANGE OF PERSONAL RECORD INFORMATION

It is each employee’s responsibility to update their personal information whenever a change of address, telephone number or other important personal information has been changed. All active employees may access the payroll system to update their personal information.
SECTION 16
RECREATIONAL ACTIVITIES AND MISCELLANEOUS PROGRAMS

The Foundation or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

403(b) TAX DEFERRED ANNUITIES

Employees may participate in the Foundation’s 403(b) plan. Funds withheld in a 403(b) are not taxed as income until it is withdrawn (usually at retirement). If an employee is interested in participating in a 403(b) or would like more information, please contact Employment Services or visit the Foundation website.

457(b) PLANS

All employees (except student employees) are permitted to elect pre-tax payroll contributions at their discretion as soon as they become employed with Foundation. If an employee is interested in participating in a 457(b) or would like more information, please contact Employment Services or visit the Foundation website.

AFLAC
(Regular Benefited Employees ONLY)

The AFLAC program allows eligible employees to enroll in two Flexible Spending Accounts and a variety of supplemental employee benefits plans. AFLAC’s Flex One cafeteria plan (un-reimbursed medical expenses) allows an employee to set aside pre-tax dollars to use for specific un-reimbursed medical, dental and vision expenses. Additionally, the Flex Spending Account provides for a dependent care account to permit an employee to set aside pre-tax dollars to use for dependent care expenses.

AFLAC also offers eligible employees other supplemental plans including Personal Accident Expense Plan, Personal Short-Term Disability Plan, Personal Cancer Indemnity Plan, Personal Hospital Intensive Care Plan, Voluntary Indemnity Plan, Life Assurance, and Specified Health Event Policy. Open enrollment is held during the month of November each year and plans are effective January through December. For a complete description of AFLAC Plans, please contact the Employment Services Department.

USE OF CAMPUS FACILITIES

Employees may use any public campus dining facilities including Campus Center Marketplace, Bronco Student Center, CenterPointe Dining Commons, Innovation Brew Works, various Cafés, and Kellogg West Restaurant (discounts may apply). Kellogg West Hotel & Conference Center, the Bronco Bookstore, and all other public-facing services are also available (discounts may apply).

The University’s physical education facilities are primarily used for instructional purposes, however, they are available for use by employees, as designated by the Health, Physical Education and Recreation Department. Library services are also available to all employees who provide appropriate identification.

CREDIT UNION (Cal Poly Federal Credit Union)

All Foundation employees are eligible to join the Cal Poly Federal Credit Union. When an employee becomes a member of the Credit Union all family members of that employee then become eligible for membership. Please contact the Credit Union directly at 909-598-6548 for further information.