



# **Student Employee Manual**

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Welcome to the Associated Students, California State University, Northridge, Inc. (AS). Whether you have just joined our staff or have been at AS for a while, we are confident you will find the AS to be a dynamic and rewarding place to work. The employees of AS are its most valuable resource. This Personnel Manual serves as the guide for the student employee relationship. It is our intent that you become familiar with our relationship to the University, our governance, our expectations for you, and the benefits offered to you.

## OUR ORGANIZATION

Associated Students (AS) was established on July 1, 1958, and incorporated on June 14, 1961. AS is a non-profit auxiliary corporation serving the students of the California State University, Northridge (“CSUN”) community through a multi-million dollar budget. Our 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.”

AS membership is composed of all 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 regularly enrolled CSUN students.

**YOU ARE** the Associated Students, as a fee paying student at CSUN. In addition, in your role as a student employee of the Associated Students, for most of our clientele (students, faculty, staff and community), **you are** the Associated Students. You may be the only person with whom those people may interact, and so you represent the entire Associated Students organization. That is why you are so important to the Associated Students.

AS 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. AS also operates a Ticket Office located in the University Student Union, and it provides publicity support to AS programs, clubs and organizations. Recreational activities are provided through the Outdoor Adventures and Sports Clubs. AS coordinates the campus Recycling Program and offers lectures, concerts and other educational and entertainment programs through AS Productions. All general business of AS is conducted in the AS Administration suite and through the AS Accounting Services Office located in the southwest wing of the University Student Union. AS also manages its own human resources, marketing and technology support functions.

Through its officers and senators, AS is represented on most of the CSUN campus boards and committees working for the betterment of collegiate life for students. AS 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.

AS is constantly striving to enhance the role of the students in the governance process, provide organization and leadership skills to its members, and provide to out-of-class learning experiences.

## **DESCRIPTION OF THE PERSONNEL MANUAL**

There are two things that are important to keep in mind about this Manual. First, this manual is not intended to be comprehensive or address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning a policy or practice, you should address your specific questions to your immediate supervisor or AS Human Resources Manager. Neither this Manual nor any other AS document, confers any contractual right or promise, either expressed or implied, for a student to remain employed by the AS, nor does it guarantee any fixed terms and conditions of employment. 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.

This Manual applies to all student employees. A separate manual exists for staff employees. As an employee, your hiring department may also have a departmental handbook. As an employee of AS, you are required to read this Manual in its entirety, and to be familiar with the provisions of this Manual. The most current version of this manual can be found on our Associated Student website: [www.csunas.org](http://www.csunas.org).

We hope you will enjoy being a part of AS and we will do all we can to make our relationship a successful and lasting one.

## **III. OUR STRUCTURE**

### **The Executive Branch, Legislative Branch and Judicial Court**

AS government is divided into three branches: (1) the executive, (2) the legislative and (3) Judicial Court. The AS President, AS Vice President, and the AS General Manager head the executive branch. In order to carry out the mission and goals of AS, the AS President appoints a number of student leaders to various boards and committees. The most notable are the Finance Chair, Personnel Chair, the Chief of Staff, and the Attorney General. Other director positions include the Elections Chair, Sustainability Committee Chair, Athletics Chair, Commissions Chair, Clubs and Organizations Chair and the Legislative Affairs Chair. The AS President and his/her staff work from the AS Student Leadership suite in the University Student Union.

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

The AS Senate represents the legislative branch of AS. The student body elects its membership of 24 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 AS President and AS Vice President are voting members of the Senate.

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

## **The Personnel Board**

The AS Personnel Board has authority and responsibility for all matters of a personnel nature involving AS employees, including policies, employee rights and privileges, and salaries, approval of job descriptions, hiring procedures, salaries and performance reviews. In addition, the Personnel Board reviews and approves all stipends, fees, and other forms of compensation provided to elected officers and appointed student officials. The Personnel Board also generally seeks to ensure that the AS complies with state and federal laws as well as the regulations of the Trustees of the California State University. All policies approved by the AS Personnel Board are subject to review and approval by the AS Senate.

## **IV. Employment**

### **EMPLOYMENT AT WILL**

Employment at AS is employment at-will. This means that an employee is free to leave employment at any time, with or without cause or notice, and AS retains the right to terminate employment at any time, with or without cause or notice.

Examples of the types of terms and conditions of employment that are within the sole discretion AS include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work

assignments; job duties and responsibilities; reduction, cessation, or expansion of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that AS may determine to be necessary for the safe, efficient, and economic operation of its business.

## **EQUAL OPPORTUNITY EMPLOYMENT POLICY**

AS provides equal employment opportunity to all employees and applicants for employment in accordance with applicable State and Federal laws.

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 stereotyping, sexual orientation, genetic information, size, disability, age, marital status, veterans' status, status with regard to public assistance, or on the basis of any other legally protected category.

## **STUDENT ELIGIBILITY**

### **Employment Eligibility Requirements**

Students may hold student employment positions when they are regularly enrolled at CSUN. Students enrolled only in the Tseng College of Extended Learning are not eligible to serve as A.S student employees.

Students may begin working after their first day of classes and having completed the necessary AS hiring paperwork. Due to work expectations and need, consultation between the direct supervisor and General Manager may allow a student to begin work prior to the first day of classes, with confirmation of registration.

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.

## **NEW EMPLOYEES**

### **ORIENTATION AND TRAINING**

The immediate supervisor has overall responsibility for ensuring that new student employees receive full orientation and any necessary training while employed as a Student Employee. Orientations and trainings may vary from department to department and will be discussed at time of hire. All trainings will be documented by your supervisor. Employees will be paid for the time spent at the orientation. All orientation will include but not be limited to the following

- Orientation to the Associated Students and the department in which you work
- Sexual Harassment Prevention Training



- Learning outcomes and career development opportunities you can expect
- Position duties and how your work will be evaluated
- How to perform the tasks required of your position
- Policies that affect your employment and the performance of your duties, including hours, pay, workplace environment and expectations of the workplace
- Safety in the workplace, which at a minimum must include an overview of the Injury and Work-related Illness Prevention Program, Hazard Communication Program, Emergency Action Plan, and department specific safety and emergency procedures.
- Any additional trainings needed per hiring department

In accordance to Senate Bill No: SB2014-15-005, each year there will be a cross departmental training that occurs before the start of the Fall semester. This training will give all AS employees and students clear understanding of our various departments and to develop a stronger unity throughout the organization. Your attendance is required and further information will be provided from your supervisor.

## **RIGHT TO WORK**

AS complies with applicable immigration laws, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. 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. You will be required to present that evidence prior to starting work with us.

## **STUDENT EMPLOYEE CLASSIFICATIONS:**

All students hired for AS will be hired according to the following.

The rate of pay should be determined by reviewing the following:

- Prior related work experience
- History of work experience in the department
- Range and complexity of duties
- Knowledge and skill requirements
- Comparable to other students within the unit

**Classification I:** Under immediate supervision, performs routine tasks that can be learned relatively easily and require only nominal judgment, analytical, or decision-making skills. Previous experience, specific education or specialized skills are not required.

**Classification II:** Under general supervision, performs routine and non-routine tasks that require considerable on-the-job training and/or specialized skills. Frequently jobs at this level require discretion in judgment and decision-making. Previous experience, education or specialized skills may be required. May require special certificates licenses or permits. Services are structured and procedural in nature.

**Classification III:** Under general supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees. May require special certificates, licenses or permits.

**Classification IV:** Under limited supervision, completes highly complex assignments requiring specialized knowledge and previous experience. The work is normally within the student's course of study at the senior or graduate level and the employee may direct the work of others, consult with others, both on and off campus, and may be responsible for the project/assignment from conception through implementation and evaluation.

**Classification V:** Class V "Special Service" employees with specific knowledge, experience or training and compensated on a per session/unit basis. Salary to be determined.

## **EMPLOYMENT 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 the Associated Students.

### **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 result in a merit increase.

## **V. Working Hours and 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.

Emergencies such as power failures, road closings, earthquakes, fires, or severe weather may interfere with AS operations. In such an event, AS may order a temporary shutdown of all or part of its operations. Depending on the circumstances, time off may or may not be paid.

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. All employees must take a meal break before the end of their fifth hour of work when scheduled to work six or more hours. Student employees are also entitled to a 10 to 15 minute rest break for each 3.5 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 Monday and ending at midnight on Sunday, 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 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.

### **A. 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

### **B. 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 to inform him or her of the expected duration of any absence. If it is not practical for you to speak with your supervisor when you call, you must leave a message and then call back when your supervisor is available. Your supervisor may prefer to communicate with you via text or email instead of voice should this occur.

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 call 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 as of the first day of the unreported absence.

### **C. 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 (Timeforce) 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](http://www.csunas.org)). Please make sure all your punches are accurate. Notify your supervisor immediately to correct any errors or duplicate punches 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**

### **Overtime Pay**

Generally, student employees must receive overtime pay (1.5 times the regular rate of pay) after eight (8) hours in any workday and/or after forty (40) hours worked in a work week. In addition, overtime is paid on the seventh work day in a given work week for any of the first eight hours worked on that seventh day of that work week. Double-time will be paid for hours worked in excess of twelve (12) hours in one day and in excess of eight (8) hours worked on the seventh day in a single work week. Please note that during the regular academic week, if you are authorized to work more than twenty (20) hours, overtime would not come in to play until after eight (8) hours worked in a day and after you reached 40 hours in a week.

Extra work (beyond twenty {20} hours per week) does not qualify for overtime pay unless it exceeds forty (40) hours per week.

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.

### **PAYROLL DEDUCTIONS**

As an employee, there are many items that will be deducted from your payroll. These include the normal payroll 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) while they are actively in classes here at CSUN, and FUTA (Federal Unemployment tax) for the duration of their employment with AS. CSU policy permits students covered under the FICA exemption to work in a part-time capacity, up to, but normally 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).

## **STUDENT WAGES (Eligibility for Unemployment and SDI):**

The 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 which include: (UI) Unemployment Insurance, (ETT) Employers Training Tax, (SDI) State Disability Insurance, and (PIT) Personal Income Tax.

Student Employee wages are exempt from UI. Per California Unemployment Insurance Code section 642

### **PAYMENT OF WAGES**

Student Employees are paid on a biweekly basis. Paydays are every other Friday for work performed during the previous pay period ending on the Sunday before payday. If a regular payday falls on a bank holiday, employees will be paid on the proceeding workday. 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.

## **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.

## **BENEFITS**

### **Sick Leave**

Eligible part-time and temporary 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. Sick leave may be taken in minimum increments of two hours or for the duration of a scheduled shift (if less than the two hour minimum). Employees must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. If the need to use sick leave is not foreseeable, the employee must

provide notice as soon as practicable. Employees requesting to use sick leave must complete input the time in Timeforce.

Unused sick leave accrual will carry over year to year but total accrual will be capped at 24 hours during the year. Remaining time can be used the first of the next year. Once the employee's sick leave reaches the maximum, further accrual of sick leave is suspended until the employee has reduced the sick leave balance below this limit. In such a case, no sick leave will be earned for the period in which the employee's sick leave was at the maximum.

### **Worker's Compensation Insurance**

All employees are covered by Workers' Compensation for injuries that occur on the job and job-related illnesses. Worker's Compensation Insurance includes complete medical care and temporary disability payments. As an alternative, AS may offer modified work.

## **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.

### **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 and Inspection of AS Property**

AS provides desks, computers, filing cabinets and other equipment for the use of its employees while at work. Employees should remember that all such equipment 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.

## **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.

## **Voicemail, E-Mail and Computer Systems Access**

Voicemail, e-mail, computer systems and files used by AS are provided *solely* to further AS business operations. These systems and the information stored in them belong to AS. Although employee passwords may be required for security reasons, the use of such passwords is not intended to assure employees those messages or other communications generated by or stored on these systems will be kept confidential.

AS maintains the right to access these systems and to retrieve information stored therein at any time and all employee passwords must be made known to AS upon demand. Further, AS reserves the right to monitor, review or access, at any time, information revealing an employee's internet usage, including websites accessed or any information that may have been downloaded.

## **Privacy and Disclosure**

As previously noted, AS and the University's voicemail, e-mail, and computer systems, including the use of the Internet, 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 voicemail, e-mail or 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.

## **Guidelines For Use of Voicemail and Email**

Since voicemail and e-mail messages, as well as other computer-stored data, are considered business records and may be electronically retrieved, even after you “delete” them, nothing should be included in a voice-mail or e-mail message that you would not consider putting in a memorandum.

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 addressees and unnecessary or frivolous messages should not be sent, thereby cluttering up user screens.

Employees should not use a password, access a file, or retrieve or download any stored communication without express authorization. You also should not send e-mail or other communications that either mask your identity or indicate that someone else sent them, and you should never access another employee’s voicemail, e-mail, or computer systems without express authorization.

Employees may not install any software on AS computer systems without the prior authorization of the General Manager or his or her designee.

AS voicemail, e-mail and computer systems, including the internet, must not be used for the following purposes:

Any illegal, discriminatory, threatening, harassing, abusive or offensive comments. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.

Anything in conjunction with an employee’s outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.).

Messages or other communications violating an AS policy or contrary to supervisory instructions.

To copy or distribute copyrighted material unless you have confirmation from an appropriate source that AS has the right to copy or distribute the material.

For the illegal duplication of software and its related documentation. Employees also may not use any software on local area networks or on multiple machines that is not in accordance with the software license agreement.



## **Restrictions and Prohibitions**

In addition to the restrictions and prohibitions outlined elsewhere in this policy or in other AS policies, employees must safeguard their login ID and password from disclosure to any person and should not:

Circumvent data security schemes, identify or exploit security vulnerabilities or decrypt secure data;

Monitor, read, copy, change, delete or tamper with any other employee's electronic communications, files or software;

Knowingly or recklessly run or install a program, such as a worm or virus, that is intended to damage or place an excessive load on computer system networks;

Knowingly or recklessly interfere with the normal operation of computers, peripherals or networks;

Connect unauthorized equipment to the network or loading unauthorized software on individual computers or the system;

Post or communicate any on-line statements or comments about AS or its customers that have not received prior authorization from AS senior management.

All users of AS systems must acknowledge and adhere to these guidelines as a condition of using AS technology resources. Any employee found to have violated any of these guidelines will be subject to discipline, up to and including termination. Any employee with questions regarding any of the above is encouraged to ask his or her, supervisor, Human Resources, or Information Technology for clarification.

## **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.

## **Telephones**

AS telephones are limited and are designed only for business use. Except in cases of emergency, employees should not tie up AS telephone lines with personal calls or calls that are not directly related to AS business.

AS may monitor telephone calls to ensure compliance with this policy as well as for other business reasons, including the desire to ensure that calls are handled in a professional manner and to promote efficiency in the manner in which customers are treated. Employees should, therefore, not assume that calls made or received on AS telephones are confidential.

## **Smoking**

Smoking is prohibited in all of AS property, state buildings and vehicles where AS and California State University Northridge's employees work or ride. Smoking is limited to areas outside campus vehicles and buildings, and at least twenty-five feet from doorways and air intakes. For more information, please refer to the CSUN policy on smoking.

## **Keys**

Office keys are used to enter the workspace, perform prescribed work duties and shall be issued only to authorized AS staff. Issued keys may not be duplicated or transferred to another individual without proper authorization.

Employees are responsible for reporting lost keys immediately to their immediate supervisor and file a report with CSUN Police Services. Charges to the AS employee will be made for lost keys and/or lock changes made necessary by the loss of keys. Terminating employees must return all keys before leaving.

## **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 that is immoral, unethical, or illegal will not be tolerated by AS. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are examples of some, but not all, conduct that will lead to disciplinary action, up to and including termination:

Falsification of employment records, employment information or other AS or University records.

Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timecard, either your own or another employee's.

Theft, deliberate or careless damage or destruction of any of AS or the University's property (information) or the property (information) of any employee or customer.

Carrying firearms or any other dangerous weapons while on AS or the University's premises at any time.

Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a co-worker, supervisor, member of management, or customer.

Failure to comply with the procedures set forth in AS Attendance and Punctuality policy.

Unreported absence of three consecutive scheduled workdays.

Failure to obtain permission to leave work for any reason during normal working hours.

Failure to observe working schedules, including rest and meal periods.

Failure to provide a physician's certificate when requested or required to do so.

Making or accepting excessive personal telephone calls during working hours, except in cases of emergency.

Working overtime without authorization or refusing to work assigned overtime.

Committing a fraudulent act or a breach of trust.

Harassing others.

Excessive absenteeism or tardiness.

Reporting to work intoxicated or under the influence of non-prescribed drugs.

Bringing or using alcoholic beverages on AS premises.

Gambling on AS premises.

Violation of any safety, health, security or policies, rules or procedures of AS or the University.

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 to the Human Resources Manager regardless of whether the employee or someone else is the subject of the alleged discrimination. Your

report or complaint must include as much detail as possible including names of persons involved, a description of the incident, witnesses, etc. Any documents supporting the allegations must also be submitted. Based on your report, AS will conduct an immediate investigation. AS prohibits any and all retaliation against an employee for submitting a report or complaint of unlawful discrimination and for cooperating in any investigation. Any supervisor or employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including discharge from employment,

If the investigation determines that prohibited discrimination or other conduct in violation of the Employer's policy has occurred, the AS will take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. AS will also evaluate whether other employment practices must be added or modified in order to deter and prevent that conduct in the future. The complainant will be informed of whatever action(s) AS takes to resolve and remedy the situation, subject to confidentiality considerations.

## **WHISTLEBLOWER**

No individual who makes a protected disclosure or participates in an investigation concerning allegations of improper activity or the existence of a condition that may significantly threaten the health or safety of employees or the public may be subjected to personnel action unless the disclosure is made maliciously or is known to be false. On the other hand, malicious or false allegations will be viewed as a serious disciplinary offense and may result in termination.

### **Reporting Procedures**

To report improper activities 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 General Manager, the Human Resources Manager, or Campus Compliance Officer. The report must include the following information:

- Name
- Address
- E-mail Address
- Telephone number
- Are you an Employee or Applicant?
- Describe fully the alleged improper activity or condition that may significantly threaten the health or safety of employees or the public.
- Identify all potential witnesses
- Attach any documentation to support the complaint
- A sworn statement that the contents of the written report are true or believed to be true under penalty of perjury
- Sign and date the document

## **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. 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 the AS' discretion. Any change in license status or driving record must be reported to your supervisor immediately.

## **SOCIAL MEDIA POLICY**

AS employees must assume responsibility for their social media activity and use their best personal and professional judgment when engaging in such activity. Violations of this Policy may result in discipline up to, and including, termination of employment or contract.

### **Guidelines: Social Media Uses**

Employees must observe the following guidelines when engaging in social media activity:

#### **Act Professionally and Lawfully**

AS values its established brand reputation and good will relationships. These are important assets. When you engage in social media activity which identifies you as an employee of AS, or in any way relates to AS, you must consider whether your comments are professional and beneficial, or damaging, to AS's reputation. Consider using available privacy filters or settings to block any inappropriate, unprofessional, or overly personal information about you from co-workers, customers, suppliers or competitors who may have access to your social media activity.

#### **Follow AS Policies**

All of AS policies – including, but not limited to, protections of confidential information, unlawful harassment, Equal Employment Opportunity, preventing violence in the workplace, termination, and acceptable use of computing resources – apply to your social media activity.

#### **Use a Disclaimer**

Except when engaged in authorized social media activity on AS's behalf, make it clear to your readers that the views expressed are yours alone and do not reflect the views of AS. If that is not obvious from your comments, you must specifically state, *“The content I have contributed to this site is my own and does not necessarily represent the views or opinions of AS. I am not a spokesperson for the AS.”*

#### **Disclose Your Identity**

Disclose your employment by AS if you're posting expresses opinions, beliefs, findings or experiences concerning AS's products or services.

### **Protect Relationships**

Do not defame or otherwise discredit AS's business practices or services, or the products or services of its customers, suppliers, or competitors. Do not mention customers, suppliers, or competitors without AS' prior written approval.

### **Respect Others' Privacy**

Do not disclose personal or contact information, or post photographs or video, of AS employees, suppliers or competitors without their prior written permission and AS's prior written approval.

### **Do Not Comment on Legal Matters**

Do not post content on anything related to legal matters, litigation, or any parties with whom AS may be in litigation or negotiations.

### **Use Images and Video Responsibly**

Do not post photographs, videos of AS's premises, processes, operations, or services or use AS's proprietary graphics, logos, or trademarks without prior written approval from the General Manager.

### **Additional Considerations**

Do not use your AS email address to register for social media. You may reference AS as your employer and include contact information on social and professional networking sites only, such as LinkedIn and Facebook, without posting a Disclaimer.

Do not allow social media use to interfere with work commitments, performance, or productivity.

Be mindful that what is published in social media may remain public for a long period of time. Protect your privacy and the integrity of AS

All requests for employment references or recommendations through social media sites, such as LinkedIn, must be referred to AS Human Resources Manager.

### **Enforcement**

AS will, in its discretion, review social media activity to the fullest extent permitted by applicable law. If you engage in social media activity anonymously or using a pseudonym, AS will, in appropriate circumstances, take steps to determine your identity.

Employees will be held accountable for engaging in social media activity that violates this Policy. Failure to comply with this Policy, whether during or after employment, may result in disciplinary action up to and including, termination of employment, legal action, or criminal prosecution. AS may report suspected unlawful conduct to appropriate law enforcement authorities. AS will not construe or apply this policy in a manner that interferes with or limits employees' rights under the National Labor Relations Act.

# **CONFLICT OF INTEREST POLICY**

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., vehicles, computers, keys, uniforms, identification badges, credit cards) 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 FORCE**

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.

## MEAL AND REST PERIOD ACKNOWLEDGEMENT AND AGREEMENT

This is to acknowledge that I have reviewed all the meal period, rest period and overtime requirements and that I am aware and understand that all nonexempt employees are given at least a 30-minute unpaid meal period that must begin before the start of the fifth hour of work. If you work in excess of ten (10) hours in a workday, you are eligible to receive a second meal period of no more than 30-minutes that begins at the start of the 10<sup>th</sup> hours.

Student employees are also entitled to at least a net 10 minute rest break for every 4 hours of work or major portion of each four (4) hours as scheduled by your supervisor.

For compensation purposes, the work week is defined as beginning at 12:01 a.m. on Monday and ending at midnight on Sunday unless otherwise noted below.

\_\_\_\_ (If applicable, check here) My work week is 12:01 a.m. on Sunday through midnight the following Saturday night.

**You are expected to observe the time allowed for meal and rest periods.** Employees may not work through their meal or rest periods in order to compensate for absence or tardiness or for any other reason.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Employee Name \_\_\_\_\_

TO BE SIGNED ANNUALLY AND PLACED IN EMPLOYEE PERSONNEL FILE



# ANNUAL ACKNOWLEDGMENT AND AGREEMENT

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

This is to 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 General Manager.

I understand that the foregoing agreement concerning mutual consent employment status and AS 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's Signature

Date

Employee's Name Printed

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE