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CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

Employee Handbook

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CSULB RESEARCH FOUNDATION EMPLOYEE HANDBOOK

INTRODUCTION....4
MISSION STATEMENT....5
VISION....5
VALUES....5
EMPLOYMENT....6
101 NATURE OF EMPLOYMENT....6
103 EQUAL EMPLOYMENT OPPORTUNITY....6
105 HIRING OF RELATIVES....7
106 PRE-EMPLOYMENT PHYSICAL EXAMINATIONS....7
108 CONFLICTS OF INTEREST....8
110 OUTSIDE EMPLOYMENT....8
111 ADDITIONAL EMPLOYMENT....9
112 NON-DISCLOSURE....9
EMPLOYMENT STATUS AND RECORDS....10
201 EMPLOYMENT CATEGORIES....10
202 ACCESS TO HUMAN RESOURCES FILES....11
203 EMPLOYMENT REFERENCE INQUIRIES....11
204 HUMAN RESOURCES DATA CHANGES....11
208 EMPLOYMENT APPLICATIONS....11
209 PERFORMANCE EVALUATIONS....12
EMPLOYEE BENEFIT PROGRAMS....12
301 EMPLOYEE BENEFITS....12
302 WORKERS' COMPENSATION INSURANCE....14
303 VACATION BENEFITS....14
305 HOLIDAYS....17
306 OTHER PAID ABSENCES (OPA)....18
308 TIME OFF TO VOTE....19
309 BEREAVEMENT LEAVE....19
311 JURY DUTY....20
312 WITNESS DUTY....21
380 EDUCATIONAL ASSISTANCE....21

382 CREDIT UNION 22
383 DIRECT DEPOSIT 22
384 FLEX CASH 23
TIMEKEEPING/PAYROLL 23
401 TIMEKEEPING 23
403 PAYDAYS 23
405 EMPLOYMENT TERMINATION 24
408 PAY ADVANCES 24
409 ADMINISTRATIVE PAY CORRECTIONS 24
410 PAY DEDUCTIONS AND SET-OFFS 25
WORK CONDITIONS AND HOURS 25
501 SAFETY 25
501.1 EXPOSURE CONTROL PLAN FOR OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS 26
502 WORK SCHEDULES 27
504 USE OF PHONE AND MAIL SYSTEMS 27
505 SMOKING/SECONDHAND SMOKE 27
506 REST AND MEAL PERIODS 28
507 OVERTIME 29
508 USE OF EQUIPMENT AND VEHICLES 30
510 EMERGENCY CLOSING 30
580 EMPLOYEE IDENTIFICATION CARDS 30
581 PARKING 31
LEAVES OF ABSENCE 31
601 LEAVE OF ABSENCE 31
A. FAMILY AND MEDICAL LEAVE (FML) 33
B. MILITARY LEAVE 34
C. PERSONAL LEAVE OF ABSENCE 34
D. PREGNANCY DISABILITY LEAVE 35
601.1 RETURN TO WORK 35
EMPLOYEE CONDUCT AND DISCIPLINARY ACTION 35
701 E MPLOYEE CONDUCT AND WORK RULES 35
701.1 WORKPLACE VIOLENCE 36
702 DRUG AND ALCOHOL USE 37

703 UNLAWFUL HARASSMENT 38
704 ATTENDANCE AND PUNCTUALITY 43
705 PERSONAL APPEARANCE 43
706 RETURN OF PROPERTY 44
708 RESIGNATION 44
710 SEARCHES 44
711 ELECTRONIC COMMUNICATIONS 44
712 SOLICITATION 46
714 DRUG TESTING 46
715 SUBPOENAS 47
750 FACULTY AND STAFF ASSISTANCE PROGRAM (FSAP) 47
780 ADMINISTRATIVE REVIEW PROCESS 48
MISCELLANEOUS 48
800 EMPLOYMENT STATUS OF INDIVIDUALS WITH LIFE THREATENING ILLNESS 48
EMPLOYEE ACKNOWLEDGMENT 49

INTRODUCTION

Welcome new employee!

On behalf of your colleagues, I welcome you to the California State University, Long Beach Research Foundation and wish you every success here.

We believe that each employee contributes directly to the organization's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible. It will answer many questions about employment with this organization.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Brian M. Nowlin
Chief Operating Officer

MISSION STATEMENT

California State University, Long Beach Research Foundation serves the mission of the University by supporting and engaging in research, entrepreneurship, community service, sponsored programs and the acquisition of private resources.

VISION

- Dedicated and caring employees
- Exceeding expectations
- Exploring new opportunities
- Valued as a vital contributor to the campus community.

VALUES

- INTEGRITY - Maintain high standards and consistent performance within an environment of professional ethics and responsibility for one's actions.
- SERVICE - Provide excellent, cost -effective and responsive services to students, faculty, staff, and the community at large.
- TEAMWORK - Promote an environment of cooperation, trust and open communication.
- DIVERSITY - Embrace the strengths, experiences and talents of every individual.
- INNOVATION - Support new ideas entrepreneurship and continuous improvement.

EMPLOYMENT

101 NATURE OF EMPLOYMENT

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the employer and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at the organization's sole discretion. The California State University, Long Beach Research Foundation (Research Foundation) is not a co-employer with any other organization. Employment with the Research Foundation rests solely with the Research Foundation, and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but is not limited to: California State University Long Beach (CSULB), the State of California, or the sponsoring organizations of any programs administered by the Research Foundation.

Employment with the Research Foundation is at the mutual consent of the employer and the employee, and is subject to termination or modification by either party at will, with or without cause or advance notice.

An employee should use the initial period after being hired or rehired to determine whether the new position meets his or her expectations. The Research Foundation uses this period to evaluate employee capabilities, attitude and work habits. Either the employee or the employer may end the employment relationship at will at any time, with or without cause or advance notice.

Employees are eligible for employer-provided benefits according to the terms and conditions of each program. Not all employment categories are eligible for benefits. Please contact the Human Resources Department for additional information.

These provisions supersede all existing policies and practices and may be amended or added to only in writing by the Associate Director of Human Resources or Chief Operating Officer of the Research Foundation.

103 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this organization that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, physical handicap, ancestry, medical condition

(cancer related and other disabling medical condition), veteran's status or any other characteristic protected by law. In addition, it is the Research Foundation's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related or ethnic. This policy governs all aspects of employment, promotion, demotion, assignment, discharge, and other terms and conditions of employment. Further, it is the Research Foundation's policy to provide reasonable accommodations to those employees or applicants requiring such arrangements.

The CSULB Research Foundation has established an affirmative action program to initiate and promote equal employment opportunities throughout the organization. A complete outline of this program is available in the Human Resources Office.

105 HIRING OF RELATIVES

It is the Research Foundation's policy that relatives of persons currently employed by the organization may be hired only if they will not be working directly for or supervising a relative. If already employed, employees cannot be transferred into such a reporting relationship. If the relative relationship is established after initial employment, the individuals concerned will have 30 days to decide who is to be transferred or, if a transfer is not available, who will resign. If that decision is not made within 30 days, the Research Foundation Associate Director of Human Resources will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is defined to include spouse, parents, children, brothers, sisters, brothers and sisters-in-law, fathers and mothers-in-law, stepparents, stepsiblings, and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee.

106 PRE-EMPLOYMENT PHYSICAL EXAMINATIONS

After a job offer is extended and before beginning work, employees within job categories which are deemed by the Associate Director of Human Resources to be physically demanding must undergo a pre-employment physical examination performed at the Research Foundation’s expense by a physician chosen by the Research Foundation.

All offers of employment in the aforementioned job categories are contingent upon satisfactory completion of the physical examination.

108 CONFLICTS OF INTEREST

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision which may result in a personal gain for that employee or a relative as a result of the Research Foundation's business activities. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose as soon as possible the existence of any actual or potential conflict of interest to an officer of the Research Foundation so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this organization does business but also when an employee or relative receives any special consideration, substantial gift, kickback, or bribe as a result of any transaction or business dealings involving the organization.

The materials, products, designs, plans, ideas, and data of this organization are the property of the Research Foundation and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

110 OUTSIDE EMPLOYMENT

Employees may hold jobs outside of their Research Foundation employment as long as they meet the performance standards of their job with the Research Foundation. All employees will be judged by the same performance standards and will be subject to the Research Foundation's scheduling demands regardless of any existing outside work requirements.

If the Research Foundation determines that an employee's outside work interferes with performance or the ability to meet the requirements of this organization as they are modified from time to time, the employee will be asked to terminate the outside employment if he or she wishes to remain with this organization.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from an individual(s) or organizations outside of the Research Foundation for materials produced or services rendered while performing their jobs for the Research Foundation.

111 ADDITIONAL EMPLOYMENT

Additional employment of any employee or faculty member with the University and/or another auxiliary is limited to 125% effort. Dual employment between the Research Foundation and the University is subject to review prior the start date.

112 NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interest and the success of the Research Foundation. Such confidential information includes but is not limited to the following:

- Compensation data
- Customer/Vendor lists
- Donor Names/Information
- Employee data
- Financial information
- Labor relations strategies
- New materials research
- Pending projects and proposals
- Research and development strategies
- Scientific data/formulae/prototypes
- Technological data/prototypes

Any employee who discloses trade secrets or confidential business information in any manner other than through approved channels or without proper management authorization, will be subject to disciplinary action (including possible discharge), even if he or she does not actually benefit from the disclosed information.

EMPLOYMENT STATUS AND RECORDS

201 EMPLOYMENT CATEGORIES

The following employment categories define the employment classifications applicable to work at the Research Foundation. Employment status and benefit eligibility depend on the category of employment:

- **(FTR) FULL - TIME REGULAR** - The employee regularly works between 30 to 40 hours per week.
- **(PTR) PART - TIME REGULAR** - The employee regularly works between twenty (20) and twenty-nine (29) hours per week. This is a benefitted position which requires that the position be posted for at least 2 weeks on the Research Foundation website. Employees hired into this category are eligible for pro-rated holidays and time off upon hire and pro-rated pension contributions after two (2) consecutive years of employment in the eligible category.
- **(SHR) SHORT HOUR REGULAR** - The employee works under 20 hours per week.
- **(TEM) T EMPORARY** - The employee works twenty-eight (28) hours or less per week and assignments are six (6) months or less.
- **(STU) STUDENT ASSISTANT** - Positions within this category are limited to 20 hours per week, do not attain "Regular" status and must be filled by undergraduate students of CSULB who are enrolled in at least six units of instruction. *
- **(GRA) GRADUATE ASSISTANT** - Position within this category are limited to 20 hours per week, do not attain "Regular" status and must be filled by graduate students of CSULB who are enrolled in at least three units of instruction. *
- **(CAS) CASUAL LABOR** - Describes individuals whose employment is intermittent or who works on a short-term "as needed" basis.
- **(FAE) FACULTY ADDITIONAL EMPLOYMENT** - Primary employment is a teaching position with CSULB. Receives direct payments for work performed on a Research Foundation project within the guidelines set by the Research Foundation and the CSULB Office of Academic Personnel. Combined hours between the Research Foundation, University and/or any other auxiliary are limited to 125% effort.
- **(SAE) STAFF ADDITIONAL EMPLOYMENT** - Primary employment is a staff position with CSULB. Receives direct payments for work performed on a Research Foundation project within the guidelines set by the Research Foundation and the CSULB Office of Staff Personnel.

Combined hours between the Research Foundation, University and/or any other auxiliary are limited to 125% effort.

Each position is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are eligible for overtime pay. EXEMPT employees are not.

NOTE: Persons employed within the STU and GRA categories may work during the intersession if enrolled during the prior regular semester, enrolled in three or more units during the intersession, or are accepted for admission to the following regular semester. They may work during summer session if they are accepted for admission for the following fall semester or were enrolled for the prior spring semester. Students may work up to 40 hours per week during summer and intersession.

202 ACCESS TO HUMAN RESOURCES FILES

Human Resources files are the property of the Research Foundation, and access to the information they contain is restricted. Generally, only Human Resources Representatives and officials of the employer who have legitimate reason for reviewing information in a file are allowed to do so. With reasonable written request to the Associate Director of Human Resources, an employee may review material in his or her file. Files may only be reviewed in the Research Foundation Human Resources Department and in the presence of a Human Resources Representative.

203 EMPLOYMENT REFERENCE INQUIRIES

The Human Resources Department will respond to all reference inquiries from other employers and/or creditors. Responses to such inquiries will confirm only dates of employment and position(s) held. A written authorization from the employee is required to release any other information not listed above.

204 HUMAN RESOURCES DATA CHANGES

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personal data. Personal mailing addresses, telephone/cell phone numbers, e-mail addresses, number and names of dependents, individuals to contact in the event of an emergency, beneficiaries, educational accomplishments, and other such status reports should be kept accurate and current at all times.

208 EMPLOYMENT APPLICATIONS

The Research Foundation relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and

employment. Any misrepresentations, falsifications, or material omission of information on the application may result in the Research Foundation's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment at any time.

209 PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. For regular employees, a formal written performance evaluation will CSULB Research Foundation Employee Handbook be conducted at the end of an employee's initial six (6) months period of hire, known as the introductory period. Additional formal performance reviews are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals. Supervisors may find it necessary to conduct interim evaluations to either correct or praise various areas of performance. Generating and making sure that performance evaluations are completed at least annually is the responsibility of the Project Director. A template performance evaluation form can be found on the Research Foundation web site at http://www.foundation.csulb.edu.

EMPLOYEE BENEFIT PROGRAMS

301 EMPLOYEE BENEFITS

Employees of the Research Foundation are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Research Foundation Human Resources Department can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook or through the Human Resources Department.

The following benefit programs are available to eligible employees:

BENEFIT TYPE	FTR	PTR	SHR	FOL SOL CAS TEM	STU GRA
Medical Insurance (1, 3)	X				
Dental Insurance (1, 3)	X				
Vision Insurance (1, 3)	X				
Life Insurance (1, 3	X				
Long Term Disability (1, 3)	X				
Retirement (Employer Funded Defined Contribution 403b Plan) (3)	X	X			
Retirement (Voluntary Employee Funded Tax Deferred Annuity (TDA) Plan) (2)	X	X	X	X	X
Flexible Spending Accounts (FSA) (3, 4)	X	X			
CA Unemployment/Disability Ins. (2)	X	X	X	X	X
FICA (2)	X	X	X	X	X
Workers' Compensation (2)	X	X	X	X	X
Vacation (2, 3)	X	X			
Other Paid Absences (2, 3)	X	X			
Holiday (2, 3)	X	X	X		
Educational Assistance (2, 3)	X	X			
Employee Identification Card	X	X	X	X	X
Credit Union Membership (3)	X	X	X	X	X
Direct Deposit	X	X	X	X	X
Employee Assistance Program (2)	X				

Some benefit programs require contributions from the employee, but most are fully paid by the Research Foundation.

1. These benefits become effective on the first of the month following 30 days of employment within an eligible category.
2. Benefits become effective immediately upon employment within an eligible category.

3. Additional information about these benefits can be found in a separate benefits explanation pamphlet available in the Research Foundation Human Resources Department.
4. Employees become eligible to enroll in this program on January 1st following six months of employment within an eligible category.

302 WORKERS' COMPENSATION INSURANCE

The Research Foundation provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized, immediately.

An employee who sustains a work-related illness or injury must inform the Research Foundation Human Resources Department immediately. No matter how minor an on-the-job illness or injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible and it will alert your employer to potential workplace hazards.

303 VACATION BENEFITS

The following employee classifications are eligible for vacation benefits according to the guidelines set forth in this policy:

- Full - time Regular (FTR) Employees
- Part - time Regular (PTR) Employees

Vacation hours accrue each pay period to the employee based on the employee's classification, hours worked during the pay period, and years of service. Employees will not accrue more than the maximum allocated accrual for any one pay period. No vacation accrual will be earned by an employee working less than 40 hours in a pay period, or during an unpaid leave of absence.

Vacation pay will be calculated based on the employee's straight-time pay rate (in effect when vacation benefits are used) times the number of hours the employee would otherwise have worked on the day(s) of absence. Vacation pay does not include shift differentials, incentive pay, bonuses, or other special forms of compensation. Vacation benefits for exempt employees will be based on their normal wages.

Employees who have satisfied all eligibility requirements may submit vacation requests to his or her supervisor. Requests will be evaluated by the supervisor based upon various factors, including anticipated operating requirements and staffing considerations during the proposed absence.

Employees are strongly encouraged to take earned vacation during the year following its accrual. For security reasons, employees who, in the opinion of their Project Director/Supervisor or Associate Director of Human Resources, occupy sensitive positions may be required to take a minimum of five (5) consecutive days of vacation each calendar year.

Upon termination of employment, employees will be paid for vacation benefits which have accrued through the last day of work.

VACATION BENEFITS – STAFF
(Accrual Information Below Based on 100% Effort)

Length of Service	Number of Days per Year	Salaried Employees Accrual Rate*	Hourly Employee Accrual Rate**
0-36 months (1-3 years)	10 days	3.34 hours	0.0385
37-72 months (4-6 years)	15 days	5.00 hours	0.0577
73-120 months (7-10 years)	17 days	5.67 hours	0.0654
121-180 months (11-15 years)	19 days	6.33 hours	0.0731
181-240 months (16-20 years)	21 days	7.00 hours	0.0808
241-300 months (21-25 years)	23 days	7.67 hours	0.0885
301+ months (26+ years)	24 days	8.00 hours	0.0924

* Maximum Accrual Hours (No vacation hours will be accrued beyond the maximum accrual hours listed below)

- 0-10 years of service: 272.0 hours maximum vacation balance
- 10+years of service: 384.0 hours maximum vacation balance

NOTES:

* Maximum hours accrued each pay period. Those working less than full time will receive a prorated accrual based upon their percent of effort.

** Accrual rate for employees receiving benefits but paid an hourly rate. Multiply number of hours worked by the hourly accrual rate provided in the grid above to calculate vacation accrual benefit.

VACATION BENEFITS – MANAGERS/SUPERVISORS
(Accrual Information Below Based on 100% Effort)

Length of Service	Number of Days per Year	Salaried Employees Accrual Rate*	Hourly Employee Accrual Rate**
0-36 months (1-3 years)	15 days	5.00 hours	0.0577
37-72 months (4-6 years)	17 days	5.67 hours	0.0654
73-120 months (7-10 years)	19 days	6.33 hours	0.0731
121-180 months (11-15 years)	21 days	7.00 hours	0.0808
181-240 months (16-20 years)	23 days	7.67 hours	0.0885
241-300 months (21-25 years)	24 days	8.00 hours	0.0923
301+ months (26+ years)	25 days	8.34 hours	0.0962

* Maximum Accrual Hours (No vacation hours will be accrued beyond the maximum accrual hours listed below)

- 0-10 years of service: 384.0 hours maximum vacation balance
- 10+years of service: 440.0 hours maximum vacation balance

NOTES:

* Maximum hours accrued each pay period. Those working less than full time will receive a prorated accrual based upon their percent of effort.

** Accrual rate for employees receiving benefits but paid an hourly rate. Multiply number of hours worked by the hourly accrual rate provided in the grid above to calculate vacation accrual benefit.

IMPORTANT NOTE

Vacation benefit hours above represent the accrual for employees working eight (8) hours per day/five (5) days per week throughout the pay period. Pay periods where employees work less than 100%, but at least 50%, will receive prorated accruals according to the actual number of hours worked.

305 HOLIDAYS

The Research Foundation will grant holiday time off to all employees for the holidays listed below:

- Martin Luther King, Jr. Day (January)
- Cesar Chavez Day (March)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Veteran's Day (November)
- Thanksgiving (November)
- Christmas/New Year's Break (December/January)

According to applicable restrictions, the Research Foundation will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Eligible employee classifications:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an eligible employees' unpaid absence (e.g. unpaid leave of absence), the holiday pay will be unpaid.

If an eligible employee works on a recognized holiday, he or she will receive paid time off for the holiday hours (paid as regular hours) in addition to the hours worked on the holiday (also paid as regular hours). Employees are not allowed to work on the holiday and then take time off later for the holiday hours.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

306 OTHER PAID ABSENCES (OPA)

The employer provides OPA benefits to all eligible employees for periods of temporary absence due to illnesses, injuries, personal time off, medical, vision, or dental appointments. Eligible employee classifications:

- Full-time Regular (FTR)
- Part-time Regular (PTR)

OPA hours accrue each pay period based on the hours an employee works during the pay period.

Employees working full time will accrue 4.00 hours of OPA per pay period. The accrued rate will be prorated for employees working between 50% and full-time hours in a pay period. No OPA accrual will be earned by an employee working less than 50% in a pay period, or during an unpaid leave of absence.

Reporting Illnesses or Injuries

Employees who are unable to report to work due to an illness or injury must make every effort to notify their supervisor before the scheduled start of their shift. In circumstances where an employee cannot notify his or her supervisor prior to the start of their shift, notification must be made within two hours after the start of the shift to be considered a reported absence. The supervisor must also be contacted each day the employee is absent. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the nature of the disability and its beginning and expected ending dates. Such verification may be requested by the Human Resources Department for other sick leave absences of any length as well and may be the basis for payment authorization of OPA benefits.

Before returning to work from a sick leave absence of three calendar days or more, an employee must provide a physician's verification indicating that he or she may safely return to work. OPA benefits will be calculated based on the employee's base pay rate at the time of the absence and will not include any special compensation, such as incentives, commissions, bonuses, or shift differentials. OPA benefits may be used to supplement any state disability insurance or worker's compensation benefits that an employee is eligible to receive. The combination of any such disability payments and OPA benefits cannot exceed the employee's normal earnings.

Upon termination of employment, employees will be paid (at their current rate at the time of termination) for OPA benefits that have accrued through the last day of work.

308 TIME OFF TO VOTE

The Research Foundation encourages employees to fulfill their civic responsibilities by voting. If an employee is unable to vote in a statewide election during his or her non-working hours, the Research Foundation will grant up to two hours of paid time off to vote. Employees must request time off to vote from their supervisor at least two working days prior to election day so that CSULB Research Foundation Employee Handbook necessary time off to vote can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to normal work operations.

Employees must submit a voter's receipt on the first working day following the election in order to qualify for paid time off.

309 BEREAVEMENT LEAVE

If an employee wishes to take time off to attend the funeral and/or make any necessary arrangements associated with the death of an immediate family member, the employee must notify his or her supervisor immediately. Effective January 1, 2023, after thirty (30) days of employment, employees in all employment classifications are eligible for up to five (5) business days of bereavement leave per occurrence.

The five business (5) days of bereavement leave do not need to be taken consecutively; they can be intermittent. The employee must complete the bereavement leave within three (3) months of the immediate family member’s date of death.

The following employment classifications are eligible for paid bereavement leave:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

Bereavement leave for all other employment classifications will be unpaid.

Bereavement pay is calculated using the base pay that an employee would otherwise have earned had they worked on the day of the absence. An employee may use any available accrued vacation or OPA time for additional time off as necessary.

- The Research Foundation defines "immediate family" as:
- The employee's spouse or domestic partner;
- The employee, spouse or domestic partner’s: parent, stepparent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted and step), aunt, uncle:

- The employee's son-in-law, daughter-in-law, parent-in-law;
- A person living in the immediate household of the employee (except domestic employees, roomers, boarders and/or roommates);
- Special consideration will also be given by the Research Foundation Director of Human Resources to any other person whose association with the employee was similar to one of the above-named relationships.

The employee may be asked at any time for further or additional documentation substantiating entitlement to this leave benefit. Documentation includes, but is not limited to a death certificate, published obituary, written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Requests for bereavement leave and any related documentation will remain confidential and not be disclosed to others apart from the Research Foundation Human Resources/Payroll department or anyone with a legitimate business need to know, or as required by law.

311 JURY DUTY

The Research Foundation encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 20 days of paid jury duty leave in any 24-month period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked during the absence. Employee classifications that qualify for paid jury duty leave:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use any available paid time off (for example, vacation/OPA benefits) or may request an unpaid jury duty leave of absence.

Employees must provide a copy of the jury duty summons to their supervisor and the Research Foundation Human Resources Department as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for normal work duties whenever the court schedule permits.

Either the Research Foundation or the employee may request an excuse from jury duty if, in the judgment of the Associate Director of Human Resources, the employee's absence would create serious operational difficulties.

The Research Foundation will continue to provide insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees must pay the full cost of their insurance benefits (medical, vision, dental, and life insurance benefits). The Research Foundation will resume payment of the costs of insurance benefits when the employee returns to active employment.

Accrual for benefits calculation, such as vacation, OPA, or holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return of the employee to active employment.

312 WITNESS DUTY

The Research Foundation encourages employees to appear in court for witness duty whenever summoned.

Employees will be granted unpaid time off for absences due to witness duty. Employees are free to use any available paid leave benefits (vacation or OPA benefits) to receive compensation for the period of this absence.

A copy of the witness summons must be provided to the employee's supervisor and the Research Foundation Human Resources Department immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee must report for normal work duties whenever the court schedule permits.

If the employee has been summoned as a witness of the Research Foundation as a result of a job-related event, he or she will receive paid time off for the entire period of witness duty.

380 EDUCATIONAL ASSISTANCE

In accordance with the guidelines set forth in this policy, the Research Foundation will provide educational assistance to eligible employees who wish to pursue course work which is applicable to their job duties with the organization. Eligible employee’s classifications are:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

Interested employees must complete and submit a Request for Educational Assistance form (available in the Research Foundation Human Resources Department) to their supervisor for consideration. An

employee who receives approval for his or her educational assistance may, upon proof of successful completion of each course*, receive reimbursement for registration fees up to six units of undergraduate/graduate instruction each academic semester. The reimbursement rate is equivalent to the prevailing part-time undergraduate/graduate degree rate at CSULB. Since this bene-t is solely funded by direct program funds, approval is contingent upon availability of funds, and/or program sponsor approval. Written approval for Educational Assistance must be received prior to course enrollment.

Employees who wish to take classes during normal business hours will either be required to make up the time spent away from work during the normal shift or use accrued vacation or OPA hours in order to be compensated. In cases where the Research Foundation or Project Director requests that the employee attend a class, the employee will be compensated at their regular rate of pay during the class attendance.

* Proof for this purpose is defined as a copy of the student's grade transcript indicating a passing grade for the class.

382 CREDIT UNION

All Research Foundation employees are eligible to join the Long Beach Schools Financial Credit Union and the Schools First Federal Credit Union. Both Credit Unions offers a wide variety of financial services. Some of these services include: interest earning checking (draft) and savings accounts; VISA cards, automatic teller cards, as well as automobile, mortgage, personal and other types of loans. In order to join, employees must contact the Credit Unions directly.

383 DIRECT DEPOSIT

Many Research Foundation employees enjoy the benefits of Direct Deposit. By completing and submitting the appropriate authorization form to the Research Foundation Payroll Department, the Research Foundation will automatically deposit the net amount of the employee’s check into the bank, credit union, or other financial institution account designated by the employee.

Deposits will normally reach the designated institution on or before scheduled paydays.

Employees should ensure that the designated institution is capable of accepting electronic transfers (most are). On paydays employees will receive a check stub along with confirmation of CSULB Research Foundation Employee Handbook deposit. Direct Deposit requires that the first payday after enrollment be a “pre-note” test period with the financial institution. If the pre-note is cleared, Direct Deposit will begin with the following pay period.

384 FLEX CASH

Eligible employees who have non-Research Foundation medical or dental coverage may elect to waive Research Foundation provided insurance in exchange for cash. Employees who waive medical and/or dental coverage may receive additional cash in their semi-weekly paycheck (not to exceed the *monthly maximum).

- Waive both medical & dental $70 per pay period (*not to exceed $140/month)
- Waive medical only $64 per pay period (*not to exceed $128/month)
- Waive dental only $ 6 per pay period (*not to exceed $12/month)

Employees must elect Flex Cash during annual open enrollment.

TIMEKEEPING/PAYROLL

401 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Tampering with, altering or falsifying your own or anyone else's time records, or recording time on another employee's time record may result in disciplinary action, including termination.

A non-exempt employee should report to work no more than ten (10) minutes prior to their scheduled starting time nor stay more than ten (10) minutes after their scheduled stopping time, without express, prior written authorization from his or her supervisor. By signing the timecard, the supervisor is providing verification to the Payroll Department that prior approval for a schedule change or overtime was received.

It is the employee's responsibility to sign his or her timecard to certify the accuracy of all time recorded. The supervisor is responsible for reviewing and signing the approval of timecard before submitting it for payroll for processing.

403 PAYDAYS

All employees are paid semi-monthly (twice per month). Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regular scheduled payday falls on a day that the Research Foundation is closed (e.g. holiday), employees will receive pay on the last day of work before the regularly CSULB Research

Foundation Employee Handbook scheduled payday. The current payroll schedule can be found on the Research Foundation website.

405 EMPLOYMENT TERMINATION

Since employment with the CSULB Research Foundation is based on mutual consent, both the employee and the employer have the right to terminate employment at will, with or without cause, or advance notice at any time. Terminations are an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- RESIGNATION - employment termination initiated by an employee who chooses to leave the organization voluntarily.
- DISCHARGE - employment termination initiated by the Research Foundation.
- LAYOFF - employment termination initiated by the Research Foundation for non-disciplinary reasons.
- RETIREMENT - voluntary retirement from active employment status initiated by the employee.

Employees will receive their final pay in accordance with applicable state laws.

Employee benefits will be affected by employment terminations. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

408 PAY ADVANCES

Neither pay advances nor extensions of credit against unearned wages will be provided to employees.

If a regular payday falls during an employee's vacation, the employee's paycheck will be mailed to the employee's home address or, if so requested in writing, be available in the Research Foundation Cashier’s Office upon his or her return from vacation.

409 ADMINISTRATIVE PAY CORRECTIONS

The Research Foundation takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Research Foundation Payroll Office so that corrections can be made promptly.

If underpayments are identified, the employee's next regular paycheck will be adjusted to include the corrected amount and any back pay due the employee.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee such as when a substantial amount is owed. In that case, the Research Foundation will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to the employee and the Research Foundation.

410 PAY DEDUCTIONS AND SET-OFFS

The law requires that employers make certain deductions from every employee's compensation.

Among these are applicable federal, state, and local income taxes. The employer also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security/Medicare "wage base." The employer matches the amount of Social Security and Medicare taxes paid by each employee.

In addition to the programs and benefits required by law, the Research Foundation offers other elective programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their checks*. If an employee does not understand why deductions were made or how they were calculated the Research Foundation Payroll Office can assist in answering his or her questions.

Pay set-offs are pay deductions taken by the employer, usually to help satisfy a debt or obligation (such as judgments, garnishments, and tax levies) owed to the employer or others.

* Participation in these programs may be limited to specific employment classifications.

WORK CONDITIONS AND HOURS

501 SAFETY

Establishment and maintenance of a safe work environment is the shared responsibility of the Research Foundation and employees of all levels. The Research Foundation will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Unsafe conditions must be promptly reported to an employee's supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct unsafe conditions as quickly as possible.

All illnesses and injuries occurring in the workplace must be reported to the Research Foundation Human Resources Department immediately; regardless of how insignificant the illness or injury may appear. Such reports are necessary to comply with laws and initiate liability and worker's compensation insurance procedures.

501.1 EXPOSURE CONTROL PLAN FOR OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The Research Foundation Exposure Control Plan for Occupational Exposure to Blood borne Pathogens is designed to protect employees from infectious disease resulting from exposure to CSULB Research Foundation Employee Handbook potentially infectious materials. This plan shall apply to Research Foundation employees in any job classification assigned to a worksite where potentially infectious materials are received, collected, used, or stored. This plan shall also apply to Research Foundation employees in any job classification whose job may periodically bring them in contact with potentially infectious materials.

- Potentially infectious materials shall include, but are not limited to:
- Blood- Human blood, human blood components, and products made from human blood.
- Contaminated Laundry – Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- Contaminated Sharps - any contaminated object which can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Other Potentially Infectious Materials:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and other body fluid that is visibly contaminated with blood such as saliva or vomits, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency responses;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and,
3. HIV-containing cell or tissue cultures, organ cultures, and HIV- or Hepatitis B Virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

For further information, or to receive a complete copy of the Plan, please contact the Human Resources Department.

502 WORK SCHEDULES

The Research Foundation retains the right to vary work schedules according to its needs.

Employee work schedules may vary throughout the organization. Supervisors will advise employees of each employee's work schedules.

504 USE OF PHONE AND MAIL SYSTEMS

Employees may be required to reimburse the Research Foundation for any charges resulting from personal use of the telephone or fax.

The use of employer paid postage for personal correspondence is not permitted.

To assure effective telephone communications, employees should always speak in a courteous and professional manner. Upon answering the phone, employees should state their name and their department. Please confirm information received from the caller, including the phone number of the caller in case a reply is needed, and hang up only after the caller has done so.

Proper telephone etiquette also requires providing callers with a human response whenever possible. During normal business hours all phones should be answered within three (3) rings.

When an employee is away from the normal workstation it is recommended that the phone is diverted to another employee who is informed of the absent employee's whereabouts. Voice mail should only be used during meal periods and outside normal business hours.

505 SMOKING/SECONDHAND SMOKE

In keeping with the Research Foundation's intent to provide a safe and healthful work environment, the Research Foundation observes the University's "Policy for a Smoke-Free Campus Environment" as approved by the President of California State University, Long Beach.

An excerpt of that policy follows:

California State University, Long Beach has a responsibility to provide employees and students with a safe working and learning environment. Given the fact that smoking and secondhand smoke is the most significant cause of premature and preventable death in the United States today, California State University, Long Beach is declared to be a “smoke-free” campus in accordance with the Smoking: Public Buildings, AB 846, signed into law by Governor Davis, imposes new smoking restrictions on public buildings, effective January 1, 2004.

This "smoke-free" policy shall apply to all state-owned, University and Research Foundation operated facilities regardless of location. This policy does not include public performances in which smoking is an

integral and necessary part of those performances. Smoking is prohibited in all indoor areas, including but not limited to:

- Administrative, offices theaters, waiting rooms
- Private offices, lobbies, reception areas
- Laboratories, hallways, university vehicles
- Classrooms, stairwells, machine shops
- Conference rooms, restrooms, elevators
- Auditoria, libraries, food service areas
- Lounges, clinics

Where outdoor seating is provided adjacent to indoor food service facilities, non-smoking sections must be designated and posted. In addition, no smoking is permitted within 20 feet of a building entrance or air intake system.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of everyone. All employees share in the responsibility for adhering to and enforcing this policy. Any problems should be brought to the attention of the Research Foundation Human Resources Department. There shall be no reprisal against anyone seeking assistance in enforcing this policy.

506 REST AND MEAL PERIODS

Each work day, employees are allowed one (1) rest period of fifteen (15) minutes in length and to the extent possible, following each four (4) hour work period. Rest periods should be coordinated to maintain office coverage. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All employees are provided with one (1) meal period of at least thirty (30) minutes in length each work day that exceeds six (6) hours. Supervisors will schedule meal periods to accommodate operating requirements. Meal periods must begin no later than the fifth (5th) hour of the employee's work schedule. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

TOTAL WORK SCHEDULE

Number of Hours Worked	Rest Periods	Meal Periods
Less than 3.5	0	0
3.6 to 4.0	1	0
4.1 to 6.0	1	0
6.1 to 8.0	2	1

Over 8.0 – use formula of one (1) rest period per 4.0 hours of work and one (1) meal period per 6.1 hours of work.

Rest and meal periods may not be accumulated and may not be taken in the initial or final half hour of a work schedule.

507 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employee's volunteer, a supervisor may require employees to work overtime. All overtime work must receive the supervisor's prior authorization.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Exempt employees are not eligible for overtime. Overtime compensation is paid to all nonexempt employees at the following rate(s) and in accordance with prevailing federal and state laws:

- One and one-half times straight-time rate for all hours over 8 in a workday.
- Two times straight-time rate for all hours over 12 in a workday.
- One and one-half times straight-time rate for all hours over 40 in a workweek.
- Two times straight-time rate for all hours over 8 on the 7th consecutive workday.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action up to and including possible discharge. By signing an individual's Timecard or

Reporting Form, the supervisor and/or the Project Director is indicating to payroll that all regular and overtime hours worked were approved.

508 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Research Foundation property employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Each employee is expected to notify his or her supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or visitors. Each supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles or the use of Research Foundation equipment or vehicles for personal use may result in disciplinary action, including discharge.

An employee, who regularly uses University or Research Foundation owned vehicles, or his or her personal vehicle in the conduct of business, must successfully complete the CSULB Defensive Driving class presented by the University Police Department. Employees who use his or her own vehicle in the conduct of business must maintain a valid driver's license, and proof of adequate insurance coverage.

510 EMERGENCY CLOSING

Emergency conditions, such as severe weather, fire, flood, or earthquake, can disrupt operations and interfere with work schedules, as well as endanger employees' well-being. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work will be paid for employees in FTR, PTR, and SHR categories. An employee who fails to report for work when operations are not closed will not be paid for time off.

580 EMPLOYEE IDENTIFICATION CARDS

Employees within the following categories are eligible for an employee identification card:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

- Temporary (TEM)

These cards provide access to the following services:

- Faculty/Staff parking
- Full library privileges
- Campus discount tickets
- Use of campus recreational facilities
- Discounts at the bookstore

581 PARKING

Parking on the CSULB campus is limited to permit lots and metered parking areas. Day, weekly or semester parking permits may be purchased from the University Cashier's Office for University lot parking or from the Research Foundation Cashier's Office for Research Foundation lot parking. The employee classification(s) eligible for parking payroll deductions are:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- CSULB Research Foundation Employee Handbook
- Short Hour Regular (SHR)

Employees are expected to conduct themselves in a lawful and professional manner while conducting business on behalf of the Research Foundation.

Citations issued to Research Foundation employees by Campus Police, Parking Control, or any law enforcement agency for any infraction of the law will be the responsibility of the employee whether the citation is for on campus or off campus traffic violations, even when an employee is on official Research Foundation business. At his/her sole discretion, the Research Foundation Associate Director of Human Resources may waive the employee responsibility for a business-related citation.

LEAVES OF ABSENCE

601 LEAVE OF ABSENCE

General Information - In accordance with the guidelines set forth in this policy, the Research Foundation will provide unpaid leaves of absence to eligible employees. The types of leaves of absence available are described below. Although in each case the leave time is unpaid, employees may elect to use any accrued vacation and/or OPA as compensation during leave periods. Each type of leave has a defined

maximum length. In no case may a leave of absence be approved beyond the period for which the position of the requesting employee is funded.

Leaves of absence which have been approved for a specified period of time may be modified by the Associate Director of Human Resources should funding or operating conditions warrant. To the extent possible, the requesting employee will be returned to the same position they occupied at the time the leave began. In the event that operating conditions preclude a position from remaining vacant the requesting employee will be returned to the most comparable position, for which they are qualified, within the program that they are normally employed. For further information about Leaves of Absence, employees should contact a Research Foundation Human Resources representative.

Notice Requirements - Employees requesting a Leave of Absence (of any type) must provide (where feasible) at least thirty (30) days advance written notice to their Project Director and the Human Resources Department. Notice requirements will be satisfied once a completed Request for Leave of Absence form (available from the Human Resources Department) has been received by the Human Resources Department.

Employee Benefits - The employer premium contributions for the medical, dental and vision insurance plans shall continue for twelve (12) weeks while an employee is on an approved Family Medical Leave. Employees will be responsible for continuing any prevailing employee contributions in effect during the period of the leave. For all other types of leave, the employer contribution for insurance benefits shall cease at the end of the month in which the leave begins. Accruals of other benefit calculations, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment or the employee can submit vacation or OPA hours to cover the benefit calculations. Employer contributions to the Employee Pension Plan will continue only while the employee is receiving compensation (including vacation and OPA) from the Research Foundation.

The employee classifications eligible for leave consideration include:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

For purposes of eligibility determination, employees within these categories shall only be considered eligible once they have completed twelve (12) months of service with the Research Foundation, and who have worked at least 1,250 hours during the twelve (12) months immediately preceding the date of the leave.

A. FAMILY AND MEDICAL LEAVE (FML)

The Federal Family and Medical Leave Act and the California Family Rights Act (CFRA) provide employees with specific leave benefits. It is the intention of the Research Foundation that policy described herein shall satisfy the provisions of both Acts concurrently.

Family and Medical Leave (FML) is provided for an eligible employee's serious health condition, the serious health condition of the employee's child, spouse, or parent, or to bond with the employee's newborn, adopted, or foster care child in accordance with State and Federal law in effect at the time the leave is granted. Leave granted for bonding purposes shall only be considered during the first twelve (12) months following the child's birth or placement for adoption or foster care.

Employees are entitled to a total of twelve (12) workweeks of FML leave during any twelve (12) month period. Where a husband and wife are both employed by the Research Foundation, the aggregate leave to which both are entitled may be limited to twelve (12) workweeks in any twelve (12) month period, if the leave is taken by reason of the birth or placement of a child with the employee, or to care for a parent or child with a serious health condition.

Certification - When the FML is taken for medical reasons, the Research Foundation will require the employee to provide a certification from the health care provider of the person requiring care, whether it be the employee or the employee's spouse, child, or parent. The certification shall be sufficient if it states:

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- The appropriate medical facts within the knowledge of the health care provider regarding the condition;
- A statement that the eligible employee is needed to care for the spouse, child, or parent and an estimate of the amount of time that the employee is needed to care for the spouse, child, or parent or a statement that the employee is unable to perform the functions of their position.

Subsequent recertification during an approved leave may be required. Employees whose leave was occasioned by their own serious health condition will be required to submit a medical certification that the employee is able to return to work.

DEFINITIONS

Child - is defined as a biological, adopted or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis (in place of a parent) to that child who is either under eighteen (18)

years of age or an adult dependent child. An adult dependent child is an individual who is eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability as defined in Government Code section 12926, subdivisions (i) and (k).

Parent - is defined as a biological parent (not parent-in-law) or someone who stood In Loco parentis (in place of a parent) to an employee.

Spouse - is defined as a husband or wife, including common law-marriage.

Serious health condition - is defined as an illness, injury, impairment, or physical or mental condition (including work-incurred illnesses and injuries) which involved inpatient care in a hospital, hospice or residential health care facility, or continuing treatment or continuing supervision by a health care provider. Any period of incapacity due to pregnancy or for parental care is also covered.

Health Care Provider - is defined as a doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices, or any other person determined by the U. S. Secretary of Labor to be capable of providing health care services.

B. MILITARY LEAVE

A Military Leave of Absence will be granted to eligible employees who serve in any branch of the United States armed services. Benefit accruals for any employee serving on active duty longer than thirty (30) consecutive days will be calculated in accordance with applicable federal and state laws.

Any employee who is a member of a reserve component of the armed forces will be placed on a Military Leave of Absence during his/her annual training duty. Benefit programs will be unaffected during this time. Training leaves will not normally exceed two weeks per year, plus reasonable travel time.

C. PERSONAL LEAVE OF ABSENCE

To the extent possible, the Research Foundation will provide a Personal Leave of Absence to eligible employees who wish to take time off from work duties to fulfill personal obligations.

Employees may request Personal Leave only after having completed 180 days of continuous service in a FTR, SHR, or PTR eligible employment classification. Personal Leave may be granted for a period of up to one (1) year. Requests for Personal Leave will be evaluated based on a number of factors including anticipated operational requirements of the department or program and staffing considerations during the proposed period of absence. Personal Leave will run concurrently with FMLA and CFRA if applicable.

D. PREGNANCY DISABILITY LEAVE

A Research Foundation employee, who becomes disabled due to pregnancy, childbirth or a related medical condition, is eligible to take a Pregnancy Disability Leave (PDL) for up to four (4) months. Certain pregnancy-related disabilities may also qualify as Family Medical Leave. In those instances, PDL will be provided in addition to Family Medical Leave and run concurrently.

601.1 RETURN TO WORK

Research Foundation policy is to return an employee who has sustained either industrial or nonindustrial disabling injuries to work as soon as his or her medical condition permits return without endangering his or her health or the safety of others. The Research Foundation Return to Work Policy and its implementing procedures provide the structure to enable the Research Foundation to comply with existing federal and state regulations concerning employment of individuals with disabling injuries or illnesses and to reduce the costs associated with the Research Foundation Industrial and Non-Industrial leave programs.

For more information on this policy please contact the Human Resources Department.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

701 E MPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, the Research Foundation expects employees to follow rules of conduct which will protect the interest and safety of all employees and the employer. It is not possible to list all the forms of behavior which are considered unacceptable in the work place, but the following are examples of infractions of rules of conduct which may result in disciplinary action, including suspension or termination of employment.

- Theft or inappropriate removal or possession of Research Foundation property (see Section 706)
- Misappropriation of Research Foundation, program or grant funds
- Falsification of timekeeping records (see Section 401)
- Working under the influence of alcohol or illegal drugs
- Manufacture, sale, purchase, offer to sell or purchase, distribution, dispensation, possession, or use of alcoholic or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the work place (see Section 701.1)
- Boisterous or disruptive activity in the work place

- Negligence or improper conduct leading to damage of employer-owned or customer owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace (see Section 701.1)
- Excessive absenteeism, tardiness or any absence without notice
- Unauthorized absence from work during the work day
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of trade secrets or confidential information
- Violation of Research Foundation policies
- Unsatisfactory performance or conduct

Employment is by mutual consent of the employer and employee, and either party may terminate that relationship at will at any time, with or without cause and with or without advance notice.

701.1 WORKPLACE VIOLENCE

The Research Foundation is committed to providing a work environment that is free of violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in such acts will be subject to corrective action, up to and including immediate termination, and may also be personally subject to other civil or criminal liabilities.

The Research Foundation has formed a management team to implement and monitor policies dealing with the security of the workplace. This team consists of the Research Foundation Chief Operating Officer, Associate Director of Human Resources, and Director of Information Systems and Technologies. The team will utilize the services of the Research Foundation Employee Assistance Counselor as needed.

Violent behavior includes, but is not limited to:

- The actual or implied threat of harm to an individual, group or individuals, or relatives of those individuals.
- The possession on Research Foundation or California State University, Long Beach ("University") property of a firearm (unless specifically authorized in writing by the Research Foundation

Associate Director of Human Resources, in concert with the University Police Department), or the brandishing of any object which could reasonably be construed as a firearm. The term "property" shall include any Research Foundation or University work site regardless of ownership, or any location where the individual is engaged in Research Foundation or University business.

- The possession on Research Foundation or University property of weapons of any kind (unless specifically authorized in writing by the Research Foundation Associate Director of Human Resources, in concert with the University Police Department), or the brandishing of any object that could reasonably be construed as a weapon. The term "property" shall include any Research Foundation or University work site regardless of ownership, or any location where the individual is engaged in Research Foundation or University business.
- Loud, angry or disruptive behavior that is clearly not a part of the typical work environment.
- Callous or intentional disregard for the physical safety or well-being of other.
- Willful destruction of Research Foundation, University, or employee property.
- Commission of a violent felony or misdemeanor on Research Foundation or University property. The term "property" shall include any Research Foundation or University work site regardless of ownership, or any location where the individual is engaged in Research Foundation or University business.
- Any other conduct which a reasonable person would perceive as constituting a threat of violence.

This policy will apply to employees engaging in any violent behavior regardless of whether or not the behavior is exhibited during the employees' regular work schedule.

Any employee who is subjected to, witnesses or has knowledge of an action which could be perceived as a violent act, or has reason to believe that such actions may occur, must report it promptly to his or her supervisor or to the Research Foundation Associate Director of Human Resources. Employees may raise concerns and make reports without fear of reprisal.

702 DRUG AND ALCOHOL USE

In accordance with the Drug-Free Workplace Act of 1988 ("DFWA"), the California State University, Long Beach Research Foundation has established the following policy:

Due to the prevalent use of illegal drugs in the United States and the hazards they pose in the workplace, not only to the abuser but to the general population as well, the Research Foundation strictly prohibits the manufacture, sale, purchase, offer to sell or purchase, distribution, use, dispensation or possession of illegal drugs in the workplace. Physician-prescribed medications may be used by

employees, provided the drugs do not adversely affect job performance or the safety of the employee or other individuals in the workplace.

It is the responsibility of any Research Foundation employee convicted of a criminal drug offense occurring in the workplace to notify the Research Foundation Human Resources Department within five (5) calendar days of conviction. Action may be taken against any Research Foundation employee convicted of a criminal drug offense occurring in the workplace.

Appropriate action may include discipline, up to and including termination, and/or the requirement of satisfactory participation in a drug treatment program as deemed necessary by the Research Foundation Associate Director of Human Resources.

To further enhance this effort, a drug-free awareness program has been established to inform Research Foundation employees of the dangers of drug abuse in the workplace, and the availability of drug counseling and rehabilitation programs. This program is designed to assist all Research Foundation employees. Any employee who wishes further information should contact the Research Foundation Human Resources Department.

703 UNLAWFUL HARASSMENT

The Research Foundation must take all reasonable steps to prevent discrimination and harassment. Sexual harassment in employment violates Research Foundation policy and is prohibited under Title VII of the federal Civil Rights Act and the California Fair Employment and Housing Act.

SEXUAL HARASSMENT DEFINED

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

an intimidating, hostile or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior.

The following is a partial list of behavior considered offensive:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letter, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

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

PREVENT SEXUAL HARASSMENT

A program to eliminate sexual harassment from the workplace is not only required by law but is the most practical way to prevent incidents from occurring, or to avoid or limit damages if harassment should occur despite preventive efforts.

THE RESEARCH FOUNDATION'S COMPLAINT PROCEDURE

The Research Foundation's complaint procedure provides for an immediate, thorough and objective investigation of any sexual harassment claim, appropriate disciplinary action against one found to have engaged in prohibited sexual harassment, and appropriate remedies to any victim of harassment.

Employees who believe they have been sexually harassed on the job, including harassment by persons doing business with or for the Research Foundation should provide a written or verbal complaint to Associate Director of Human Resources or Chief Operating Officer of the Research Foundation as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors and managers must immediately refer all harassment complaints to the Associate Director of Human Resources or Chief Operating Officer of the Research Foundation.

All incidents of sexual harassment that are reported must be investigated. The Associate Director of Human Resources or the Chief Operating Officer of the Research Foundation will immediately undertake or direct an effective, thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the alleged harassment will communicate

to the employee(s) who complained and the accused harasser(s). If the Research Foundation determines that sexual harassment has occurred, the Research Foundation will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of sexual harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be applied. Whatever action is taken against the harasser will be communicated to the employee CSULB Research Foundation Employee Handbook who complained, and the Research Foundation will take appropriate action to remedy any loss to the employee resulting from the sexual harassment.

PROTECTION AGAINST RETALIATION

The Research Foundation's policy and California law prohibit retaliation against any employee by another employee or by the Research Foundation for using the complaint procedure or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a federal or state enforcement agency. Prohibited retaliation to the whistle-blower includes, but is not limited to, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefits.

No harassment will knowingly be permitted, and the Research Foundation will not knowingly permit any retaliation against any employee who complains of sexual harassment or who participates in an investigation. Research Foundation policy and California law prohibit retaliation against any employee who opposes sexual harassment. Opposition to sexual harassment includes, but is not limited to: seeking advice or assisting or advising any person in seeking advice of an enforcement agency regardless of whether a complaint is filed or, it filed, substantiated; opposing employment practices that an employee reasonably believes to be unlawful; participating in an activity perceived to be opposition to discrimination by an employer covered by the law; or contacting, communicating with or participating in any federal, state, or local human rights or civil rights agency proceedings.

Any report of retaliation by the one accused of harassment, or by co-workers, supervisors or managers, will also be immediately, effectively and thoroughly investigated in accordance with the Research Foundation's investigation procedures outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

LIABILITY FOR SEXUAL HARASSMENT

Any employee of the Research Foundation whether co-workers, supervisor or manager, who is found to have engaged in unlawful sexual harassment is subject to disciplinary action up to and including discharge from employment. An employee who engages in sexual harassment, including any manager who knew about the harassment and took no action to stop it, may be held personally liable for monetary damages. The Research Foundation will not pay damages assessed personally against any employee.

ADDITIONAL ENFORCEMENT INFORMATION

In addition to the Research Foundation internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of sexual harassment in employment. Employees who believe that they have been sexually harassed may file a complaint with the EEOC within 300 days of the harassment or with the DFEH within one year of the harassment. Both the EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

If the EEOC finds a complaint is justified, it may bring a lawsuit in federal court seeking an order to prevent further unlawful activity, as well as orders to pay large fines and damages, and remedies such as hiring, reinstatement, back pay, promotion and changes in the employer's policies and/or practices. If the DFEH finds evidence of sexual harassment, and settlement efforts fail, the DFEH may file formal accusations against the employer and the harasser. The

accusation will lead either to a public hearing before the Fair Employment and Housing Commission or a lawsuit on the complainant's behalf by the DFEH. If the Commission finds that harassment occurred, it can order remedies, including damages and/or finds from each employer and harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotions and changes in the policies or practices of the involved employer. A court may order

unlimited damages.

OTHER TYPES OF UNLAWFUL HARASSMENT

In addition to sexual harassment, the Research Foundation's policy prohibits all types of harassment whether are based on an employee's race, ethnicity, age, physical or mental disability, sexual orientation or any other basis prohibited by federal, state or local law. All such harassment is prohibited. The policies and procedures described above apply to all types of unlawful harassment and an employee should feel free, without fear of retaliation, to follow the procedures described if he or she believes unlawfully harassment has occurred.

For more information, contact the Associate Director of Human Resources or the Chief Operating Officer.

The nearest office of the EEOC or DFEH, may also be contacted as listed below:

Equal Employment Opportunity Commission
322 West First Street, #2126
Los Angeles, CA 90012
(213) 897-2844

Equal Employment Opportunity Commission
901 Market Street, Suite 500
San Francisco, CA 94103
(415) 744-6500

Department of Fair Employment and Housing
255 East Temple Street, Fourth Floor
Los Angeles, CA 90012
(213) 894-1015

Department of Fair Employment and Housing
30 Van Ness Avenue, Suite 300
San Francisco, CA 94102-6073
(415) 557-2005

704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the Research Foundation expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the employer. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she must notify his/her supervisor prior to the anticipated tardiness or absence, or within two (2) hours of his/her scheduled reporting time when advance notice is impossible.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment.

705 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image we present.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

706 RETURN OF PROPERTY

Employees are responsible for all Research Foundation property, materials, or written information issued to them or in their possession or control. Employees must return all property of the Research Foundation that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. The Research Foundation may take all action deemed appropriate to recover or protect its property.

708 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the employer. Although advance notice is not required, the Research Foundation requests at least two (2) weeks' written resignation notice from all employees.

710 SEARCHES

The Research Foundation wishes to maintain a work environment which is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Research Foundation prohibits the control, manufacture, possession, transfer, sale, purchase, offer to sell or purchase, or use of such materials on its premises. The Research Foundation requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Research Foundation. Accordingly, they, as well as any article found within them, if reasonable suspicion exists that a Research Foundation policy is being violated, can be inspected by any agent or representative of the Research Foundation at any time, either with or without prior notice.

711 ELECTRONIC COMMUNICATIONS

The Research Foundation's computer systems and other technical resources of the Research Foundation are provided by the Research Foundation for the use of the Research Foundation and are to be reviewed, monitored and used in the pursuit of the Research Foundation's business. As a result,

computer data is readily available to numerous persons. If, during the course of employment, an employee performs or transmits work on the Research Foundation's computers or other technical resources, work may be subject to the review of others.

Files or programs may only be accessed with permission. Unauthorized review of files, dissemination of passwords, the creation or use of passwords not authorized by the Research Foundation, damage to systems, removal of files, removal of programs or improper use of information contained in the computer system may be grounds for disciplinary action, up to and including termination.

The use of electronic or e-mail in any manner which may be disruptive, offensive to others or harmful to morale is specifically prohibited, including but not limited to the display or transmission of sexually explicit images, messages and cartoons, as well as use of any ethnic slurs or communication which may be construed as harassment or disparagement of others. Such transmissions may be grounds for disciplinary action, up to and including termination. Use of Research Foundation resources for ventures, religious or political causes, outside organizations or other non-job-related solicitations is strictly forbidden and is grounds for disciplinary action, up to and including termination. Searches of e-mail may be conducted without advance notice in order to information, is being used exclusively for such purpose.

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

An employee of the Research Foundation is permitted to use the Research Foundation's equipment for occasional, non-Research Foundation-related purposes in accordance with the Research Foundation's policy. However, no personal right of privacy of an employee exists in any file contained within or transmitted by the Research Foundation computers. Likewise, information contained on the Research Foundation's voicemail system is subject to review; the Research Foundation management may override your voicemail password and review your messages if deemed necessary in the best interest of the Research Foundation.

The Research Foundation property such as cellular telephones, office telephones, fax machines, scanners, modems and beepers are not to be used for illegal activities or non-Research Foundation-related business. Bills and other documentation related to this type of equipment are the property of the

Research Foundation and may be reviewed and used for purposes the Research Foundation considers appropriate.

712 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by this organization may not solicit or distribute literature in the workplace at any time for any purpose without the express written permission of the Research Foundation Chief Operating Officer.

The Research Foundation recognizes that employees may have interest in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work time. (Work time does not include lunch periods, work breaks, or any other periods in which employees are not on duty)

Examples of impermissible forms of solicitation include:

- The distribution of literature in work areas during work time
- Posting personal fliers or written solicitations in work areas, break rooms, restrooms, vending area, parking booth, company bulletin boards or building lobby, stairwells or doors
- Distributing information on vehicles within the Research Foundation parking lot

714 DRUG TESTING

The Research Foundation is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substances samples (e.g. blood, urine) to determine the illicit use of drugs. The Research Foundation will attempt to protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations:

- POST-ACCIDENT - Any current employee who is involved in a serious incident or accident while on duty, whether on or off the employer's premises, may be asked to provide a body substance sample, if a reasonable suspicion exists that the employee is under the influence of alcohol or drugs or controlled substance.
- FITNESS-FOR- DUTY - This test may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc. provide reasonable suspicion of the influence of drugs. A fitness-for-duty evaluation may include the testing of a body substance sample.
- RANDOM TESTING - Employees holding safety-sensitive positions may be subject to testing at any time on a random basis.

Subject to any limitations imposed by law, refusal to provide a body substance samples under the conditions described above may result in disciplinary action, up to and including discharge.

715 SUBPOENAS

A subpoena is a form order issued from a court or an administrative agency, which compels the attendance of a witness and/or production of documents, at a particular time and location. There are many different kinds of subpoenas, and their requirements vary depending on the nature of the underlying proceedings in which they are issued.

A. Witness - In the event that a subpoena calls for the appearance of a Research Foundation employee in connection with their work, the subpoena must be served upon that witness personally. Immediately upon receipt of the subpoena, the employee must notify the Research Foundation Human Resources Department. The employee will be asked to forward a copy of the document to the Associate Director of Human Resources. If the Associate Director of Human Resources determines that legal counsel is necessary, an attorney will be provided at no cost to the employee. Employees shall never, in connection with Research Foundation business, contact any legal counsel without the express permission of the Associate Director of Human Resources and/or the Chief Operating Officer. Research Foundation employees who must appear as a witness in connection with Research Foundation employment will continue to receive regular pay during the period of witness service.
B. Records - In the event that a subpoena calls for the production of documents, the subpoena shall be delivered to the Human Resources Department. If a subpoena is inadvertently accepted by someone outside of the Human Resources Department, the recipient must immediately contact the Human Resources Department and deliver the original document to the Human Resources Department no later than the end of the same business day.

If the subpoena requests the production of employment records, the Human Resources Department will have responsibility for responding to the subpoena. If the subpoena requests the production of documents other than employment records, the Associate Director of Human Resources will coordinate the response to the subpoena in concert with the appropriate custodian of records.

750 FACULTY AND STAFF ASSISTANCE PROGRAM (FSAP)

The Faculty and Staff Assistance Program provides free and confidential counseling and referral services to employees. Research Foundation employees may visit a licensed, marriage, family and child counselor trained to deal confidentially with a variety of personal, family or work-related issues before they disrupt one’s life or work performance. Short term counseling is provided for: stress management,

enhancement of relationships, improvement of family functioning, professional development, evaluation of alcohol and substance abuse problems, and personal growth. FSAP services are provided on a voluntary basis only. To learn more about this benefit, please call the Associate Director of Human Resources.

780 ADMINISTRATIVE REVIEW PROCESS

Occasionally, employees may encounter a situation of conflict requiring the attention of an individual of a higher level of authority. In most cases, an employee is encouraged to seek the assistance of his or her immediate supervisor to resolve the conflict. In cases where the employee is not satisfied with the resolution suggested by the supervisor, or if the nature of the conflict causes the employee to feel uncomfortable in dealing with his or her immediate supervisor, the employee is encouraged to seek the assistance of the Research Foundation Human Resources Department. An employee may discuss problems or conflicts without fear of reprisal with any member of Research Foundation management. Additionally, some circumstances may be referred for Administrative Review. Information about this process may be obtained from the Human Resources Department.

MISCELLANEOUS

800 EMPLOYMENT STATUS OF INDIVIDUALS WITH LIFE THREATENING ILLNESS

The Research Foundation recognizes that employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, may wish to continue his or her normal pursuits, including work, to the extent the condition allows. The decision to continue work will be based on the ability to meet normal performance standards and on the receipt of satisfactory medical evidence that the employee does not present an immediate threat to themselves or others.

Evaluation of the potential dangers presented by individuals with life-threatening diseases will occur on a case-by-case basis by the Research Foundation Associate Director of Human Resources who will consider existing medical and scientific evidence.

EMPLOYEE ACKNOWLEDGMENT

I understand that the employee handbook describes important information about this organization and that I should consult a Research Foundation Human Resources Representative regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions in writing signed by authorized Research Foundation representatives to the handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

My employment relationship with this organization is voluntarily entered into and is subject to termination or modification by me or my employer at will, with or without cause or advance notice.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, understood, and will comply with both the policies contained in this handbook and any revisions made to it.

_____ _____

Employee Signature Date

_____

Employee's Name (Typed or Printed)