

ASSOCIATED STUDENTS

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE,
INC.**

**STUDENT EMPLOYEE
PERSONNEL MANUAL**

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Student Employee Personnel Manual

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Welcome to the Associated Students, California State University, Northridge, Inc. (AS). This Student Employee Personnel Manual serves as the guide for the student employee relationship.

The AS is composed of many different departments, all created to service the interest of students. Student Government (AS Senate), Children's Center, Ticket Office, Outdoor Adventures, Sustainability and Recycling, Sport Clubs, Athletic Training and Productions are all departments of AS.

About Associated Students

OUR ORGANIZATION

Associated Students (A.S.) was established on July 1, 1958, and incorporated on June 14, 1961. A.S. is a non-profit auxiliary corporation serving the students of the California State University, Northridge ("CSUN") community through a multi-million dollar budget. Its mission is to serve as:

"...the primary advocate for students at California State University, Northridge and to provide excellent and meaningful programs and services designed to create and enhance a spirited, learning-focused campus environment."

A.S. membership is composed of all regularly enrolled students, undergraduate and graduate, and its primary source of funding is from mandatory student body fees. It is the only recognized governing organization representing all CSUN students.

A.S. provides financial support for a wide variety of activities, including in-house programs such as the Children's Center which is staffed by professional teachers. A.S. also operates a Ticket Office located in the University Student Union, and it provides publicity support to A.S. programs, clubs and organizations. Recreational activities are provided through the Sport Clubs and Outdoor Adventure programs. A.S. coordinates the campus Sustainability and Recycling Program and offers lectures, concerts and other educational and entertainment programs through A.S. Productions. All general business of A.S. is conducted in the A.S. Administration suite, the Student Leadership suite and through the A.S. Accounting Office located in the southwest wing of the University Student Union. A.S. also manages its own human resources, risk management, marketing and technology support functions.

Through its officers and senators, A.S. is represented on most of the CSUN boards and committees working for the betterment of collegiate life for students. A.S. is also a member of organizations such as the California State Student Association whose purposes are to lobby for student issues in the state legislature and with the California State University Board of Trustees. Student fees and tuition, academic programs, and financial aid are some of the areas of concern for these lobby groups.

A.S. is constantly striving to enhance the role of the students in the governance process, provide organization and leadership skills to its members, and provide a balanced funding path to out-of-class learning experiences.

OUR STRUCTURE

The Executive Branch, Legislative Branch and Judicial Court

A.S. Student Leadership is divided into three branches: (1) executive, (2) legislative and (3) Judicial Court. The A.S. President, A.S. Vice President, and the A.S. Executive Director head the executive branch. In order to carry out the mission and goals of A.S., the A.S. President appoints a number of student leaders to various boards and committees. The most notable are the Chair of Finance, Chair of Personnel the Chief of Staff, and the Attorney General. Other positions include the Chair of Elections, Chair of Clubs and Organizations and the Chair of Legislative Affairs.

As part of A.S. executive branch, the A.S. Executive Director is responsible for the daily personnel function for all A.S. employees. In addition, the A.S. Executive Director provides advice and assistance to all A.S. programs and assists clubs/organizations and university programs in understanding the business policies and procedure of Associated Students. The A.S. Executive Director also arranges for general student and A.S. employee health, dental, general insurance, legal coverage, and employee retirement benefits.

The A.S. Senate (also known as the Board of Directors represents the legislative branch of A.S. The student body elects its membership of 22 senators from the academic colleges and the class standings: lower division, upper division, and graduate division. Three standing committees: Internal Affairs, External Affairs and University Affairs provide for review and formulation of all legislative action. The A.S. President and A.S. Vice President are voting members of the Senate.

A.S. also has a judiciary body called the Judicial Court. The Judicial Court comprises five students, and a member of the Senate, who are appointed by the A.S. President and confirmed by the Senate. Its primary function is to rule on constitutional issues, which may arise, from student actions, election activities, club chartering, and similar concerns. The Judicial Court is assisted by the A.S. Attorney General.

About this Personnel Manual

Two things are important to keep in mind regarding this Manual. First, this manual is intended to provide student employees with an understanding of AS's personnel policies, work rules and benefits. If you have questions about a policy or practice, please address your questions to your supervisor or AS Human Resources Manager.

Second, changes in applicable governmental regulations and/or the needs of the AS require that policies, practices and benefits change from time to time. Therefore, the AS Personnel Board and the AS Senate may amend this manual without prior notice to employees. The most current version of this manual can be found on the AS website: <http://csunas.org/students>.

This Manual is not an employment contract. Neither this Manual nor any other A.S. document, confers any contractual right or promise, either express or implied, for an employee to remain employed by the A.S. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the A.S. or you may resign for any reason at any time.

This Manual replaces all prior handbooks and manuals and it applies to all of our Student Employees. As a Student Employee of AS, you are required to read this Manual in its entirety, and to be familiar with the provisions of the Manual.

Equal Opportunity Employment Policy

AS does not discriminate against any student employee or applicant for employment on the basis of race, color, creed, religion, national origin, sex, gender, gender identity, gender expression, sexual orientation, genetic information, size, disability, medical condition, pregnancy, age, marital status, veterans' status, military status, status with regard to public assistance, or on the basis of any other legally protected category.

Right to Work

As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States of America. AS complies with applicable immigration laws, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990.

Employment Eligibility Requirements

Students must be enrolled at CSUN in order to qualify for student employment with AS. Students enrolled in the Tseng College of Extended Learning are not eligible.

A CSUN student who has completed his/her coursework may continue to work as a student employee until the day before the first day of classes of the next academic semester.

Background Checks

Depending on the requirements of specific departments and student employee positions, you may need to undergo a background check before starting employment. Your hiring manager will inform you if this step is a necessary part of your employment.

Employment Verifications

AS has a strict policy of providing only limited information to inquiries for employment verification. The only information that AS provides is your dates of employment and your position with AS. We will not reveal your salary, although if we are asked to confirm your salary, we will only say “yes” or “no” to a particular amount. AS policy prohibits us from revealing any information about why you may have left us. However, in some instances, you may want us to reveal additional information. In those instances, we require written authorization from you, permitting us to divulge such additional information.

AS will cooperate with all lawful requests for information from authorized law enforcement or local, state, or federal agencies conducting official investigations.

New Employees Orientation and Training

Your immediate supervisor is responsible for ensuring that student employees receive orientation and any necessary training needed to succeed in their positions. Orientation and training may include, but not be limited to the following:

- Orientation to the Associated Students and your department
- Harassment Prevention Training
- Position duties and how your work will be evaluated
- How to perform the tasks required of your position
- Safety in the workplace including: “Injury and Work-Related Illness Prevention Program,” “Hazard Communication Program,” “Emergency Action Plan,” and any department specific safety and emergency procedures

Student Employee Performance

Performance review

Student employees are evaluated through a written performance review and personal interview conducted by the supervisor based on the employee's performance in relation to their job description and principal duties/responsibilities. A satisfactory performance review does not guarantee an increase in salary, a promotion, or even continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of Associated Students.

Performance Review Schedule

Student Employees will receive an informal mid-year review after six (6) months of employment. The purpose of the mid-year review is to evaluate the progress of the student in their position and allow for any training options or learning developments. There will be no merit increases tied to the mid-year review. A formal evaluation will occur once the student has nine to 12 months of employment. Evaluations will be conducted depending upon when you first start working and may be eligible for a merit increase.

Position Classifications

All student employment positions have been assigned a hiring classification based on the function and complexity of the position, previous experience required, and comparable positions in the department.

Working Hours

Work Hours - Schedule

Employees are assigned a work schedule by their supervisor and are expected to begin and end their workday in accordance with their schedule. Daily and weekly work schedules may change from time to time at the discretion of AS to meet varying needs of our business. Student employees in some departments will work nights and weekend hours due to scheduling of events.

Work Hours – Break Periods

Your supervisor will outline the work hours specific for your position. Student employees are given a 30-minute to 60-minute non-paid meal break when they work more than five hours. All employees must take a meal break before the start of their fifth hour of work when scheduled to work six or more hours. Student employees are also entitled to a 15-minute rest break for each four hours of work, to be scheduled by their supervisor. For compensation purposes, the work week is defined as beginning at 12:01 a.m. on Sunday and ending at midnight on Saturday, except when specified for departmental needs.

Work Hours - Limitations

- Daily: A student employee may only work up to eight hours a day.
- Weekly: Student employees may work up to 20 hours per week during regular academic periods (first day of classes through final examinations period) and up to 40 hours per week during academic breaks (including summer, Winter and Spring break) if they are not enrolled in classes at CSUN during that break.

Reminder: Federal Work-Study student employees cannot earn more than their total Federal Work Study award, but may continue as a student employee for Associated Students.

Punctuality and Attendance

AS expects you to report to work on a reliable and punctual basis. If you cannot avoid being late to work or are unable to work as scheduled, you must contact your supervisor at least one hour before the start of your shift.

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

Time Clock Procedures (GNSA)

As an employee of AS, you will be issued information to log into our payroll system, GNSA. The time and attendance system (PeoplePro) will track the hours you work each pay period. Hours recorded will be paid on the corresponding paycheck (reference biweekly payroll schedule located on www.csunas.org). Please make sure all your time entries are accurate. Notify your supervisor immediately to correct any errors on your timecard. Altering, falsifying, and tampering with time records, and recording time on another employee's time record are prohibited and subject to disciplinary action, up to and including termination of employment.

Overtime Compensation

All overtime must be authorized in advance in written communication (paper, text or email) by an employee's supervisor. Working overtime without prior authorization may result in disciplinary action. Overtime must be recorded and submitted to payroll. Compensatory time is not permitted in lieu of overtime.

Generally, student employees receive overtime pay (1.5 times the regular rate of pay) after eight (8) hours in a workday and/or after forty (40) hours in a work week. Extra work (beyond twenty {20} hours per week) does not qualify for overtime pay unless it exceeds forty (40) hours per week.

Student Wages

Payment of Wages

Employees are paid on a biweekly basis. Paydays are every other Friday for work performed during the previous pay period ending on the Saturday before payday. When pay day falls on a holiday, every attempt will be made to have checks available on the closest working day prior to the pay day. Paychecks are available for pick-up in the Associated Students Administrative Suite, USU 100. If you have direct deposit, your pay stub will be available online.

Payroll Deductions

A student employee may have many items deducted from your pay. These include the normal deductions for tax purposes – Federal Withholding, State withholding, and CA Disability (SDI). Since AS is classified as a 501(c) (3) non-profit corporation, student employees are exempt from FICA (Social Security/Medicare) and FUTA (Federal Unemployment tax) while they are actively enrolled at CSUN. Students covered under the FICA exemption may work in a part-time capacity, up to, but not in excess of 20 hours per week during periods when classes are in session (both undergraduate and graduate students). This restriction changes to 40 hours per week during recess periods when classes are not in session (winter and spring breaks). Summer employment is subject to FICA unless the student is taking classes here at CSUN. Graduating students may still work as a student assistant up to the beginning of the next regular semester (fall or spring).

Eligibility for Unemployment and State Disability Insurance

Student Employee wages are exempt from Unemployment Insurance, per California Unemployment Insurance Code section 642. Additionally, California Unemployment Insurance Code provides that certain employees and specific types of employment are not subject to one or more of the following payroll taxes: Unemployment Insurance, Employers Training Tax, State Disability Insurance, and Personal Income Tax.

Worker's Compensation Insurance

All employees are covered by A.S. Workers' Compensation Insurance. The cost of the insurance is borne by A.S. with no cost to the employee. The purpose of Workers' Compensation is to assist employees who have suffered a job-related injury or illness. If you are injured on the job or incur a work-related illness, please contact your supervisor and Human Resources Manager *immediately* and seek medical treatment and follow-up care as required. Reporting false claims or misrepresenting facts surrounding claims will result in disciplinary action, up to and including termination.

Concurrent Appointments

Student employees may be concurrently employed as a Student Employee, Work-Study Student Employee, and Graduate Student Employee as long as they don't exceed a combined total of 20 hours per week during a regular semester and 40 hours per week during a semester break (if they are not enrolled in classes on campus). However, student employees may not concurrently hold a staff or lecturer/faculty position or two concurrent work-study positions

Sick Leave

Student employees accrue sick leave at a rate of one hour for every 30 hours worked beginning at the employee's date of hire. Sick leave may be taken after the completion of 90 days of employment and may be taken in no less than two-hour increments. Employees must provide their Supervisor with advance notification of the need to use sick leave if foreseeable, or as soon as practicable. Employees requesting to use sick leave must complete input the time in PeoplePro.

Unused sick leave accrual will carry over year to year but total accrual will be capped at a maximum of 48 hours during the year. No further sick leave will be earned for the period in which the employee's sick leave is at the maximum.

Employee Conduct

The Associated Students, Inc. believes strongly in the ideal that students come first. It is the intention of AS to recognize and encourage high standards of performance, service, and professionalism among its elected and appointed officers, and other student leaders, volunteers and employees.

The purpose is to:

- Encourage positive employee/employer relations by providing for the fair and consistent treatment of staff;
- Ensure that all employees are aware of their obligations and the consequence of disregarding those obligations, and
- Ensure that employee misconduct is dealt with in a timely and appropriately manner.
- It is the policy of the AS that all employees conduct themselves in a professional, courteous and civil manner at all times and in all interactions. These rules apply to all employees.

Employee Dress and Personal Appearance

Personal cleanliness and neatness in appearance are recognized and appreciated in all areas of employment. Although a formal dress code is not enforced, you are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms, nametags, and/or safety equipment/clothing. Please contact your supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

Smoking

CSUN is a smoke free, tobacco free campus. Specific information about the CSUN Clear the Air initiative can be found at <http://www.csun.edu/sites/default/files/Guidelines-Smoke-Tobacco-Free-CSUN-LRC.pdf>

Drug and Alcohol Abuse

AS is committed to establishing and maintaining a drug-free workplace. To that end, AS prohibits the unauthorized use of drugs or alcohol, including but not limited to, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or controlled substances in the workplace. An employee who violates this policy shall be subject to discipline including immediate termination.

Use of AS Property

AS provides desks, computers, filing cabinets and other equipment for the use of its employees while at work. All such equipment and information contained therein, remains the sole property of AS. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, or other property of AS, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.

Keys

AS student staff may be issued keys to enter the workspace and perform prescribed duties. Supervisors are responsible of maintaining a log of keys issued to student employees, keys may not be duplicated or transferred to another individual without proper authorization.

Student employees are responsible for reporting lost keys immediately to their supervisor and file a report with CSUN Police Services. Terminating employees must return all keys before leaving.

Student Employee Property

Generally, employees should refrain from bringing personal valuables to work. If it is necessary to do so, you should keep your valuables in a secure location. An employee's personal property that is brought on to AS premises may be subject to inspection. Of course, prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be brought on to AS premises. AS is not responsible for any articles that are lost, damaged, stolen, or destroyed while on any AS work site.

Privacy and Disclosure

AS computer systems, including the use of the Internet, are provided to conduct business. All messages and other communications generated through and/or stored on AS computers are considered business records. Employees who use computer systems should understand that information stored on these systems cannot be considered confidential or private. Indeed, AS reserves the right to access or monitor any voicemail, e-mail, Internet usage or other computer-stored information at any time.

Prohibited Conduct

Employees are expected to treat each other with dignity and respect and to abide by certain rules of conduct, based on honesty, good taste, fairness, and safety. Conduct considered immoral, unethical, or illegal will not be tolerated by AS.

Although not intended to be a complete list of all types of prohibited conduct, the following are intended as examples the types conduct that will lead to disciplinary action, up to and including termination:

- Falsification of employment records, employment information, timecards or other AS or University records.
- Failure to observe working schedules, including rest and meal periods.

- Insubordination including failure or refusal to comply with the directives or instructions of a supervisor.
- Violation of any safety, health, security or policies, rules or procedures of AS or the University.
- Theft, deliberate or careless damage or destruction of any of AS or the University's property or information.
- Carrying firearms or any other dangerous weapons while on AS or the University's premises at any time.
- Failure to follow AS policies AS outlined in this Manual or any newly instituted policies.

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

Employment Relationship

Complaints Regarding Unlawful Discrimination

Employees must report every instance of unlawful discrimination or harassment to their Supervisor or to the Human Resources Manager, regardless of whether the harassment is sexual, racial, gender, etc. It is the intention of the AS to take whatever actions may be necessary to prevent, correct or discipline such behavior. As an employee of AS you play an important role in reporting of harassment.

Reporting Procedures

To report activities that are improper or activities that create significant threats to the health and/or safety of the campus community, address the employee's concern in writing to the immediate supervisor. If the employee is not comfortable addressing the issue with the supervisor, the employee is encouraged to address the issue with the AS Human Resources Manager, AS Executive Director, or Campus Compliance Officer.

Whistleblower

No individual who makes a protected disclosure or participates in an investigation may be subjected to disciplinary action. AS prohibits any and all retaliation against an employee for submitting a report or complaint of unlawful discrimination and for cooperating in any investigation.

The one exception to this policy is if the disclosure is made maliciously or is known to be false. Malicious or false allegations will be viewed as a serious disciplinary offense and may result in termination.

Operation of Vehicles

If your job requires that you drive for business on behalf of the organization, you will be required to provide a valid Driver's License and current automobile insurance before you are authorized to drive. You will also be required to pass an on-line defensive driving course and be informed of the operation of any AS vehicle you might use. In the event that the license status or driving record of any employee whose job responsibilities include driving becomes unacceptable to management or the AS insurance carrier, that employee may be restricted from driving, reassigned, suspended, or terminated, at AS discretion. Any change in license status or driving record must be reported to your supervisor immediately.

Conflict of Interest Policy

Student employees are expected to conform to appropriate conflict of interest standards established by the California Education Code (section 89909-89909), however, such persons shall retain their rights and privileges as students of California State University, Northridge. Therefore, such persons shall be allowed to maintain membership in a club or organization applying for AS or USU funding as long as they are fully in compliance with conflict of interest standards, including refraining from voting on the item. Members should report such outside memberships that may produce a potential conflict of interest.

Separation

A Separation Form will be completed by your supervisor prior to your last day of work. All property owned by AS (e.g., computers, keys, uniforms, identification badges) will need to be returned to your supervisor prior to your departure.

Voluntary Separation

Resignation, with or without notice, is voluntary separation. Two (2) weeks' written notice of resignation indicating the effective date is requested whenever possible for all employees. If your notice of resignation is received 72 hours or more from your final date, you will receive your final paycheck on the last day worked. If the notice is less than 72 hours, you will receive your final check 72 hours after notice.

Involuntary Separation

As an at-will employer, AS reserves the right to end the employment relationship at any time, with or without cause or notice. In the event your employment is terminated, your final paycheck will be provided to you on the date of termination.

Reductions in Workforce

When AS determines that a reduction in force is necessary, the decision about which positions will be retained will be determined by AS management in its sole discretion.

Exit Interviews

Employees may be asked to participate in a voluntary exit interview. This will provide closure to employment with AS and will allow AS to ensure that it has resolved various administrative

matters, answered any questions, and listened to any of the employee's comments or ideas about improving AS operations.

ANNUAL ACKNOWLEDGMENT AND AGREEMENT

ACKNOWLEDGMENT AND AGREEMENT RECEIPT OF STUDENT EMPLOYEE PERSONNEL MANUAL AND MUTUAL CONSENT EMPLOYMENT

I acknowledge that I have received a copy of Associated Students, California State University, Northridge, Inc.'s, (AS) Student Employee Personnel Manual, and I understand that it describes important information about AS. I understand that it is my responsibility to read the Manual and to abide by the rules, policies and standards set forth in it. I understand that the contents of this Manual are presented solely as a matter of information and guidance, and that this Manual is not intended to be, nor should it be viewed as, either an express or implied contract between AS and me.

I further understand that AS maintains a policy of mutual consent employment with respect to both the duration and terms and conditions of the employment relationship. This means that employment may continue so long as AS and I both agree that it should continue.

I also understand and agree that AS policy of mutual consent employment is not subject to change other than through an express written agreement signed by me and AS Executive Director.

I understand that the foregoing agreement concerning mutual consent employment status and AS's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and AS concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with AS. Finally, I understand that, except for AS policy of mutual consent employment, AS reserves the right, in its sole and absolute discretion, to change, supplement or rescind all or any part of the practices, procedures or benefits described in the Manual as it deems necessary, with or without prior notice.

Employee Signature _____ Date _____

Print Employee Name _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE