

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
ADMINISTRATIVE PUBLICATION
REGARDING PERSONNEL

PREFACE

Humboldt State University Sponsored Programs Foundation is a non-profit auxiliary organization, a separate corporation, which assists Humboldt State University through the administration of grants, contracts, special education projects, gifts, and other restricted fund accounts.

This publication describes administrative procedures and provides a general summary of Foundation personnel policies, work rules, and benefits. This is not a legal document and is rather intended to highlight the previously mentioned subjects. The Board of Directors may from time to time take actions which affect administrative matters that are described in this publication and may amend these policies and procedures at any time. Accordingly, inquiries can be made to the HSU Foundation office to determine if specific descriptions are current.

Please read the entire publication so you will have a complete understanding of the material covered.

Individuals are our most important asset. In all areas of university activity, our reputation for quality of work and for efficient and courteous service constitutes the cornerstone of success. Your participation in enhancing university excellence is vital. Your suggestions for improving our procedures are welcomed and appreciated.

The Management and Board of Directors

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I. INTRODUCTION

Humboldt State University Sponsored Programs Foundation (henceforth referred to as HSUSP Foundation) was established in 1952 as a non-profit corporation which operates as an auxiliary organization of the University. The operating regulations for auxiliary organizations within The California State University system are clearly established in both Title 5 and the Education Code (see II. below). The purposes of our corporation are to engage in activities furthering and enhancing the educational effectiveness of the University and to supplement services provided by the State of California. HSU Foundation does this by:

Administering university-connected activities and research projects;

Sponsoring activities such as educational institutes, training programs, research projects, conferences, and workshops;

Receiving and administering grants, contracts and gifts, and performing certain depository functions generally known as restricted fund accounts.

HSUSP Foundation is governed by a Board of Directors composed of members from the University's administration, faculty and student body, and from the community.

HSUSP Foundation is a self-supporting non-profit corporation which does not receive annual State budgetary support. HSU Foundation's sources of operating funds are administrative costs that are part of grants and contracts, administrative costs for special educational projects and restricted funds, earnings on investments, and contributions.

II. EMPLOYMENT POLICIES AND PRACTICES

A. General

Employment within HSUSP Foundation is described in Education Code-Section 89900 and in Title 5 - Section 42405. Those regulatory code sections recognize that research foundations such as our own have two distinct phases of activity -- restricted activity (Restricted Found Operations) and unrestricted activity (corporate management activities -- known as General Operations). The regulations of The California State University require the separation of restricted and unrestricted activity, even to the extent of requiring separation of accounts between the two activity categories. It should be understood that the terms "restricted" and "unrestricted" do not refer to employees but rather to fiscal processes; that is, HSUSP Foundation's fiscal operations are restricted in regard to, for example, grants and contracts, due to regulations of the funding entities whose regulations are, in turn, imposed upon the grantor/contractor (HSU Foundation).

Within Education Code - Section 89900 and Title 5 - Section 42405, two categories of employment are described: one for restricted and one for unrestricted activity. For restricted activity the category of employment is described as temporary and is as follows: "For the purposes of this subdivision, a temporary employee is (a) an employee employed for a research project, workshop, institute, or other special project funded by any grant, contract or gift; or (b) an employee whose contract of employment is for a fixed term not exceeding three years." Almost all HSU Foundation employees are in positions described by the foregoing code section. This publication primarily describes administrative procedures relative to those employees. It should be further noted that this broad category of project-related employees includes both student and non-student employees.

Special code sections were created for employees employed by virtue of a grant, contract, fee-dependent course, gifts, etc., due to the temporary nature of such funding mechanisms. Because of the temporary nature of such funds, permanent status (tenure) can not be granted. Similarly, retirement programs, besides social security, don't exist for such positions. (Other benefit programs are described in Section V of this publication.)

Because of the foregoing, Restricted Fund employment with HSU Foundation is based on the mutual consent of the employee and HSU Foundation. Accordingly, either the employee or HSU Foundation can terminate the employment relationship at will at any time with or without cause. Appointment forms confirm the "at will" employment status. As a practice, all projects within HSU Foundation are encouraged to provide two weeks written notice of employment actions. Any oral or written statements or promises to the contrary are not binding upon HSU Foundation, unless agreed to in writing by HSUSP Foundation's management and/or its Board of Directors.

B. Definitions

The term "**Foundation Employees**" applies to those who receive a payroll check which is processed through HSUSP Foundation's payroll processes. This category includes Project Employees, Agency Employees, and General Operations (Central Staff) Employees.

The term "**Project Employees**" applies to all individuals who are employed from restricted funds provided through a research or special educational project grant or contract. Employment from such sources does not exceed the duration expressed by award instruments, though employment can be renewed if awards are renewed.

The term "**Agency Employees**" applies to all individuals who are employed from restricted funds provided by program fees, donations to programs, and endowed programs. Employment examples include employees working for KHSU, Schatz Tree Farm, and Extended Education programs.

The term "**General Operations Employees**" applies to all individuals who are employed from unrestricted funds within HSUSP Foundation's central administration. Such employees are under the direction and supervision of the Foundation's General Manager and/or the Foundation's Board of Directors.

Within the above categories there are further subdivisions as follows:

"**Regular Salaried Employees - Category A**" are those whose term of employment is expected to be six full months or more and whose time base is three-fourths time (30 hours per week) or more on a regular schedule. Salaried employees receive a set salary for each pay period; they verify their work effort after -the-fact by use of a level of effort form; and they report sick leave, vacation, etc., each month at month end on an appropriate form. These employees are subject to such group insurances a health, dental, vision and life insurance. A sub-category of Management Employees is discussed later in this section.

"**Regular Salaried Employees - Category B**" are employees who work less than three-fourths time, but do so on a regular schedule. Their term of employment is typically six months or more. Since hours do not vary, appointment is by salary, and level of effort forms are used. This general employment category also includes employees who are appointed full-time, but for a period of time less than six complete months. These employees are subject to vacation and sick leave, but are not eligible for group insurances.

"**Hourly Employees**" are usually employed for less than six month periods. Hourly employees often work intermittent or irregular hours and are often less than half-time. These employees only record their hours on hourly time sheets and do so on a wage basis, not on a salary basis. Hourly employees are covered by social security, workers' compensation, unemployment and disability insurance, and by employment training tax. If an hourly employee is appointed for six months or more he/she is also covered by sick leave and vacation benefits. (See p. 14)

"**Occasional Employees**" work as needed. Time is kept on time sheets. Employment is covered by social security, unemployment and disability insurance, workers' compensation insurance and employment training tax. Occasional employees are not covered by sick leave or vacation benefits and earn holiday pay only for hours actually worked on a holiday. This category includes former students who are not currently enrolled, including summer session if the employees are not fulfilling class responsibilities (see the definition of "Student Employees" below).

"**Student Employees**" are those employees limited to 20 hours per week or less who are enrolled and regularly fulfilling class responsibilities. They are paid on the basis of HSUSP Foundation's Student Assistant Salary Schedule (a separate publication). Their benefits are the same as occasional employees, with the exception of exemption from social security. Exemption from social security taxation applies to students who are carrying at least six units as an undergraduate or 4.5 units as a graduate students, working twenty hours per week or less, and are paid as student assistants on the

aforementioned student assistant salary schedule. Students who do not meet the foregoing conditions should identify themselves as non-student, occasional employees for pay purposes, a classification which is subject to social security coverage.

"Management Employees" are General Operations Employees who are so designated by HSUSP Foundation's Board of Directors. Salary adjustments are individually subject to Board or senior management approval. Management Employees may receive enhanced benefits such as increased vacation accrual rates. Management employees are appointed on a salary basis rather than a wage basis.

In addition to the foregoing definitions, Section IIA provides a general understanding of the two broadest categories of HSUSP Foundation employment as described by law: Restricted Fund Employment and General Operations Employment. That section of this publication should be carefully reviewed as it describes the temporary nature of employment which necessitates the at-will employer-employee relationship, which also applies to management employees.

C. Affirmative Action and Non-Discrimination

HSUSP Foundation is an affirmative action/equal opportunity/Title IX employer and promotes employment opportunities for women, ethnic minorities, Vietnam era and disabled veterans, persons with disabilities, and persons age 40 and over. The full text of HSU Foundation's Affirmative Action Plan is on file in the Foundation office and available on request. That plan contains a Grievance Procedure.

It is the policy of HSUSP Foundation to prohibit decision-making based on "race, color, ancestry, religious creed, national origin, sex, disabilities, medical condition (cancer related), marital status, or age (over 40)," (California Department of Fair Employment and Housing).

In keeping with the American Disabilities Act of 1990, reasonable accommodation is provided for applicants with disabilities and for employees with disabilities.

D. Harassment

It is the policy of HSUSP Foundation to provide all employees a working environment free from discriminatory harassment or intimidation. Harassment, particularly that prohibited by law such as racial or sexual harassment, is grounds for disciplinary action up to and including termination. If you feel you are being harassed or you observe harassment, please discuss the matter with your supervisor or with management of HSU Foundation.

E. Drug-Free Workplace

It is the policy of HSUSP Foundation to provide a drug-free workplace, and to prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace.

Any employee who is found in violation of this policy will be subject to appropriate personnel action, up to and including termination; or the employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for purposes by federal, state, or local health, law enforcement, or other appropriate agency.

HSUSP Foundation provides a written copy of its policy to all employees to inform them of our Drug-Free Workplace Policy.

For those employees who work under a federal grant, conditions of such employment include willingness to (1) abide by the terms of the HSUSP Foundation Drug-Free Workplace Policy, and (2) notify HSUSP Foundation of any criminal drug statute conviction for violations occurring in the workplace no later than 5 days after conviction.

F. Employment Processes

A person is not employed by HSUSP Foundation until an appointment certification form and a Report of Appointment is completed and signed by the prospective employee and the appropriate Project Director and returned to HSUSP Foundation, together with a completed and signed Form W-4 (Internal Revenue Service), and a completed and signed Form I-9 (Federal Employment Eligibility Verification). The latter is then reviewed and signed by a General Operations staff member or a duly appointed designee.

HSUSP Foundation is required by law to verify that every person hired is a United States citizen, a United States permanent resident, or an alien permitted to work in this country.

G. Probationary Period

Even though all Restricted Fund positions are temporary, a probationary period can be utilized by supervisors for closely observing an employee's work, and for securing the most effective adjustment of a new employee to his/her position and to the people with whom he/she comes in contact. Such a probation period is when a new employee "tries the job" and is, in turn, evaluated by the supervisor. The probationary period is one year for professional, technical, and other eligible non-student employees. The period for such probation is an evaluation guideline only, and in no way guarantees employment for that period. Restricted Fund employees, are therefore, either probationary temporary employees or non-probationary temporary employees, since by definition in law, all Restricted Fund employees are temporary.

Employees who have completed probation may be put back on probation for performance or disciplinary reasons. Upon reclassification, promotion, or transfer, a new probationary period is served unless stated otherwise, in writing.

H. Duration of Employment

Permanent status can not be granted to a Restricted Fund employee as all such employees are temporary. Continued employment of HSUSP Foundation employees is conditional upon many factors, which include performance, the availability of appropriate work, and the availability of funds.

I. Performance Evaluation

Both General Operations and Restricted Fund employees are eligible for formal performance reviews. Such evaluations are not centralized and are conducted at the employing project level. The purpose of evaluations is to let employees know how well they are performing their assigned duties; to provide a forum for discussing problems or solutions; to address training or education possibilities; and to enable assessment of both project/departmental and individual personnel goals. Such evaluation in no way implies permanence of employment since Restricted Fund employees are temporary.

J. Salary Adjustments

Salary adjustments are awarded as deemed appropriate by HSUSP Foundation. Such adjustments may occur annually and may combine both cost of living adjustments and other adjustments, such as adjustments for equity with similar employment and those for meritorious performance.

K. Reclassification

As an employee assumes greater responsibility in her/his position, it is possible that the job may become eligible for reclassification to a higher level. Reclassification is usually warranted when there is an increased level of responsibility, as opposed to an increase in volume, quality, or variety of tasks. Any and all increases in compensation are governed by the availability of funds and by HSUSP Foundation policy. Reclassification recommendations are initiated by project directors or supervisors.

L. Change of Employee Information

Employees must keep the Foundation Office informed of any changes in name, address, phone number, marital status and number of dependents. Those claiming exemption from withholding must annually complete a W-4 Form prior to February 15. For those who do not complete a new W-4 by February 15, taxes will be withheld at the single rate with zero exemptions.

M. Termination and Layoff

Because employment with HSUSP Foundation is based on the mutual consent of the employee and HSUSP Foundation, either the employee or HSUSP Foundation can terminate the employment relationship at will at any time. It is expected, however, that whoever terminates the employment agreement, whether HSUSP Foundation or the employee, will give notice, if possible and practical. Though no notice is required of either party, a minimum of fourteen days notice is encouraged.

Most HSUSP Foundation employees are appointed for a maximum time of one year or less. The end date of any employment agreement, or the end of any grant, contract, or fiscal year, is the end of employment for most HSUSP Foundation employees unless they are offered a new appointment by the employing unit within HSUSP Foundation. Appointments can not be made beyond the end date of a grant, contract, or other such agreement which enables employment.

Severance is not paid to departing HSUSP Foundations who are hired through Restricted Fund accounts since most employees are hired within grants and contracts which limit compensation to service provided to the project.

Layoffs are terminations resulting from a reorganization, a reduction in or termination of supporting funds, or the deletion of work functions. It is the responsibility of the Project Director or supervisor, in consultation with Foundation Management, to decide which positions are most necessary for the continuation of the project or department within a reduced scope of work and/or budget. The employee(s) filling the position(s) to be deleted shall be the individual(s) laid off. There are no "bumping privileges" or "retreat rights" in HSUSP Foundation employment. If there is more than one employee in the same classification performing the same tasks, layoff may be determined at the sole discretion of HSUSP Foundation.

N. Conflict of Interest

Employees may not work in any other job which might impair their performance at HSUSP Foundation or create a conflict of interest.

All grant and contract proposals submitted by employees of Humboldt State University require review and approval through the process of Institutional Routing prior to submission. This review process screens all proposals to assure that the conflict or interest policy is rigorously applied.

O. Employment of Related Persons

The general policy of HSUSP Foundation is to avoid the employment of related persons in positions where they would have a supervisory relationship with each other, where they would have the same immediate supervisor, or where the nature of their working relationship would be such that their employment might hamper the effective discharge of review responsibilities.

Such "related persons" include: husband, wife, mother, father, daughter, son, sister, brother, step-relatives or in-laws in the same relationships, or any person residing in the employee's household. However, the employment of such persons is not prohibited and may be approved by HSUSP Foundation management or the Board of Directors. Approval may be granted if the benefits to the project outweigh any potential risk, at the sole discretion of HSUSP Foundation.

P. Personnel Records

HSUSP Foundation employees have reasonable access to the employment records and may review them, may request copies of their records, and may request corrections. Personnel records are maintained at both the employing project level and at the central level of HSUSP Foundation management.

Projects maintain such records as resumes and application materials, job descriptions, evaluation materials, and disciplinary materials. The central level of HSUSP Foundation management maintains sick leave and vacation accruals, withholding information, Reports of Appointment, and related employment forms, and payroll records.

III. WAGES, HOURS AND PAY COMPUTATIONS

A. **Standard Work Schedule**

The standard work schedule for full-time employees is eight hours per day on five consecutive days from 8:00 am to 5:00 pm, excluding one hour for lunch. The work week can be from Monday through Sunday.

B. Rest Periods

Rest periods, not to exceed fifteen minutes, once in the morning and once in the afternoon, are provided. The rest period shall not be taken at the beginning or end of a work period, and time not used shall not be accumulated and used at a later date. Rest periods should be coordinated with the project director or the designated supervisor.

C. Exempt and Non-Exempt Employees & Overtime Premium Pay

Exempt employees are those in scientific, professional and supervisory positions whose rates of pay and responsibilities permit exemption from the Fair Labor Standards Acts. These employees do not receive pay for overtime work. Exempt employees are described as employees whose work is intellectual, managerial or creative, involving independent judgment and paid at a rate of \$1,150 per month or more (\$6.64/hr.). Student employees are limited to eight hours per day, 20 hours per week. Students working over 20 hours per week are not working in a student capacity (see "B. Definitions").

D. Overtime

A non-exempt employee may not work overtime unless approved in advance by the appropriate Foundation representative. Overtime is typically prevented by sponsor guidelines and can not be approved for most grants and contracts.

California requires 1 1/2 times the regular rate for hours worked: (a) in excess of 8 hours per day (b) in excess of 40 hours per week (c) for the first 8 hours worked on the 7th work day in the week. Furthermore, California requires the employer to pay twice the regular rate for hours worked: (a) in excess of 12 hours in a work day (b) after 8 hours on the 7th work day in the week. HSUSP Foundation's work week runs from 12:01 am Sunday to 11:59 pm Saturday. Due to the requirements of the Fair Labor Standards Act all overtime must be compensated in cash-- not as compensatory time off (CTO) However, previously accrued CTO balances may be maintained.

Overtime is defined as compensated work which exceeds 8 hours in one day or 40 hours in a week. Allowable overtime is not to be confused with student study time. For example, a student may "put in" ten hours on a project in one day, with a maximum of eight of those hours being compensated, and the other two hours being part of the student's educational study effort.

E. Pay Periods/ Pay Days

The pay periods for hourly, occasional and student employees are typical from the 7th to the 21st of the month and from the 22nd of the month to 6th of the following month. These are the time periods which should be included on time sheets.

The pay periods for salaried employees are from the 1st to the 15th and from the 16th to the last day of the month.

Pay days for both hourly and salaried employees are usually on the workday closest to the 15th of the month and on the work day closest to the last day of the month.

In order to meet payroll deadlines, hourly occasional and student employees must submit time sheets signed by the employee and the Project Director by the specified dates (see HSUSP Foundation pay schedule) at the end of the pay period. An annual schedule of deadline dates and pay dates is published and on our website. Salaried employees check requests are due by the 6th and 21st, with level of effort forms due on the 15th and last day of the month.

F. Computation of Pay and Deductions

Gross pay is equal to the rate per hour times hours worked in a given pay period, or the rate per month for salaried employees.

Deductions are those normally required by law and include the following: federal income tax withholding, state income tax withholding, social security tax withholding, Medicare tax withholding, and state disability insurance. Other deductions may occur relative to such matters as group insurance, savings plans, etc.; however, none of these are an automatic right but occur rather as staff workload and software capability provide.

G. 10 or 11 Month Employees

Certain grant and contract funded projects find it beneficial to have employees work a ten-month year, with two summer months off. During the two months when the 10 month employee is not working, vacation and sick leave will not be earned, though employee expense for group insurance will be incurred by the project for those two months as part of the employment agreement. Of course employee premium expense is involved for such group insurance. It will be withheld from the final paycheck preceding the start of the two month period.

IV. INDEPENDENT CONTRACTORS/CONSULTANTS/SPECIAL LECTURERS/HONORARIUM RECIPIENTS

Independent contractors/consultants/special lectures/honorarium recipients are not employees.

An independent contractor fee, consultancy payment, special lecturer fee, or honorarium is compensation paid for services performed on an independent contractor basis. No employer/employee relationship is created. Payment of fees is normally made only upon completion of the contracted services. With the concurrence of the appropriate Foundation representative, a small deposit may be made in advance of the actual services performed to cover out of pocket expense.

Students and employees of Humboldt State University, HSUSP Foundation, HSU Advancement Foundation, University Center, or Associated Students may not receive compensation as consultants, contractors, special lecturers, or honorarium recipients from any HSUSPF account. The penalties for mistakenly paying a fee that taxing authorities believe should be a wage can be rather severe. All questions regarding the applicability of employee versus contractor/consultant/special lecturer/honorarium should be directed to HSUSP Foundation management.

V. BENEFITS

Foundation benefits are of two kinds: those mandated by law (statutory), and those granted by policy within HSUSP Foundation's accounts. Generally speaking, statutory benefits are required for all employees. Benefits by policy within HSUSP Foundation accounts are available only to "Regular Salaried Employees" and "Hourly Employees" appointed for six full months or more with an established time base.

A. Statutory Benefits

1. State Disability Insurance (SDI)

Each employee is covered by SDI, a State program which provides payments to a person unable to continue working because of an off-the-job injury or illness (including maternity) not covered by Workers' Compensation. Eligibility for benefits and payment amount are determined by the California Employment Development Department. HSUSP Foundation is required to withhold a percentage for this State insurance coverage from an employee's regular earnings. The SDI withholding rate is established by the California Employment Development Department and can change annually. See Section 4f on page 17 regarding coordination of SDI benefits with sick leave.

2. Workers' Compensation Insurance

Each employee is covered by Workers' Compensation insurance for injuries that occur on the job and for job-related illnesses. If you are injured, report the accident immediately to your supervisor and to the HSUSP Foundation Executive Director's office. HSUSP Foundation is insured through the AOA-COMP Driver-Alliant Insurance Fund. The insurance is administered by Octagon Risk Services of Rancho Cordova. They determine eligibility and payment amounts. The cost of Workers' Compensation Insurance is paid entirely by HSUSP Foundation accounts and rates can change annually. See section 4f on page 17 regarding coordination of worker compensation benefits with sick leave.

3. Unemployment Insurance

Each employee is covered by Unemployment Insurance, which provides payment to individuals previously employed who become unemployed, and are physically able to work and available to actively seek and accept employment. Eligibility for benefits is determined by the California Employment Development Department. The cost of Unemployment Insurance is paid entirely by HSUSP Foundation accounts. The rate for unemployment insurance is established by the California Employment Development Department and can change annually.

4. Social Security and Medicare Insurances

All employees, except for the category "Student Employees" as defined in Section II above, are subject to withholding for Federal Insurance Contribution Act (FICA) taxes for Social Security, which is a complex program including retirement, survivors, disability, and Medicare benefits.

Eligibility for benefits is determined by the U.S. Social Security Administration. The employee and the employer each pay an equal amount based on a percentage of the employee's gross wages, up to a maximum amount. The maximum for social security insurance and for Medicare insurance differ.

5. Employment Training Tax

All HSU Foundation accounts pay a small assessment each pay period to the California Employment Development Department for the Employment Training Tax. That assessment funds worker training programs in the state.

B. Benefits by Policy within HSU Foundation Accounts

Only the two "Regular Salaried Employee" categories and the "Hourly Employee" category, if the latter are appointed for six or more continuous months per year, are eligible for holiday, vacation, sick leave and certain other benefits. "Occasional Employees," "Student Employees," and "Hourly Employees" working less than six months are not eligible for these benefits.

The cost of these benefits is specific to individual accounts within HSUSP Foundation, and the administration of these benefits is overseen by the management and Board of Directors of HSUSP Foundation.

1. Holidays

HSUSP Foundation follows the calendar of holidays established by the University's academic calendar, including a December holiday recess between Christmas and New Year's Day. Inclusion of a December holiday recess requires observing some of the holidays listed below during the recess. The schedule of holidays for each year is available in January.

The holidays observed by HSU Foundation are as follows: New Year's Day; Martin Luther King, Jr.'s Birthday; Lincoln's Birthday; Washington's Birthday; Columbus Day; Cesar Chavez's Birthday, Veteran's Day; Thanksgiving Day; Christmas Day; and a Personal Holiday.

Normal time worked on a holiday is not considered overtime.

A "Regular Salaried" Foundation employee who works, with prior written supervisory approval, on either a holiday or a holiday compensation day shall earn "holiday credit" time for those hours worked. Such time may be taken off at a later date with prior supervisory approval, or, if not used, shall be paid upon termination.

An "Occasional" or "Student" Foundation employee who works on either a holiday or holiday compensation day shall be paid for only those hours worked. No holiday credit time shall be granted.

A "Regular Salaried" Foundation employee shall receive holiday pay if on pay status on the last scheduled work day before the holiday or holiday compensation. He/she shall be paid for the number of hours normally scheduled to work. "Hourly Employees" are compensated on a pro-rata basis. For example, a half-time employee would receive four hours of pay for New Year's Day.

Sick leave or vacation will not be charged for holidays or holiday compensation days falling within a period of sick leave or vacation leave. A "Regular Salaried" Foundation employee or eligible "Hourly Employee" will be paid for a holiday or holiday compensation day which falls the day before the effective date of employment if that day is the first day of a pay period.

2. Personal Holiday

"Regular Salaried" employees are entitled to one "personal holiday" per calendar year, which accrues on the first of January, and is based on the contracted-for percent of work effort, or average percent of work effort, for the previous year, e.g., a full-time employee earns a maximum of eight hours, or one personal holiday for the year. The personal holiday must be used during the calendar year; it may not be carried forward into the next year. Otherwise, the personal holiday may be used at the employee's option with his/her supervisor's approval. Terminating employees will be paid at their current salary rate for an unused personal holiday.

3. Vacation

The intent of HSUSP Foundation's vacation policy is to provide eligible employees with a period of paid rest and relaxation away from work.

Vacation with pay shall be granted only to "Regular Salaried" Foundation employees and eligible "Hourly Employees." Each such employee shall accrue benefits at a rate directly proportional to the percentage of time on pay status (including vacation leave, sick leave, and holiday pay) each month. The benefit accrual rate shall be proportionately reduced any time an employee is paid for less than the total working hours in the pay period.

a. Rate of Vacation Accrual

(1) Full-Time Employees: Upon completion of the first month's employment, each full-time "Regular Salaried" employee or eligible "Hourly Employee" shall be credited with up to 6 and 2/3 hours or appropriate fraction of vacation accrual. Thereafter, for each continuous full-time month of service, he/she shall earn credit for vacation pay on the first of the following month as follows:

<u>Length of Service</u>	<u>Vacation Allowance</u>
1 month- 36 months	6.67 hours/month (10 days/year)
37-72 months	10.00 hours/month (15 days/year)
73-120 months	11.33 hours/month (17 days/year)
121-180 months	12.67 hours/month (18.5 days/year)
181-240 months	14.00 hours/month (18.5 days/year)
241-300 months	15.33 hours/month (23 days/year)
Over 300 months	16.00 hours/month (24 days/year)

(2) Part-Time Regular Employees: Vacation credit shall accrue to a part-time employee at a rate proportionate to that of a full-time employee. When an employee holds two or more less-than-full-time positions, the time worked in each position shall be combined for the purposes of computing credit for vacation with pay. Vacation credit shall not exceed full-time employment credit.

b. Accruing Vacation Credit

(1) With the exception of the initial month of employment (see above), a "Regular Salaried" employee or eligible "Hourly Employee" must be on pay status all of the working hours of a month in order to earn full vacation credit for the month.

(2) A "Regular Salaried" employee or eligible "Hourly Employee" who is laid off from pay status during part of a month shall earn proportionate vacation credit for that month.

(3) Vacation credit shall be earned during any leave with pay.

(4) Vacation credit for each month shall not be considered as earned until the end of each pay period, except that upon termination an employee shall be paid a pro-rated amount of vacation pay for the last month of employment.

(5) Vacation credit shall not be earned for time worked in excess of 40 hours per week.

(6) Vacation credit may be accumulated provided that, on January 1 of any calendar year, a total vacation credit of no more than 30 working days or 240 hours has been accrued. When the maximum accrual of 240 hours has been reached, no additional hours will accrue until the 240 hours are reduced. Due to the nature of grants and contracts, vacation should be paid off or used within the grant/contract period by the respective grant or contract account.

c. Use of Vacation Credit

Use of vacation credit shall be approved in accordance with the following:

- (1) Completion of three month's service with the Foundation at one-half time or more is necessary before vacation can be taken.
- (2) Vacation credit shall not be used prior to the time it is actually earned.
- (3) Use of vacation credit shall be reported to the Foundation office in whole hour increments. Vacation reports are due at the end of each month.
- (4) Supervisory approval is required prior to the use of vacation credit. Such supervisory approval shall not be unreasonably withheld. However, such approval may be withheld if project exigencies, in the judgment of the Project Director, demand it.

d. Vacation Credit Upon Transfer or Termination

When a "Regular Salaried" employee or eligible "Hourly" employee transfers from one position to another, vacation leave credit shall be transferred with him/her. A "Regular Salaried" or eligible "Hourly Employee" who terminates employment with Foundation shall be paid for accumulated vacation credit earned through the last working day.

4. Sick Leave

Sick leave with pay shall be granted to "Regular Salaried" or eligible "Hourly Employees" who are unable to work because of illness or disability. Sick leave in excess of an employee's accrued sick leave credit will be unpaid, unless an employee uses other time such as vacation, compensatory time off, or personal holiday.

a. Rate of Sick Leave Accrual

- (1) Full-Time Employees: Upon completion of one month's continuous service, each "Regular Salaried" or eligible "Hourly Employee" shall be allowed one day, or appropriate fraction thereof, of credit for sick leave with pay. Thereafter, for each continuous calendar month of service, he/she shall be allowed one day of credit for sick leave with pay on the first of the following month.
- (2) Part-Time Employees: Sick leave credit shall accrue to a part-time employee at a rate proportionate to that of a full-time employee. When an employee holds two or more less-than-full-time positions, the time worked in each position shall be combined for the purpose of computing credits for sick leave with pay, but the total shall not exceed full-time employment credit. Neither "Occasional" nor "Student" employees are covered by sick leave.

b. Accruing Sick Leave Credit

- (1) An employee must be on pay status all of the working hours of the month in order to earn full sick leave credit for that month.
- (2) An employee who is off pay status during part of a month shall earn proportionate sick leave credit for that month.
- (3) Sick leave credit shall be earned during any leave with pay.
- (4) Sick leave credit for each month is earned at the end of each pay period.
- (5) Sick leave credit shall not be earned for time worked in excess of 40 hours per week.
- (6) There is no maximum on the amount of sick leave credit an employee can accrue.

c. Uses of Sick Leave Credit

- (1) Sick leave with pay shall be permitted to the extent of an employee's sick leave credit when an employee is unable to perform work because of an illness or disability, including medical, dental, and optical appointments.
- (2) Childbirth is a valid use of sick leave credit for either parent. A female employee shall not be required to take a leave of absence at a predetermined time prior to the anticipated delivery date so long as the employee is capable of performing her required tasks.
- (3) Sick leave with may be used, as necessary, if an employee is required to be in attendance or to supply care when the employee's mother, father, husband, wife, son, daughter, brother, sister or any family member living in the employee's household is seriously ill.
- (4) Sick leave with pay may be used, as necessary, for each absence due to the death of a person related to the employee by blood, by adoption, or by marriage, or of any person residing in the employee's household. A maximum of five such days may be taken per occurrence.
- (5) Sick leave with pay while on vacation shall be authorized only when an employee has a major illness or injury, and is unable to continue his/her activity, as certified by a physician's statement.
- (6) Sick leave credit shall not be used prior to the time it is actually earned.
- (7) Sick leave with pay in excess of two consecutive days may require substantiation by a physician's statement, at the discretion of the appropriate Foundation representative.
- (8) Use of sick leave credit shall be reported to the nearest whole hour.
- (9) Sick leave is not compensable at the termination of employment.

d. Transfer of Sick Leave Credit

When a "Regular Salaried" or eligible "Hourly Employee" transfers from one Foundation position to another, earned sick leave credit shall be transferred.

e. Sharing Sick Leave Credits

The HSUSP Foundation has a policy which provides for the sharing of sick leave among employees who are covered by sick leave. (You may have heard of this concept as the University has a similar program).

The way the process works is as follows: If an individual who is covered by our sick leave policy becomes ill or is injured such that he or she is totally incapacitated for four weeks or longer, and during that time exhausts all leave credit (sick leave, CTO and vacation), then fellow Foundation employees who are covered by our sick leave program can donate up to 16 hours each of their own sick leave to the employee who has exhausted his or her leave credits.

f. Coordination of sick leave with State Disability Ins (SDI) or Worker Compensation Insurance

This paragraph clarifies sick leave as a coordinated benefit. Sick leave is coordinated with the two coverages that exist for all employees: Worker's compensation insurance and State disability insurance. The way coordination works is that sick leave can be drawn to the extent available to bring the level of pay up to the normal level (neither worker's compensation nor disability coverage provide 100% of pre-illness compensation.) Of course, coverages in combination cannot result in a greater level of pay than would be the case were the employee still able to work full-time.

g. Use of sick leave in relation to a termination of employment date

When an employee is on sick leave status and the date of termination of the employment arrives, sick leave ends on that date of termination of employment. For example since most employees on grants and contracts are hired for a project's duration, if an employee is in a category of employment covered by sick leave and then is on sick leave the last day of the grant or contract, that becomes the last day of sick leave pay, whether or not the illness or injury extends beyond that date.

HSUSP Foundation's employees are covered by State Disability Insurance (SDI). If an employee had no remaining sick leave coverage but remained ill or injured and thus could not seek other employment, a disability insurance application (filed with the Employment Development Department in Eureka) would certainly be in order.

The previously described State Disability coverage provides income replacement and is a type of coverage which HSUSP Foundation which the university does not. With the university's NDI coverage, when employment ends, coverage ends.

Because of the short time frame for fulfillment of grant and contract responsibilities, California law specifies that employment within grants and contracts, and within trust agreements, with a university foundation is temporary employment. The employer or the employee may terminate the employment at will. Employers faced with the responsibility of fulfilling a grant or contract may be forced to terminate an employee in order to get the work done by another in order to fulfill the terms and conditions under which a grant or contract is awarded. Failure to fulfill a grant to contract can not only mean loss of the award involved, but also the loss of any further awards from that same source.

5. Paid Leaves of Absence

a. Jury Duty

Leave with pay shall be granted to "Regular Salaried" or eligible "Hourly" Foundation employees for actual time on jury duty, up to a maximum of ten working days in one year, and for reasonable travel time required to perform such duty.

Jury duty includes the preliminary jury selection process, appearance in court as a member of a jury panel, or appearance at a coroner's inquest. A copy of the jury summons must be submitted with the appropriate pay document to substantiate the leave.

A standard Absence Report accompanied by the Jury Duty Confirmation form issued by the court should be used to report a compensable absence for jury duty.

Employees shall reimburse their respective Foundation account with any juror compensation, other than travel.

b. Leave to Vote

Two hours leave with pay shall be granted to "Regular Salaried" and eligible "Hourly" Foundation employees to vote in an election, if they are unable to vote before or after regular work hours.

6. Leaves of Absence

a. Unpaid Leaves of Absence

Unpaid leaves of absence may be granted to eligible employees for such purposes as medical disability, personal emergency, witness duty, or military duty. Unless specifically provided otherwise, such leaves of absence are available on an unpaid basis. Because, for example, a project's funding may have been terminated, HSU Foundation can not guarantee reinstatement or other employment following an unpaid leave. For example, a reservist called to active duty would be reinstated upon return, to the former project position; however, if the project's award had ended, none of the project's positions would exist.

All full-time and part-time "Regular Salaried" and eligible "Hourly Employees" may be considered for a leave of absence after completion of one year of service at the Foundation, though such employees are eligible for a leave of absence before completing one year of service where required by state or federal law. For example, leaves of absence may be granted to any employee for work-related disabilities, disabilities related to childbirth, jury duty, witness duty or military duty.

Subject to any applicable legal restrictions, requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, and the Foundation's ability to obtain a satisfactory replacement during the time the employee would be away from work. If an employee accepts other employment or fails without prior approval or valid excuse to return to work on the next regularly scheduled workday following the expiration of his/her leave, it will be considered that the employee has voluntarily terminated his/her employment.

To apply for a leave of absence, the employee must submit a request in writing to his/her supervisor, giving reason. The supervisor, in conjunction with the Project Director, forwards the request to Foundation with their recommendation. The Foundation Executive Director makes the final decision to grant, deny or extend any and all leave requests.

While on an unpaid leave of absence, the employee must make arrangements for direct payment of any premiums for health insurance, etc. Vacation and sick leave credit does not accrue while on leave status. Time on leave does not count toward an employee's service credit for the purpose of vacation accruals or fulfillment of a probationary period. Leave of absence are not granted for periods that extend beyond the termination date specified on the employee's appointment form, or beyond the end of a grant, contract, or project year. Leaves are granted for periods up to one year.

When an employee is placed on a leave of absence, an effort will be made to hold his/her position open for the period of the approved leave. However, due to business needs, there will be times when positions cannot be held open.

Each leave of absence requires specific approval of the employee's Project Director and the Foundation Executive Director.

b. Federal Family Medical Leave Act

The Federal Family and Medical Leave Act of 1993 (FMLA) requires employers with 50 or more employees to provide certain unpaid leave rights. HSUSP Foundation is an employer with 50 or more employees. Somewhat similar California laws (California Family Care Leave Act of 1991 and California Family Rights Act of 1993) also exist. Eligible employees are defined in the following paragraphs.

HSUSP Foundation's existing policy on unpaid leaves of absence already provided for virtually everything that the federal law requires. The law, however, specifies that it applies to employees who have worked for the employer for at least a year and for 1,250 hours during the year before they leave (this is essentially an average of 25 hours per week). Further, the Act only applies to employees who work within 75 miles of 50 other workers of the employer.

The FMLA specifies that an eligible employee can be granted up to twelve (12) weeks of unpaid leave each year when:

1. unable to work because of serious health condition,
2. taking care of a new-born or newly adopted child or,

3. taking care of a sick spouse, child, or parent.

The federal law specifies that such leaves do not apply to just any illness but only to serious health conditions which prevent the worker from performing his/her duties or that require hospitalization or continuing treatment by a health care provider of the spouse, child or parent. Employees must give 30-day advance notice where possible.

The definition of "serious health condition" has been revised significantly, consistent with the Department of Labor's (DOL's) regulations, and includes chronic conditions such as asthma, diabetes, and conditions requiring multiple treatments, such as chemotherapy or kidney dialysis.

The regulations require health care provider certification. A form for that purpose is available in the HSUSPF office. The employer can also require a second opinion (at the employer's expense), and a third binding opinion can be obtained if the two medical opinions conflict.

An element of the law is the employee's return to the job. The law exempts "key" salaried employees from guaranteed return to prevent "substantial and grievous economic injury" to operations. A key employee is one whose salary is among the top 10% of the company's workers within a 75-mile radius of the employee's worksite. Other employees when returning are entitled to their same or an equivalent position. If the project in which the employee worked terminated or will terminate, then the employee cannot return to work unless another similar position has opened, for example, within a new project. What cannot occur during a leave, for other than a key employee, is that the employee's position is permanently given to a replacement employee. The California law states that work locations which have separate management, produce different products and have separate workforces are separate locations under the law. Projects have thus been separate locations employing fewer than 50 people. It is unclear how the federal rules and the California rules will mesh on this important issue.

During unpaid leaves under the Family and Medical Leave Act of 1993, such insurances as group health and dental shall remain in force as though the employee is actually working. Employee share of premium previously withheld must be paid by the employee during the leave. Non-payment by the employee will result in insurance cancellation.

FMLS questions should be directed to HSUSPF Executive Director.

c. California Family Rights Act

The California Family Rights Act (CFRA) of 1993 makes it an unlawful employment practice for an employer to refuse a request for family care and medical leave as provided under the act. CFRA allows employees a job-protected leave to care for family members with a serious health condition. It provides up to 12 weeks of unpaid leave for the employee and continuation of employer-provided health benefits including dental and vision insurance.

All employees who have worked for the employer for a total of 12 months and who have 1,250 hours of physical time worked in the year preceding the employee's request for leave are eligible.

CFRA provides up to 12 weeks of unpaid leave and there is no waiting period.

For eligible employees, CFRA and FMLA provide the following:

1. Up to 12 weeks per year of unpaid leave.
2. Continuation of all benefits during the leave (employees may be required to pay their portion of the premiums for insurance).
3. Right to re-instatement to previous position or one that is equivalent in terms of benefits, pay and other conditions of employment.

Note: An employee's own incapacity due to pregnancy is covered as a serious health condition under FMLA but not under CFRA.

The California Department of Fair Employment and Housing (DFEH) are responsible for administering the program. More can be learned about CFRA at www.dpa.ca.gov/.

d. California Paid Family Leave Insurance Program

Paid Family Leave may be available with certain restrictions through the State of California's Employment Development Department's Paid Family Leave Insurance Program. Pamphlets with details of this program are available in the HSUSP Foundation office or online at www.edd.ca.gov.

Paid Family Leave insurance provides up to six weeks of benefits for individuals who must take time off to care for a seriously ill child, spouse, parent, or domestic partner, or to bond with a new minor child.

7. Class Fee Reimbursement

"Regular Salaried Employees" may receive a fee reimbursement for work-related courses. The employee's supervisor and the appropriate Foundation representative must approve and sign the required form prior to the class being taken.

Time off work to attend classes may also be give at the supervisor's discretion. This program applies only to study that is work-related. Projects may reimburse the total cost of the course. HSUSP Foundation will reimburse up to one-half the course cost if the project has no funds available for that purpose. Each reimbursement is pro-rata to time basis: Full-time = 1/2 cost; half-time = 1/4 cost.

8. Group Insurances

Group insurances are as follows: health, dental, vision and life. A significant portion of the monthly premium for the coverage is paid by the respective employing Foundation account. Eligible employees have the right to refuse group insurance coverage. Those choosing to participate in group insurance coverage must do so by completing enrollment forms within ten working days of their effective appointment date. Forms are available by calling the HSUSP Foundation office. Coverage is effective no sooner than thirty days from the first of the month following the day of appointment. This is in keeping with insuring company regulations. Effective dates are under the control of the various insurance companies and HSUSP Foundation has no responsibility for group insurance benefits should providing companies fail to fulfill their obligations. In no event does HSUSP Foundation have responsibility for provision of health care services to employees. Employees should advise HSUSP Foundation of difficulties incurred with policy benefits as such difficulties can guide the insurance selection processes which occur at policy anniversary dates. Employees and their dependents have rights to continued coverages with the group policies but at their own expense, under COBRA provisions. These rights are described in a separate publication available from the HSUSP Foundation office. The continuation rights are available upon leaving employment with HSUSP Foundation and are also available to dependents of employees and divorcing spouses.

a. Health Insurance

"Regular Salaried" employees, those employed three-fourths time or more for six full months or more, are eligible for health insurance coverage. This group insurance coverage is described in a separate plan booklet.

b. Dental Insurance

"Regular Salaried" employees, those employed three-fourths time or more for six full months or more, are eligible for dental insurance coverage. This group insurance coverage is described in a separate plan booklet.

c. Vision Insurance

"Regular Salaried" employees, those employed three-fourths time or more for six full months or more, are eligible for vision insurance coverage. This group insurance coverage is described in a separate publication.

d. Life Insurance

"Regular Salaried" employees, those employed three-fourths time or more for six full months or more, are eligible for life insurance coverage. This group insurance coverage is described in a separate publication.

9. Retirement

Effective on January 1, 2003 the HSUSP Foundation Board of Directors authorized the implementation of a 4% employer paid 403(b) retirement investment plan. Principal Investigators responsible for projects that have eligible employees need to write this extra expense into their budgets.

To be eligible the employee must be at least 21 years old and one of the following must be attained:

1. Employee has been employed for at least one year under Category A status (Category A is: .75 time base or more AND 6 full months appointment or more; group ins. eligible).
2. Employee has been employed for at least two consecutive years on at least a half-time time base (1000 hours per year).

Those who qualify will begin to receive a monthly deposit into an investment account of their choice at TIAA-CREF Investments. The source of the deposit will be project funds. Investments will only be made to TIAA-CREF Investments. Each eligible employee will have their own account with TIAA-CREF to receive the money. Each employee will decide which investment accounts within their TIAA-CREF account will receive the money.

The amount of the deposit will be equal to a percentage of your gross payroll check: 4% for the period January 1, 2003 to June 30, 2003.

On July 1, 2003, the 4% contribution will increase to a 5% contribution.

On July 1, 2004, the 5% contribution will increase to a 6% contribution.

On July 1, 2005, the 6% contribution will increase to a 7% contribution.

Principal Investigator should keep these figures in mind while drawing up project budgets.

Once again, the projects pay this from their project budgets.

Part-time employees qualify the month they have completed at least two consecutive years on at least a half-time time base. Half-time time base is working at least 1000 hours during a 12 consecutive month period. Therefore, to qualify a half-time employee would be required to work two consecutive 12 month periods of at least 1000 hours each.

Likewise, if an employee drops below half-time after qualifying they will disqualify themselves from the benefit.

Principal Investigators should be VERY clear on the employee appointment form as to the time base, the duration and the consistency of employment. These factors will impact the project budget if not planned for carefully.

C. Campus Benefits

1. Credit Union

All Foundation employees are eligible to apply for membership at California State and Federal Employee's Credit Union #20. The office is located at the corner of Wabash and E Street in Eureka.

2. Student Recreation Center Facilities Privileges

All Foundation employees are eligible for staff privileges offered by the Health & Physical Education Department. Fees for use of the facilities are listed on the Student Recreation Center website at www.humboldt.edu/~src/ or sign up for the Employee Wellness Program through the Human Performance Lab website at www.humboldt.edu/~hpl.

3. I.D. Cards

All "Regular Salaried" and "Hourly" Foundation employees with an established time base are eligible to acquire a campus I.D. card. Student employees have student I.D. cards. The Campus Services I.D. Card Request form is obtained from the HSUSPF office. A banner campus I.D. number is necessary. If you need a banner campus I.D. number, contact the security administrator for your area.

4. Library Privileges

Campus I.D. cards double as library cards. Those employees not eligible for an I.D. card may purchase a community borrowers card for \$40 per year. HSU Alumni Association membership cards are also convertible into library cards.

5. Campus Parking

All "Regular Salaried" and "Hourly" non-student Foundation employees with a .5 or greater established time base are eligible to purchase staff campus parking permits. Student employees are eligible to purchase student parking permits. All others are eligible to purchase general parking permits.

6. E-mail Access Privileges

All "Regular Salaried" and "Hourly" non-student Foundation employees with a .5 or greater established time base are eligible to set up a campus e-mail account. Go to [www.humboldt.edu/~its/forms/account request/](http://www.humboldt.edu/~its/forms/accountrequest/). A banner campus I.D. number is necessary. If you need a banner campus I.D. number, contact the security administrator for your area.

7. Direct Deposit

All Foundation employees may have their paychecks electronically direct deposited by completing an HSUSP Foundation direct deposit request form. The direct deposit system has the ability to deposit in whole or in part an employee's net paycheck into the same or different checking or savings accounts at multiple financial institutions throughout the United States.

VI. STANDARDS OF CONDUCT

A. Attendance

Foundation employees are expected to have regular attendance and to report to work in accordance with their established work schedules. Employees unable to report to work, or those who will be more than 30 minutes late, must notify the appropriate supervisor as far in advance as possible.

B. Safety

Every employee is responsible for on-the-job safety. To achieve the goal of providing a safe workplace (see Safety Program, p. 24), everyone must be safety conscious and immediately report an unsafe or hazardous condition to the appropriate supervisor.

C. Dress

Each employee is responsible for dressing in a manner that conforms to his or her job requirements and the applicable Occupational Safety and Health Administration (OSHA) requirements for his or her jobs.

VII. CONFLICT RESOLUTION

Depending on the nature of the problem or conflict, the following avenues are available to Foundation employees for conflict resolution and problem solving.

- (1) Employees are encouraged to see their immediate supervisor with questions or problems relating to their jobs or feelings of well-being. It should be understood that the supervisor may need to get other resource people involved, depending on the problem.
- (2) Employees may also go directly to the Foundation Executive Director for assistance. It is the policy of the Foundation that employees may discuss any problems or conflicts, without fear of reprisal, with any member of Foundation management who may assist in their resolution.
- (3) Should the problem involve discrimination, HSUSP Foundation's written Affirmative Action policy also contains a written Grievance Procedure for discrimination matters.

VIII. MISCELLANEOUS POLICIES

A. **Business-Related Travel**

Foundation employees are eligible for reimbursement of business travel expenses with the prior approval of the Project Director. Much of the Foundation's activity is funded by federal, state, or municipal grants or contracts; therefore, business travel expense reimbursement is governed by the limits imposed by awarding agencies.

The Foundation follows a travel reimbursement schedule, which adheres to the limits imposed by the State of California under Title II.

B. Keys

Foundation employees must fill out appropriate application forms to receive keys required for their jobs. Employees are required as part of the Plant Operations process to turn in their job-related keys when they terminate employment with the Foundation and provide the Foundation with a copy of the Plant Operations key return receipt.

C. Campus Clearance

Before receiving a final paycheck, all employees must complete the Foundation clearance separation form.

D. Traffic Violations

Employees who commit traffic violations (moving or stationary) while on Foundation business are responsible for the time and expense of discharging their legal obligations with regard to those violations.

E. Personal Telephone Calls

Business telephones are for business use. No personal calls can be made at Foundation expense, nor can personal long distance calls be charged to externally funded grants and contracts.

F. Smoking

Humboldt State University prohibits smoking in all campus buildings, including classrooms, lecture halls, laboratories, offices, work areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas and restrooms. Exceptions are designated "smoking permitted" areas throughout the campus.

G. HSU Child Care Center

HSUSP Foundation employees are eligible to enroll their children in the Humboldt State University Child Care Center following the same priority guidelines that govern the University. Arrangements for enrollment should be made with the Child Care Center.

H. Injury Reporting

HSUSP Foundation has centralized injury reporting; all on-the-job employee injuries must be immediately reported to the Executive Director's office. The Foundation office maintains reporting forms which must be provided to the injured employee within 24 hours of notice of injury. Injury reporting must be prompt.

IX. COMPENSATION SCHEDULE

Humboldt State University Foundation's Compensation Schedule for non-student positions is designed to provide maximum flexibility to project demands. It has two sides an hourly/wage side and a monthly/salary side and can be depicted as shown below:

Hourly wage	////	Monthly Salary*
Project Director/ Principal Investigator		Project Director/ Principal Investigator
Etc.		
34.70		
34.60		
34.50		
34.40		
34.30		
34.20		
34.10		
34.00/hr	////	\$5,892.
<hr/>		
Research Associate		Research Associate
Etc.		
15.30		
15.20		
15.10		
15.00/hr	////	\$2,600.
<hr/>		
Research Assistant		Research Assistant
Etc.		
8.00		
7.50		
7.00		
6.75/hr	////	\$1,170.
<hr/>		

*Based upon an average of 173.3 hours/month. Month salary appointments are usually made in whole dollars.

The schedule uses classifications ranging from Research Assistants to Project Directors. Between those two levels is the broad classification Research Associate. The classification areas permit the use of specific job titles such as Coordinator or Technician. As described earlier in this publication, job duties which are comparable to existing university positions are placed on the Compensation Schedule at levels comparable to that of paid similar university positions.

The hourly wage schedule has \$.10/hour increments. For example, a Research Assistant earning \$10.20/hr and receiving a 5% increase in compensation would advance to \$10.70

X. SAFETY PROGRAM

This safety program, also known as Injury and Illness Prevention Program, is designed to provide a safe and healthy workplace. This program statement describes both the policy and the procedures.

Humboldt State University Sponsored Programs Foundation (HSUSPF) has a lease with Humboldt State University (HSU) which provides for the operation of HSUSPF as an auxiliary organization. Due to HSUSPF's operation on the entire campus, HSUSPF and HSU share facilities and equipment. Accordingly, HSUSPF and HSU work together to maintain a safe workplace.

(1) The HSUSPF Safety Program Designee is the HSUSPF Executive Director.

(2) Program Details: The safety program shall involve a review of each grant, contract, or other funded project within HSUSPF, with the purposes of that review being to identify safety issues. Such reviews will occur between the Executive Director and the project director of each project; and the review outcomes shall be: identification of risks, and implementation of offsetting safety measures. Training, conducted by the project director, shall occur on a project level immediately upon employment.

Additionally, there shall be an all-campus Environmental Health and Safety Committee which shall meet regularly. The HSUSPF Executive Director shall be a member of that committee. The committee shall be composed of a broad representation of the campus, including such specifically identified positions as Radiation Safety Officer, Campus Environmental Health and Occupational Safety Program Coordinator, Diving Safety Officer, Public Safety Investigator, Hazardous Materials Coordinator, and a representative of the Student Health Center.

The Environmental Health and Safety Committee shall have four objectives:

- (1) To maintain safe working conditions for all campus employees.
- (2) To oversee hazardous materials management.
- (3) To provide for employee safety training.
- (4) To analyze and evaluate trends and progress in the control of accident frequency and severity via review of safety standards, accident and recommendations presented to the committee.

The committee shall conduct periodic inspections of campus facilities to assure that no unsafe or unhealthy conditions exist. The committee shall conduct its assurances in keeping with such other safety related policies as those for Highly Hazardous Materials (PCB and asbestos), Public Safety, AIDS, Facilities Use, Smoking, SCUBA Diving Safety, Animal Control, Use of Alcoholic Beverages, Vehicle Operations, Drug-Free Workplace, Sexual/Ethnic Harassment, and Earthquake and Emergency Preparedness.

Unsafe work practices and unhealthy work sites will be addressed in the next scheduled meeting of the committee. The program coordinator shall additionally be authorized to seek immediate correction of such deficiencies and report same to the committee at the next scheduled meeting, or to call an emergency meeting, if necessary. The committee and its program coordinator shall communicate with employees via memoranda, placards, notices posted in public places, safety signs and other such forms of communication as may be necessary. Such communications shall encourage notices to the committee of unsafe or unhealthy situations.

The committee shall review all minor and major capital outlay projects for safety related issues and shall seek priority funding for such issues.

In summary, the Safety Program exists to assure a safe and healthy work environment. Providing for a positive work environment is to the benefit of all employees, as well as others who enter the workplace. The failure to maintain a safe and healthy work environment can result in disciplinary action.

In addition to the Safety Program, HSUSPF maintains an injury reporting process in conjunction with workers' compensation coverage.