

UNIVERSITY OF CALIFORNIA STUDENT ASSOCIATION PERSONNEL POLICY

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The UC Student Association is a student-led, student-run organization, responsive to the direction of its student Board of Directors. Staff members support UC students by providing expertise in their fields and organizational memory. UCSA seeks to demonstrate an organizational appreciation of staff members by providing a fair wage, robust benefits, and professional development opportunities. UCSA deeply values staff diversity.

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SECTION 1 - INTRODUCTION

This Personnel Policy establishes the employment policies that govern UCSA staff and is administered by the Personnel Committee. Any questions regarding the contents of this handbook may be addressed to the Personnel Committee under the direction of the Board Chair.

The Personnel Committee consists of the Executive Committee, including the President, Board Chair, Treasurer, Vice Chair, Standing Committee Chairs, and the Executive Director. All members must sign a confidentiality agreement at the beginning of their term. The Personnel Committee will meet at their discretion. The Executive Director is a non-voting advisor to the Personnel Committee and will be included in all meetings except those concerning their own performance.

UCSA's personnel policies were developed to facilitate consistent and equitable employment and personnel practices. This employee handbook is designed to assist employees in familiarizing themselves with important information about the organization and their privileges and responsibilities.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. It is important to note that this handbook only highlights the organization's policies, practices, and benefits, and is not intended to create a contract or conditions of employment. The policies and procedures in this handbook replace all previous personnel policies, practices and guidelines with the exception of the organization's "at will" employment policy. All employees at UCSA are "at will."

Amendments to this Personnel Policy require a two-thirds vote of the Personnel Committee, and shall take effect immediately upon approval. Employees shall be included in discussions leading to amendments and notified of all amendments.

SECTION 2 - EQUAL OPPORTUNITY AND CIVIL RIGHTS

UCSA is an equal opportunity employer which recruits, hires, and trains employees based on merit.

It is the policy of this organization to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion, sexual orientation, gender identity characteristic or expression, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, marital status, medical condition, veteran status or any other characteristic protected by law. This policy shall apply to all employees, applicants for employment, board and committee members and volunteers, and extends to all phases of employment, including recruitment, screening, referral, hiring, training, promotion, discharge or layoff, rehiring, compensation and benefits.

Accommodations for Individuals with Disabilities

UCSA welcomes applications from people with disabilities. We fully support the American with Disabilities Act (ADA) of 1990 and the California Fair Employment and Equality Act. We are committed to principles of equal opportunity for all job applicants and employees. We have taken steps to make our work facilities barrier-free and accessible as defined by state and federal statutes.

We have sought to identify the essential functions and physical requirements of all distinct jobs at UCSA. We will make reasonable accommodations for the known physical or mental disability or condition of an applicant or employee, consistent with our legal obligations to do so. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy.

We will not be able to make an accommodation that would impose an undue hardship on the organization, as defined by law. Each accommodation request will be handled on a case-by-case basis, and every reasonable effort will be made to comply with it. Requests for accommodations should be directed to the Personnel Committee.

Work Eligibility

UCSA seeks to comply with the requirements of federal law and employs only individuals who are lawfully authorized to work in the United States. All employment is conditioned on receipt, by the hiring supervisor or director of administration, of documentation establishing identity and authorization to work in the United States.

Workplace Harassment

UCSA is committed to providing a work environment free of unlawful harassment and discrimination. Verbal, physical, visual and sexual harassment of co-workers, Board members, and members of the public is absolutely forbidden. UCSA policy prohibits harassment and discrimination because of gender, race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, military status, age, sexual orientation, gender identity characteristic or expression or any other category protected by law.

Harassment and discrimination may take many forms. Employees must be sensitive to the feelings of others and must not act in a way that might be considered harassment by someone else. This policy applies to all phases of employment including recruiting, hiring, promotion, transfer, layoff, termination, rates of pay, benefits and selection for training, travel or staff social events.

Sexual Harassment

UCSA is committed to providing a work environment where employees can work together comfortably and productively, free from sexual harassment. Such behavior is unprofessional and illegal under both state and federal law and will not be tolerated in this organization.

"Hostile Work Environment" Harassment

Speech or conduct that is "severe or pervasive" enough to create a "hostile or abusive work environment" based on race, religion, sex, national origin, age, disability, veteran status, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance will be considered to be harassment under this policy.

Prohibited Behavior

Prohibited harassment includes unsolicited and unwelcome contact that has negative overtones. This may include but is not limited to:

- Written contact, such as sexually suggestive or obscene comments, letters, notes, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions, jokes about other staff members;
- Physical contact such as pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and,
- Visual contact, such as leering, suggestive gestures, displaying sexually suggestive objects, pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome. It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy, or to respond positively to an unwelcome sexual advance will affect the career, salary or work environment of another employee.

For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report will be given because an employee has declined a personal proposition. Offering benefits, such as promotions, favorable performance evaluations, favorably assigned duties or recommendations in exchange for sexual favors is also forbidden

Harassment by Non-Employees

UCSA will take all reasonable steps to prevent or eliminate harassment by non-employees who are likely to have workplace contact with our employees, including students, volunteers and suppliers.

Harassment Complaint Procedure

The Board Chair and Executive Director are designated as the Harassment Counselors. All grievances of harassment, discrimination or retaliation for reporting or participating in an investigation will be directed to the Harassment Counselors, either in writing or by requesting an individual interview. All grievances will be handled as confidentially as possible. The Harassment Counselors or designated appointee will promptly investigate and attempt to resolve grievances involving violations of this policy and take appropriate actions if a violation is determined to have occurred. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation.

If an employee believes that they has been the victim of harassment or discrimination, they should report the incident as soon as possible to the Board Chair or Executive Director, or a designated member of the Personnel Committee or staff if the alleged harassment has been by the Board Chair or Executive Director. The details of the complaint should remain strictly confidential throughout the selection of an alternate Harassment Counselor.

Affected employees also may direct complaints to the federal Equal Employment Opportunity Commission ("EEOC") (1-800-669-4000) and to the California Department of Fair Employment and Housing ("DFEH") (1-800-884-1684).

Monitoring

UCSA will take responsible steps to see that this policy prohibiting harassment and discrimination is followed by all employees, supervisors and others who have contact with our employees.

Discipline

Any violation of UCSA's policy against harassment may result in disciplinary action, including, but not limited to immediate termination.

Retaliation

Any employee bringing a harassment or discrimination complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or discriminated against or discharged because of the complaint or participation in the investigation of the complaint. Grievances about such retaliation will be promptly investigated and disciplinary action will be taken if warranted.

SECTION 3 - WORKPLACE CONDUCT

UCSA has standards of behavior with which all employees are required to comply. Failure to comply with these standards may result in disciplinary action, including, but not limited to, termination. Examples of conduct that may result in such disciplinary action include, but are not limited to:

- Substandard job performance
- Failure to carry out job responsibilities
- Being absent from work without prior notification
- Safety violation(s)
- Excessive tardiness or absenteeism
- Unauthorized overtime
- Falsification of time or expense records
- Misuse of credit card or organizational funds
- Violation of non-harassment, discrimination, personnel, and confidentiality policies
- Pattern or severe instances of rudeness or discourtesy toward a fellow employee, supervisor, partner organization, student, volunteer, supporter or member of the general public
- Romantic relationships with Board members
- Encouragement of underage drinking by students

UCSA encourages an open environment in which all employees can express themselves: where issues raised are responded to in an appropriate and timely manner; and where everyone is treated with respect and dignity. It is assumed that all employees will use open communication to solve routine problems and conflicts that may arise. Employees are expected to speak directly with other staff when they are confused about or in conflict with any workplace issue. If an employee feels unable to do this, they should consult the Personnel Committee as described in "Employee Complaint Procedures". No employee will be disciplined or otherwise penalized for raising a concern with respect in good faith.

SECTION 4 - AT-WILL EMPLOYMENT, HIRING, AND INTRODUCTORY PERIOD

At-will Employment

Employees are free to terminate their employment with UCSA at any time, with or without notice, and with or without cause, and UCSA has the right to terminate an employee's employment at any time, with or without notice, and with or without cause. This is called "at-will" employment. Although UCSA may choose to terminate employment for cause, cause is not required. This policy of at-will employment may only be modified by a written agreement signed by the Board Chair under written direction of the Personnel Committee.

Hiring

The Personnel Committee has discretion over the hiring process. Hiring typically consists of four phrases: recruitment, paper application review, phone interviews, and in-person interviews.

The Hiring Committee consists of members of the Personnel Committee who wish to participate or other members of the Board or UC community as designated by the Personnel Committee, as well as all members of staff. Existing staff serve as consulting members of the committee and do not have a final vote in the selection of who to hire.

All applications will remain strictly confidential. Members of the Hiring Committee must sign confidentiality agreements in order to participate.

Hiring of Relatives

UCSA does not permit the employment of members of the same family in the same department.

The term "family" applies to the following relationships, whether they are based on blood, marriage or other definitions: parent-child, sibling, grandparent-grandchild, aunt/uncle, niece/nephew, stepmother/father-stepchild, cousin, spouse, or spousal equivalent/domestic partner.

UCSA does not permit an employee to work under the immediate supervision of a member of the same family. If such situations now exist, or if they develop in the future because of promotion, marriage, transfer or any other reason, UCSA reserves the right to transfer or terminate either or both employees, if necessary.

Job Postings

It is the policy of UCSA to find the most qualified candidates to fill position vacancies. It is solely determined by the Personnel Committee whether to fill positions from within or to hire from outside.

Only the Board Chair, on behalf of the Personnel Committee, has the authority to extend job offers. All potential employees will receive a letter of appointment, which includes terms of employment, salary, confirmation of starting date and a job description attached. That information is not intended to create or to be construed a contract nor does it change the "at will" status of all UCSA employees.

No regular full-time employee positions will be filled without a comprehensive recruitment process with adequate evaluation of internal and external candidates.

Orientation

New employees will undergo an orientation to acquaint them with UCSA's policies and procedures, their job, and their internal and external working relationships. The orientation will consist of two parts:

Orientation to the organization: The Executive Director generally will coordinate orientation of compensation, benefits, general operations, and expectations of employees. As part of the orientation, the employee will receive a copy of this Personnel Policy and will be asked to sign a document stating they have received and understood it.

Orientation to the job: All existing staff members will orient the employee to the job and the internal and external working relationships.

Introductory Period

New employees are considered to be in an introductory period during their first 90 days of employment. During this period, the employee and UCSA will have the opportunity to evaluate one another and your compatibility, ability and interest in the job. The employee may be given oral or written performance evaluations during, or at the conclusion of, the introductory period. If satisfactory, the employee may be recommended for transfer to regular status.

If necessary to further evaluate job performance, an extension of the introductory period may be granted upon written approval of the Personnel Committee.

At any time during this introductory period, UCSA may conclude this employment relationship with or without cause, when it is believed to be in the best interest of UCSA. Completion of the introductory period and transfer to regular status does not mean an employee is guaranteed employment for any specific period of time thereafter; employment will remain "at-will".

SECTION 5 - EMPLOYEE STATUS AND CLASSIFICATIONS

Pursuant to applicable wage and hour laws, employees hired in the United States are either exempt or nonexempt in status.

Exempt Status Definitions

Exempt: An employee whose duties and responsibilities are of an administrative, managerial or professional nature who is exempt from the provisions of the FLSA and or applicable state wage and hour laws. An "exempt" employee is a salaried employee and is not paid overtime.

Nonexempt: An employee who is not classified as "exempt" who is eligible for overtime pay according to the provisions of the FLSA and or applicable state wage and hour law.

Other Definitions

In addition to exempt/non-exempt status, UCSA employees are classified in one of the following classifications:

Regular Full-Time Employee: A salaried or hourly employee who is normally scheduled to work a minimum of 40 (forty) hours or more per work week. Full-time employees are directors of their own departments, and may include, but are not limited to, the Executive Director, Government Relations Director, Statewide Organizing Director, and University Affairs Director.

Regular Part-Time Employee: A salaried or hourly employee who is normally scheduled to work normally less than 30 (thirty) hours per week.

Project/Temporary Employee: An employee who is hired on a full- or part-time basis for a limited duration to work on a special project, help with an abnormal workload or emergencies. Project/temporary employees are automatically terminated at the conclusion of the special project, but may be re-employed at a subsequent time. Such employees are not eligible for UCSA sponsored benefits. An employee's status may not be changed from project/temporary to regular status unless advised of such change, in writing, by the Personnel Committee.

Intern: A temporary hourly compensated position under the supervision of each department director. Interns may be reimbursed for certain expenses incurred in the course of their participation as an Intern by UCSA. Internships begin and expire during the academic quarter or semester, but may be extended with approval of their staff supervisor. When possible, internships are offered first to University of California students.

Volunteer: Person who volunteers time, skills and intellectual effort at UCSA without monetary compensation.

SECTION 6 - POSITION DESCRIPTIONS

UCSA strives to maintain a written job description for all positions. Each employee will receive and must sign a copy of the job description for his or her position at the beginning of employment and whenever the job description is modified. Employees may be required to perform related duties not set forth in the job description in order to advance the goals of the organization. Job descriptions may be rewritten during an employee's review period to address significant new job responsibilities or other elements that change the character of the original position.

In addition to their stated duties, all exempt staff:

- Assist the Board with organizational development and long range planning.
- Attend UCSA Board meetings, recommend policy and strategy to staff and Board, provide written reports and other staff support for meetings.
- Keep Board and staff apprised of matters regarding their attention in a timely manner.
- Provide updates to content in their respective portions of website. Update statewide databases with any new or update contacts on an ongoing basis.
- Participate in general staff activities such as planning for conferences and actions; perform other work as assigned by members of the Board.
- Maintain accurate accounts of department budgets and expenses with supporting documentation.
- Follow time off procedures as specified.
- Supervise their department intern.
- As necessary, assist other staff members in the performance of their duties.

SECTION 7 - MANAGEMENT AND OPERATIONS

At the beginning of their employment, employees must submit the following:

- Completed W4 form
- Completed I-9 form and required documentation
- Information required to enroll employee in payroll
- Completed medical and retirement benefits applications
- Signed receipt of these policies
- Signed receipt of job description
- Signed whistleblower policy
- Signed credit card use policy (upon receipt of a business credit card)

Time Sheets

Non-exempt employees and interns must record daily time worked on their time sheets. Work hours are recorded as the total number of hours, rounded to the nearest quarter hour. Time sheets must be turned in monthly and must be approved by the supervisor. Employees should be notified of any changes or corrections to their timesheets by their supervisor prior to approval. Overtime is not at the employee's discretion; it requires advance supervisory approval. UCSA does not provide compensatory time off as a substitute for overtime pay. Vacation, holiday and sick time do not constitute hours worked for the purposes of computing overtime.

Nonexempt employees and interns are paid at the rate of one and one-half times their regular rate of pay for hours worked in excess of forty (40) in a work week and hours exceeding eight (8) hours a day. Non-exempt employees will be paid two (2) times the normal hourly rate for all hours worked over twelve (12) in a day or sixty (60) worked in one week.

Reports

Employees must provide a verbal weekly report to the Executive Director and a written monthly staff report for Board meetings. The Executive Director may require weekly written reports at their discretion.

Each employee is responsible for reporting anticipated PTO, flextime, and sick days in advance.

Property

Employees should keep their own work area and common areas clean and well maintained, and limit their use of organization equipment, including phones and laptops, to work-related purposes. Employees are required to receive written supervisory approval before removing any organization property from the premises.

UCSA strives to provide a secure work environment for our employees, volunteers, clients, and visitors. Employees must comply with all security procedures and immediately report any breach of security or lost or stolen property to the Executive Director. Employees are encouraged to be prudent about bringing personal items to work. UCSA is not responsible for losses resulting from theft of property while you are away from your work area.

Copying keys, giving keys or lock combinations to an unauthorized individual will be considered grounds for immediate dismissal.

UCSA may provide credit cards to employees. If provided, UCSA credit cards are to be used for business expenses only. Employees must sign a credit card agreement upon receipt of the credit card.

Terminated employees must return all UCSA property, including keys, laptops, phones and credit cards before departure.

Digital Property

Employees should be aware that voice mail and email messages are not private and are subject to review by the organization in the case of an investigation. The Internet and email system belong to UCSA. Accordingly, employees who utilize that equipment should not have any expectation of privacy regarding such use. Before their departure from the organization, employees are required to turn over access to all digital accounts used for organizational purposes, including email and online file storage accounts. Employees agree not to delete work emails or work documents before turning over the account.

Time spent on-line on an organization-sponsored account should concern UCSA business only. Excessive personal use of email may result in a request for reimbursement or cancellation of access to the account or and may result in disciplinary action, including but not limited to, immediate termination.

Salaries

It is the policy of UCSA to make every effort to compensate employees fairly and equitably, and to recognize the contributions made by employees as its highest priority in budgeting expenses. It is UCSA's philosophy that by offering entry-level staff members an equal, non-negotiable starting salary, the organization may correct for historical inequities present in the negotiation process. Salary increases for cost of living adjustments will be considered annually.

All exempt positions are considered entry level except the Executive Director. The difference between entry level salaries and the salary of the Executive Director will not exceed one-third of entry level staff salaries.

Advances

A salary advance can be given when an employee is scheduled to take a vacation, up to the amount already accrued and scheduled for use during the vacation.

A salary advance for any other reason requires written approval of the Executive Director and will be granted only in emergencies. Any employee receiving a salary advance (other than for vacation) must pay back the entire advance through payroll deductions within 30 days of receiving the advance. Salary advances are considered early payment of wages for future work performed by an employee and are not to be considered a loan made to the employee by the company. Advances

that have not been repaid earlier will be considered part of an employee's final wages on separation of employment.

Salary advances for any reason are limited to two per calendar year.

Wage Garnishments

If UCSA receives a court-authorized garnishment or levy, the impacted employee will be notified immediately. Payroll and earnings deductions are detailed on paystubs. Mandated and voluntary deductions usually include:

Mandated by federal and state law

Federal income tax
State income tax
Social Security tax/Medicare tax
Workers' compensation insurance garnishments/wage attachments

Voluntary

Dependent health insurance savings
Repayment of salary advance

Any questions about your paycheck should be directed to the payroll administrator.

Severance

In a case by case basis, the UCSA Personnel Committee can arrange for a severance package for terminated employees.

Reimbursements

UCSA will reimburse employees for out-of-pocket expenses and travel costs connected with authorized business. However, when possible and practical, employees are required to arrange direct payment by UCSA to goods and service providers.

Out-of-pocket travel expenses related to UCSA business normally include mileage allowance, toll fares, and parking fees. If it is anticipated that an excess of 300 miles will be traveled in a given day the alternative of renting a car should be explored. Employees who use their own automobiles for travel on authorized organization business will be reimbursed for mileage at the rate established by the IRS. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

All reimbursement requests must be submitted using a completed UCSA Reimbursement Form, which includes a brief explanation of the expenses. Travel reimbursement requests should be submitted by the 15th or 30th of the month. Receipts and/or location information are required.

UCSA reserves the right to deny any application for reimbursement, for an employee's failure to comply with this policy. Failure to comply with this policy may result in disciplinary action.

SECTION 8 - PERSONNEL FILES AND PRIVACY

A personnel file for each employee shall be maintained in a confidential and secure manner in the UCSA Main Office. Only the Executive Director and the Personnel Committee will have access to the personnel files. Personnel files are the property of UCSA.

Examination of Personnel Files

Only the employee, the Executive Director, and members of the Personnel Committee may examine an employee's personnel file. An employee's personnel file shall only be examined during office hours or at official meetings of the Personnel Committee.

UCSA will comply with any subpoena or court order requiring surrender of an employee's personnel file. UCSA will not release its personnel files to outside agencies without a valid court order, or other legal instrument and/or requirement to do so pursuant to state or federal law.

Additions

Employees should be provided written notification whenever the following additions are made to their personnel file:

- Performance evaluations
- Written warnings
- Note of corrective conversations

An employee may submit a written response to the above additions within 10 workdays after notification. Such a response will be added to the employee's personnel file.

Employees should inform the Executive Director immediately whenever there are changes in their personal data, such as address, telephone number, marital status, domestic partnership, number of dependents, and person to notify in case of emergency.

Confidentiality

The Executive Director and all members of the Personnel Committee must sign a confidentiality agreement concerning all personnel files and employment information. No reference information other than a verification of dates of employment, wage and title(s) will be given out to a third party without prior written authorization by the employee.

SECTION 9 - SCHEDULES AND TIME OFF

Work Week

Normal office hours of operation are from 10:00AM to 6:00PM daily, Monday through Friday; the Sacramento office maintains a schedule of 9:00AM to 5:00PM daily, Monday through Friday. Alternative hours of work for employees may be mutually agreed upon between employees and the Executive Director.

Attendance at UCSA Board Meetings and conferences will be considered mandatory work hours, for which absences will be counted toward paid time off and/or sick days.

Pay Periods

Exempt employees are paid by check or direct deposit twice a month, on the fifteenth and thirtieth day of the month for the periods worked prior to these days. If either of these days falls on a weekend or holiday, checks will be issued on the preceding business day. Non-exempt employees and interns are paid within 8 days of submitting their monthly time sheet, due on the last day of the month.

Work Schedules

Work schedules at UCSA are based on individual job responsibilities. Work schedules may vary from department. All schedules are subject to change and require a supervisor's approval.

Full-time employees may be expected to work some evenings and weekends. UCSA will attempt to minimize these instances and provide flextime to accommodate both personal and organizational needs. Full-time employees are expected to work a minimum of forty (40) hours per week. Punctuality and regular attendance are considered mandatory.

Flextime

Flextime, also known as comp days, are additional Paid Time Off hours provided in recognition of time worked on weekends and evenings. Flextime will be available to full-time employees under the following conditions.

- Flextime scheduling should be noted on an employee's calendar and recorded with the payroll administrator in advance, should not inconvenience co-workers, and should be comparable to non-regular time worked within the last month only
- Work results must be maintained

Full-time employees have the option of working from home, up until the point that the Executive Director or the Personnel Committee deems it negatively impacting an employee's performance.

Meals and Rest Periods

All nonexempt employees receive a paid ten-minute rest period for each four hours worked, or major fraction thereof. Full-time employees should take one rest period in the first half of their day and one in the second half.

Nonexempt employees who work five hours or more receive an unpaid lunch break of 30 minutes. The lunch break must be taken not more than five hours after the beginning of the employee's shift. Non-exempt employees are required to record the beginning and end of their lunch break. Rest periods cannot be combined with the lunch break, but employees may take up to a one-hour lunch break if desired. Employees may not skip rest and meal breaks to shorten the workday.

Lactation Support

In an effort to support the health and welfare of employees who are nursing mothers, UCSA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for their infant. The break time will, if possible, run concurrently with any break time already provided to the employee. UCSA will make reasonable efforts to provide the employee with the use of a room or other space for the employee to express milk in privacy.

Holidays

UCSA observes these paid holidays: Martin Luther King Day, Presidents' Day, Cesar Chavez Day, Memorial Day, Labor Day, and Veterans Day. Additionally, employees receive paid time off for one week at Independence Day, one week for Thanksgiving, and a two week Winter Break coinciding with the academic winter break on campus and including all federal observances of Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

All regular full-time employees are paid eight hours' wages for each holiday. Regular part-time employees are paid for holidays on a prorated basis, determined by the number of hours worked in a work week. If the holiday falls on a day that an employee does not regularly work, no additional day off with pay will be granted.

Any nonexempt employees required to work on a holiday will be paid at double time their regular rate of pay for hours worked that day and will be granted paid time off on another day equivalent to the number of hours worked on the holiday. This alternative paid time off must be taken within one month of the holiday worked.

Employees on an approved leave of absence from the company will not receive holiday pay unless required by law.

Temporary employees do not receive holiday pay.

Employees on vacation at the time a holiday occurs will not have that day counted as vacation pay.

Vacation

UCSA maintains a vacation policy so that employees can take the time necessary for rest and renewal. Vacation days are earned and accrued on a monthly basis. Eligible employees begin

vacation days from their start date with UCSA. All exempt employees accrue 4 hours vacation per month and may carry a maximum of 60 hours at a time.

Once an employee has accrued up to their maximum hours, the employee will accrue no additional vacation time until some is used.

All employees may use vacation time with 2 weeks prior notice to the rest of staff. Vacation requests may be denied or postponed by a majority vote of other staff members during traditionally busy periods and must be taken in daily increments. Employees may not receive pay in lieu of vacation. Employees are paid accrued, unused vacation when they leave the organization.

Sick Leave

Sick leave is designed to protect employees against loss of pay due to absence resulting from short-term illness or for health care appointments that cannot be scheduled outside of regular work hours. Regular exempt employees accrue 6.67 hours per month of sick leave and may carry a maximum of 80 hours.

Sick leave may be taken in hourly increments with reasonable notice. When an employee needs to use sick leave for a scheduled medical appointment or procedure, he or she should give at least 72 hours' notice of the need for less than a full day off, or two weeks' notice of the need to use sick leave of one day or more.

Employees are responsible for directly notifying the Executive Director when prevented from starting or continuing a workday due to illness or injury.

In most circumstances, a doctor's statement is required when an employee uses more than three consecutive days of sick time, or when an accumulation of absences seems to establish (in the supervisor's judgment) a problematic use of sick time. UCSA may request verification of the reasons for any use of sick time. Misuse of sick leave may be cause for disciplinary action, including separation from UCSA.

Employees may use sick time to care for ill family members, but the same verification requirements apply in these instances.

Employees are not paid accrued, unused sick leave at termination. Once an employee has exhausted sick leave, additional time off may be taken but will be unpaid.

Family and Medical Disability Leave

Although UCSA is not legally required to provide family and medical leave, it wishes to provide its employees with paid time off under certain similar circumstances.

An employee is eligible for leave after having worked for UCSA for more than twelve months and for at least 1,250 hours during the twelve-month period immediately prior to the date the leave begins. Under some circumstances, leave may be taken intermittently - in two or more blocks of time - or by reducing the employee's normal weekly or daily schedule. Employees should try to schedule leave in a way that minimizes disruption to the organization's operations.

During this time, the employee will maintain his or her UCSA covered health insurance. With a letter from a physician, or in the case of adoption or foster care, from the appropriate government agency, an employee may take family & medical leave in the following cases:

- for the birth and care of the newborn child of an employee or their domestic partner;
- for placement with the employee or their domestic partner of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition as defined by law; or
- to take medical leave when the employee is unable to work because of a serious health condition as defined by law.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement. Please note that both males and females may take parental leave to care for a newborn child or newly placed adopted or foster child.

Employees are required to provide 30 days' advance notice of the need to take leave when the need is foreseeable and such notice is possible. Thirty days prior to taking the leave or, if less, as soon as the need for a leave is known, employees should inform their supervisor of the need for leave and complete the required forms for requesting leave. When the leave is due to an employee or family member's serious health condition, the employee must provide a Certification of Serious Health Condition form completed by the health care provider. During leave, the employee shall report every 30 days regarding the employee's status and intent to return to work.

After using all paid family and medical time off, a regular exempt employee who has been employed for at least one year is eligible for unpaid family and medical time off; and a non-exempt employee who has worked at least 1,250 hours over the last 12 months is eligible for unpaid family and medical time off, at the discretion of the Personnel Committee. With a physician's letter, an employee shall be placed on unpaid leave of absence for up to 12 weeks total.

Employees may use accrued vacation and sick time during family and medical Leave. Employees taking leave due to their own injury or illness may apply for California State Disability benefits or Workers' Compensation Insurance benefits, whichever is appropriate. Employees taking leave to provide care for parents, children, spouses, and domestic partners or to bond with a new child may be eligible for up to six weeks of Paid Family Leave Insurance benefits administered by the Employment Development Department.

UCSA will continue to pay for insurance coverage for employees during a family and medical leave up to a maximum of four (4) months. You will need to make arrangements to pay your portion of the insurance premium, if any. Beyond this time, if additional leave is approved, employees participating in health insurance coverage will be given the option of paying for continued coverage for the duration of the leave.

Benefits that accrue for hours worked will not accrue during a family and medical leave. Leave time will be counted toward seniority, however.

Accommodations for Life Threatening Illnesses

Upon request, UCSA will provide reasonable accommodation to employees with a life-threatening illness to enable them to continue to work. Such accommodation might include flexible schedules to accommodate medical treatments and tasks that do not require physical exertion.

Through continuing education and communication we will attempt to create a supportive, open and informed work environment in which anyone with a life-threatening illness will feel free to come forward in the knowledge that they will be met with respect, understanding and care.

An employee with a life-threatening illness is under no obligation to disclose their condition to UCSA. If an employee chooses to discuss a life-threatening illness, any such conversation will be considered strictly confidential and will not be disclosed to others without the employee's permission (except as required by law). Unauthorized disclosure of confidential information relating to health status will lead to disciplinary action, up to and including dismissal.

Employees with AIDS or HIV are entitled to the full range of medical insurance and disability benefits provided for employees with life-threatening illnesses.

Return to Work

Before being permitted to return to work from a leave for the employee's own serious health condition, the employee will be required to provide certification from his or her health care provider that he or she is able to resume work.

Upon return from leave UCSA will attempt to reinstate the employee, unless for organizational reasons, UCSA is unable to do so. If able to reinstate an employee, UCSA will attempt to utilize the following priority of position reassignment: if available, the same position held before leave, or reassignment to an equivalent position with equivalent pay, benefits and other conditions of employment.

If possible, employees on leave should notify their supervisor at least two (2) days before the end of the leave to inform the organization of availability to return to work.

Failure to return from leave, or failure to contact the Personnel Committee on the scheduled date of return, may be considered voluntary termination of employment.

Pregnancy Leave

Under the California Fair Employment and Housing Act (FEHA), employees who are disabled by pregnancy, childbirth or related medical conditions are eligible to take an unpaid pregnancy disability leave (PDL) in addition to any family and medical leave to which they may be entitled. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical conditions up to four months (or 88 work days for a full time employee) per pregnancy.

The PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis.

Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, and recovery from childbirth would all be covered by PDL.

Employees may be required to obtain certification from health care providers of pregnancy disability or medical advisability for a transfer. The certification should include:

- Date of disability due to pregnancy or the date of the medical advisability for the transfer;
- Probable duration of the period(s) of disability or the period(s) for the advisability of the transfer;
- A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of the position without undue risk to employee, the successful completion of the pregnancy or to other persons, or due to the pregnancy, the transfer is medically advisable.

Employees must use up any available sick time during the leave. Employees can use any accrued vacation as part of the pregnancy disability leave before taking the remainder as unpaid leave. Employees may also be eligible for state disability insurance for the unpaid portion of the leave. Employees who return to work immediately following the expiration of PDL will be guaranteed reemployment in their former position or an equivalent position. Exceptions may occur when allowed by the law.

Pregnancy disability leave will not be counted toward eligible employees' 12 weeks of "baby bonding" leave provided in the family and medical time off policy. An employee will not be required to take leave for disability due to pregnancy, childbirth, or related medical conditions in one continuous period of time.

Reasonable requests for work modifications, transfers of job duties, transfer of the employee to a less strenuous or hazardous position, or other accommodations will be made if the request is based on the advice of the employee's health care provider, and UCSA will engage in a good faith interactive process to determine whether accommodations are feasible.

During pregnancy disability leave, UCSA will maintain your group health insurance coverage (if insurance was provided before the leave began) for 4 months on the same terms as if you continued working. You will need to arrange to pay your portion of the insurance premium, if any. UCSA may recover unpaid premiums from an employee who fails to return to work following pregnancy disability leave.

An employee returning from pregnancy leave will be placed in the same position the employee held at the time the leave began, subject to applicable law.

Drug or Alcohol Rehabilitation Leave

UCSA recognizes that drug and alcohol abuse are serious medical problems and wants to assist employees who realize that they have such a problem, which may interfere with their ability to perform their job in a satisfactory manner. Employees who decide to enroll voluntarily in a

rehabilitation program due to a problem with drugs or alcohol use will be allowed to use sick and vacation time to participate in such a program. UCSA will make reasonable efforts to keep the employee's participation in a drug and alcohol program confidential. Additional sick and vacation benefits will not accrue during the leave of absence. The leave will be subject to the same conditions and benefits as medical leaves of absence.

In order to be granted a leave for this purpose, the employee must submit certification of enrollment in a drug/alcohol rehabilitation program at or before the leave begins. The certification must include a statement that the employee's participation in the program prevents him/her from working, and must specify beginning and ending dates of the program and the employee's estimated date of return to work. An extension of the leave requires supporting documentation prior to the end of the initial leave.

Employees returning from such a leave will be returned to their same job unless, for organizational reasons, UCSA was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on UCSA. Under these circumstances UCSA will offer the employee a substantially similar job if one exists that the employee is qualified to perform.

Non-medical Leaves Protected by Law

School Leave

A regular full or part time employee who is the parent, guardian or custodial grandparent of a school-age child may take up to 40 hours of leave per school year for the purpose of participating in the child's school activities or to discuss the child's possible suspension. In taking such leave, employees may take unpaid time off or use accrued vacation time. School-related leaves cannot exceed eight hours in any calendar month.

Employees who take school-related leave must make arrangements for the time off as soon as the need for the leave is known. UCSA may request written documentation from the school reflecting the date and time of the activity attended.

No adverse action will be taken against any employee because he or she takes school-related time off.

Time Off For Victims Of Domestic Violence Or Sexual Assault

Employees who are victims of domestic violence or sexual assault may take time off from work to ensure their health, safety, or welfare or the health, safety or welfare of their children. This may include time to seek medical attention for resulting injuries, to obtain social services, including psychological counseling, rape crisis and domestic violence services, or to participate in safety planning, including temporary or permanent relocation. UCSA will maintain the confidentiality of this situation as required by law.

Employees taking time off for reasons caused by domestic violence or sexual assault must provide reasonable advance notice of their intention of taking time off for any of the purposes mentioned above, unless advance notice is not feasible.

If an employee must take an unscheduled absence for the reasons described above, UCSA will not take any action against the employee as long as the employee provides, within a reasonable time, a police report, a court order protecting or separating the person from the perpetrator of an act of domestic violence or other evidence from the court or prosecuting attorney that the employee has appeared in court or documentation from a medical professional domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Employees may use accrued vacation or, if applicable, sick time when taking time off under this policy.

Time Off For Immediate Family And Registered Domestic Partners Of Victims Of Crime

Employees who are the immediate family members (spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather) or registered domestic partner of a victim of a violent or serious felony may take time off from work in order to attend judicial proceedings related to that crime.

Employees taking time off pursuant to this policy must provide reasonable advance notice of their intention of taking time off and documentation evidencing the proceeding schedule, unless advance notice is not feasible. If an employee must take an unscheduled absence, UCSA will not take any action against the employee as long as the employee provides, within a reasonable time, documentation evidencing the judicial proceeding from any of the following entities:

- The court or government agency setting the hearing.
- The district attorney or prosecuting attorney's office.
- The victim/witness office advocating on behalf of the victim.

Military Leave

Employees who are or who become members of the National Guard or Reserves will be granted a leave of absence to attend military training in either mandatory or voluntary status, for a maximum period of 15 calendar days annually. UCSA will cover the difference between an employee's regular pay for the period and the pay received by the military when training is mandatory. Such pay will not be provided to cover lost earnings in the case of voluntary training.

Employees who leave UCSA employment for active duty; active duty for training; initial active duty for training; inactive duty training; full-time National Guard duty; or examinations to determine fitness for duty in any branch of the armed forces of the United States, will be reinstated with accrued tenure (including seniority and accrued benefits) in accordance with the provisions of the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). If military leave is for 30 days or less, health benefits continue. For service beyond 30 days, continuation benefits will be provided in accordance with USERRA. Benefit accrual, such as vacation or holiday benefits, will be suspended during the period of the unpaid leave and will resume upon the employee's return to active employment.

Employees must advise other staff members of their military training schedule as far in advance as possible.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in a comparable position, depending on the length of service.

Time Off To Vote

Employees who are unable to vote in an official public election during non-work hours may arrange, with at least 48 hours' advance notice, to take up to two hours off from work, with pay, to vote.

Jury or Witness Duty

An employee called for jury duty will receive full pay up to five days with documentation of their attendance from the court in one two-year period. Temporary employees will be granted an unpaid leave for the period of their service. Employees may keep any compensation received in exchange for their jury duty. Exempt employees who are required to serve longer than five working days, and who do some work for UCSA during any workweek that they serve, will continue to receive full pay while on jury duty. An employee summoned as a witness in proceedings related to UCSA business will receive full pay. If service as a witness is unrelated to UCSA business, the time should be taken as personal leave. Employees serving as jurors or witnesses are expected to be at work whenever the court does not require their presence.

Bereavement Leave

Regular full and part-time employees will be granted up to three (3) days of leave, paid at the employee's daily rate of pay, determined by the number of hours the employee is regularly scheduled to work per week, in the event of a death in the employee's immediate family. Immediate family is defined as: mother, father, parents-in-law, brother, sister, daughter, son, grandparents, grandchildren, spouse, domestic partner, and other significant persons. Employees in a state of bereavement are invited to request additional unpaid leave or may request the opportunity to use any accrued vacation time. Project/temporary employees may request up to three days off without pay for bereavement leave.

SECTION 10 - BENEFITS

Health Benefits

Health benefits are available to full-time employees within the first month of employment, unless the first date of employment is within 15 days of the month's end. In that event, coverage will begin on the first day of the next month. Employees may acquire dependent health insurance; 100% of the cost of those monthly premiums will be automatically deducted from the employees' monthly salary. Employees are responsible for the payment of co-pays and direct medical expenses. UCSA retains the right to change health insurance providers; if it chooses to do so, UCSA will make every effort to inform affected staff well in advance.

The sections of this manual discussing health insurance are designed to acquaint employees with some of the significant features of the employer's benefit programs. More detailed information is set forth in the official plan documents and insurance policies that govern the policies. If there is any real or apparent conflict between the brief summaries contained in this manual and those in the official plan documents, the official plan documents will control. Regular exempt employees are provided the following:

- The Group Health Insurance Plan (dependents are excluded). UCSA pays 100% of the premium for this plan.
- Dental Insurance Plan (dependents are excluded). UCSA pays 100% of the premium for this plan.
- Vision Insurance Plan (dependents are excluded). UCSA pays 100% of the premium for this plan.

In the event that an employee carries ACA-compliant, equivalent, external health insurance with premiums equal to or less than insuring the employee under UCSA's plan, UCSA may elect to reimburse all or part of health benefit premiums on a monthly basis.

Certain benefits, such as health insurance coverage, family care leave and bereavement leave, use the term "immediate family" or "domestic partner" in descriptions of eligibility and/or coverage. At UCSA we define "immediate family" as an employee's spouse or domestic partner, parents, and children.

The following definitions apply for purposes of this handbook:

Child. A biological, foster or adopted child; stepchild, legal ward, or a child of an employee standing in loco parentis to that child.

Parent. A biological, foster or adopted parent; stepparent, a legal-guardian or a person who stood in loco parentis to the employee when the employee was a child. Parent does not include a parent in-law.

Spouse or Spousal Equivalent. A partner in marriage or domestic partner who is registered as the domestic partner of the employee with the state of California or another state's valid registration policy.

Insurance Continuation

Upon termination, employees covered under a health insurance plan have certain legal rights to remain on the insurance plan at their own expense for up to 18 months through COBRA. Some employees may be eligible to extend insurance coverage beyond 18 months through CAL-COBRA. More information regarding COBRA and CAL-COBRA coverage, costs and administrative procedures are available from the Executive Director at the time employment ends or when an employee has a question about other qualifying events.

Workers' Compensation

UCSA carries workers' compensation insurance coverage as required by law to protect employees who are injured while working. This insurance provides medical, surgical and hospital treatment in addition to pay for loss of work resulting from work-related injuries. The cost of this coverage is paid by UCSA. If an employee is injured while working, they must immediately report it to the Executive Director, regardless of how minor the injury may be. Questions concerning our workers' compensation coverage should be directed to the Executive Director.

UCSA does not provide workers' compensation coverage for injuries sustained during or as a result of an employee's voluntary participation in off-duty social, recreational or athletic activities that are not part of an employee's work-related duties. When an employee is required or expected to participate in a recreational, social, or athletic activity as part of his or her job, then workers' compensation coverage may apply.

Disability Insurance

Employees of UCSA who become disabled due to illness or injury (including pregnancy) may receive state-funded income protection insurance for the time they are unable to work. The determination of benefits is up to the state of California. An employee may apply for disability benefits after being disabled for eight days, or if hospitalized, after one day of disability. Forms can be obtained from the local office of the California Employment Development Department or the employee's physician.

If a physician deems an employee to be temporarily disabled, he or she cannot return to work without first submitting a medical release to his or her supervisor. Please visit the California Employment Development Department (EDD) for additional information:<http://www.edd.ca.gov/>

Other Benefits

Employees with proof of outstanding student loans are eligible for a student loan remittance of \$150 per month to offset the cost of student loan debt. This does not apply to other debt that may have been incurred because of educational expenses. A loan statement from the previous 30 days showing outstanding debt may constitute proof.

Full-time employees are eligible to enroll in a SIMPLE IRA plan and deduct pre-tax contributions from their paycheck. Contributions will be matched up to 3% by UCSA.

Full-time employees who do not work remotely are eligible to receive a monthly commuter stipend of up to \$50 to be used for transit or parking at the employee's regular office. UCSA may ask for proof of qualifying expenses.

Professional Development

UCSA encourages employees to obtain skills, knowledge, and abilities, which may improve their opportunities for career advancement. To that end, after their introductory period, regular full-time employees may access an annual professional development fund to be used as follows: \$1000 for approved external training or conferences and publications (all purchases become the property of UCSA).

Attendance at conferences, educational meetings, workshops, and institutes must be relevant to the employee's position and not conflict with previously scheduled work events. Travel to these events will be counted within the employee's department or professional development budget at their discretion.

Staff Retreats and Team Building

UCSA offers employees the opportunity to advance by attending one to two staff retreats and/or team building events each year. These events may include, but are not limited to, evenings and weekends. All employees are required to attend and UCSA will do its best to provide adequate notice before such events.

SECTION 11 - HEALTH AND SAFETY POLICY

UCSA is committed to providing safe working conditions. UCSA expects its employees to work in a safe manner, to use good judgment and common sense in matters of safety, to observe all safety rules published and posted in various areas, and to follow all federal and state OSHA regulations. All employees and volunteers are required to work in a safe and responsible manner.

Safety requirements for employees and volunteers include:

- Considering safety as a daily on-the-job priority
- Following all safety rules and work procedures
- Immediately reporting any unsafe condition, accident, or near miss to their supervisor
- Maintaining a clean and orderly work area
- Only working with equipment or materials with which they are familiar and for which they've been properly trained
- Always wearing seatbelts when traveling on organization business
- Not using cell phones while driving on organization business

Any willful violation of a safety procedure may result in immediate disciplinary action including but not limited to termination. Safety concerns should be presented to the Executive Director.

Drug-free Workplace

All employees are expected to understand and comply with the following guidelines regarding the use of drugs or alcohol in the workplace:

- Unlawful use, possession, distribution, sale, or manufacture of a controlled substance is prohibited on organization premises.
- Employees may not be under the influence of drugs or alcohol while on the job. Exceptions for medicines are made on a case-by-case basis.
- Smoking is prohibited on organization premises.

Failure to follow UCSA's drug-free workplace policy may result in disciplinary action, including, but not limited to immediate termination.

SECTION 12 - PERFORMANCE REVIEW AND DISCIPLINARY PROCEDURES

The performance review is a written assessment of an employee's job performance. The primary functions of this process are to:

- Encourage feedback concerning accomplishments and areas for improvement
- Set attainable goals for the future
- Determine the status of an employee following an introductory or probationary period
- Encourage periodic communication between the Board and the staff about the position the employee holds and the role that position plays in the organization as a whole

New employees will receive a performance evaluation after the first ninety days and six months of employment. All employees will receive an annual review in December. The Personnel Committee may schedule additional performance evaluations as needed.

Review Process

UCSA reviews staff through the following process:

1. Other staff, personnel committee members, and committee Vice Chairs are invited to give anonymous responses regarding an employee's performance, via an anonymous poll sent out by the Executive Director. The Chair and Vice Chair of the Council of Student Fees will be invited to give feedback for staff members directly serving the Council. For the review of the Executive Director, after sending out the poll, the Executive Director transfers sole ownership of the document and sole editing access to the President and Chair.
2. The employee under review writes a self-review summary answering the following prompt questions:
 - a. In each of the major umbrella areas listed in your job description, how successfully or unsuccessfully have you been able to lay a foundation to meet those expectations? You can either write a general response or refer to specific areas or job description items.
 - b. How did you facilitate the goals of the graduate student agenda?
 - c. How did you facilitate the goals of the Undergraduate student campaigns
 - d. How did you facilitate inclusion and support of underrepresented student communities?
 - e. How did you help to uplift the most marginalized/resource-lacking campuses?
 - f. What are your goals for professional development over the next year?
 - g. What goals can you agree to meet before your next review?
 - h. What support do you need from the organization to increase successful performance?
3. The President and Chair present a summary of all reviews and the self-review document to the rest of the Personnel Committee. The goal of this is to anonymize responses. Personnel Committee members may request to view the full reviews.
4. After reviewing all materials in private, the Personnel Committee will make a written summary of the reviews for the employee's personnel file. The Personnel Committee will then meet with the employee to go over their review and to discuss any merit or restorative

measures deemed necessary. During an annual review, an employee may request compensation adjustments in the form of a bonus.

5. Employees are always given the opportunity to provide a written response to the written summary, which will also be included in their personnel file.

During the annual December review period, the personnel committee may distribute bonuses based on performance, with the total sum of all bonuses not to exceed \$4000.

The Executive Director will participate in all aspects of the review of other employees. All other employees will participate in all aspects of the review of the Executive Director.

Discipline and Termination

Violation of UCSA policies or unsatisfactory performance may warrant disciplinary action, which may include restorative actions or termination. This system is not formal, and UCSA may, in its sole discretion, utilize whatever form of discipline it deems appropriate under the circumstances. If UCSA chooses to use restorative actions, this in no way limits or alters the at-will employment relationship.

UCSA's actions may include:

1. Employee Counseling or Verbal Warning

Employee is counseled by the Executive Director or other designated employee following a minor offense in an effort to eliminate possible misunderstandings and to identify what constitutes good performance. The designated counselor will help the employee to develop a solution and to improve performance to the appropriate level. Verbal warnings may also accompany counseling and should be documented in the personnel file and signed by the employee. If an employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee. The employee's signature indicates receipt of the document, but not necessarily his or her agreement with it. At the next meeting of the Personnel Committee, the Executive Director will notify the Personnel Committee of the verbal warning.

2. Written Warning

A written warning is designed to make sure that the employee is fully aware of the misconduct or performance problem, including the degree of seriousness and the consequences if the problem is not corrected. It is considered a final warning. The Personnel Committee and employee set a probationary period during which improvement must be made and maintained and a check-in process is determined. The employee and supervisor should sign documentation from this meeting. If an employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee. The employee's signature indicates receipt of the document, but not necessarily his or her agreement with it. Employees on written warning are not eligible for promotions, transfers or pay increases unless specifically approved by the Personnel Committee.

3. Termination

In some cases, immediate rather than restorative action may be taken. Termination can result from a single serious offense or it can be the final step in a process to correct a series of minor offenses

of the same nature. This means that employees engaging in certain conduct may be discharged without prior counseling or warning. Under at-will employment, the Personnel Committee does not need to provide notice or explanation for termination.

An employee may be suspended with or without pay pending an investigation of a charge of serious misconduct at the discretion of the Personnel Committee. The Executive Director does not have the authority to immediately terminate an employee without approval of the Personnel Committee, but may remove an employee from UCSA property or events if they present a threat to others' safety.

In the event of an immediate discharge, the Personnel Committee shall be informed and review the matter at the next regular meeting or at an interim meeting; they choose to address the matter. Any action taken regarding discipline of regular employees must be reported to the Personnel Committee, and any discharge must be reported to a closed session of the Board of Directors.

In accordance with employment law, employees must be paid all wages and outstanding accrued paid time off at the time of termination.

All UCSA-owned property must be returned immediately upon termination of employment.

SECTION 13 - EMPLOYEE COMPLAINT PROCEDURES

UCSA recognizes the right of employees to make complaints about working conditions. Except in the case of claims of workplace harassment or discrimination, the employee(s) should, if possible, attempt to informally resolve any complaint before submitting a complaint.

Employee complaints shall be made in writing to the Personnel Committee and shall set forth the facts underlying the complaint, the names of any witnesses, the nature of the grievance, and the specific remedy requested. The Personnel Committee will maintain the complaint in confidence to the degree possible and will respond to the complaint as soon as practical.

SECTION 14 - MEDIA CONTACT

UCSA has designated the President as the official spokesperson for the organization. The President may delegate this responsibility to other Board members. Without explicit delegation, no other Board members or staff are permitted to talk to the media on the record on behalf of UCSA.

Board members and other staff are frequently contacted by the media for background and quotes. If a Board member other than the President is contacted by the media, they should be clear that their comments represent a personal viewpoint and defer the reporter to the President for an official UCSA viewpoint.

Staff should defer all media contact to the President. UCSA staff may talk with the media in order to provide off-the-record context or schedule interviews for the President or the President's designee. In some last minute situations, staff may speak to the press on stances previously passed by the board if they are unable to find a student to do so and only in an in-person context, such as at a press conference or hearing. All press inquiries for a written media outlet must quote a student.

SECTION 15 - AUTHORITY OF THE EXECUTIVE DIRECTOR

The Executive Director has authority over the following elements of staff management:

- Facilitation of staff meetings and retreats
- Approval of exceptions to policies governing time-off, flextime (or “comp days”), and maximum limits on business expenditures
- Approval of salary advances, in line with these policies
- Inclusion as a carbon copy (“cc”) in all email communications with any department at the University of California Office of the President
- Weekly oversight of staff members’ priorities through check-in meetings and reports
- Implementation of restorative or disciplinary measures, if and only if, those measures have been approved by the Personnel Committee
- Participation in all aspects of staff reviews, excluding their own
- Developing professional development plans with staff members and leadership development for Board members
- Ensuring accountability to the organization’s mission through strategic planning
- Submitting tax, nonprofit, and lobbying compliance filings, as required by the state and federal government

The Personnel Committee will hold the Executive Director accountable in the following ways:

- Invitations to all other staff members to participate in all aspects of the Executive Director’s annual review
- Addition of the Treasurer as a signatory to all UCSA bank accounts, including the ability to view accounts through online banking

Thorough documentation of performance issues in and annual end-of-year inspection of the Executive Director’s personnel file.

APPENDIX I. UCSA EXPENSE REPORTING AND REIMBURSEMENT

UCSA credit cards/UCSA funds may be used for the following:

- Travel to UCSA Board of Directors Meetings
- Travel to UCSA Conferences
- Travel to Council on Students Fees Meeting
- Travel to Collective Bargaining Sessions
- Travel to the UC Regents meeting
- Campus visits
- UCSA and related organization conference attendance
- Staff development
- Office supplies
- Conference supplies
- Campaign supplies/materials

Travel costs are restricted to the following, which should be reviewed every two years to adjust for inflation:

- Airfare (coach class only, \$300 maximum round trip within California)
- Gas (rental cars only)
- Ground transportation (including rental cars at a \$60 daily maximum, public transportation, shuttles and cabs)
- Lodging (\$175 nightly maximum)
- Mileage (reimbursable, only when using your own vehicle)
- Parking (excluding tickets)
- Food (\$50 dollars a day, excluding alcohol)

Under certain, rare circumstances, exceeding the travel cost maximums is unavoidable. In these cases, expenses exceeding the listed amounts should be approved in advance by the Executive Director based on the current budget.

Staff Development includes:

- Yearly, per member of staff: up to \$1000 for job related classes, literature/books/magazines, subscriptions, etc. All materials purchased and received with UCSA funds become property of UCSA and must remain in the UCSA offices.

Employees are responsible for retaining receipts for all purchases, and will be expected to turn in receipts upon request.

Use of personal funds is discouraged. When possible, employees should use their UCSA credit card for these expenses. For mileage and any other expense paid with personal funds, employees may submit a reimbursement form to the Executive Director.

APPENDIX II. CREDIT CARD USE AGREEMENT

For Full-Time Employees Only

I hereby acknowledge and agree that I have received a corporate credit card from the University of California Student Association (UCSA), and that I will observe and be bound by the following conditions concerning the use of said corporate credit card.

1. The credit card I received was issued by _____ (bank). The account number is _____ (credit card number).
2. I understand the credit card is to be used solely to pay for business expenses that are fully reimbursable by UCSA, and that it is not for personal use.
3. I understand that under no circumstances may I use the credit card to charge or guarantee any personal expenses or charges, or to solicit cash advances, and that doing so constitutes violation of UCSA’s personnel policy. In the event that I engage in unauthorized or personal purchases on my company credit card, I will be responsible for tendering payment to UCSA within 15 days, reimbursing UCSA for the full amount of the unauthorized charges.
4. I understand that I must retain all receipts and related proof of expenses, and that this documentation must be submitted upon request. Provided all expense documentation is in order, the monthly credit card invoice will be paid directly by UCSA.
5. I understand that UCSA may review and investigate any charges or billings connected with this credit card, and that I have no expectation of privacy concerning what should be business expense charges, and I agree to cooperate with any such review or investigation.
6. I understand that because any misuse of the credit card or other violation of this agreement may result in cancellation of the card and/or disciplinary action up to and including termination of employment and prosecution.
7. I agree to surrender the credit card to the appropriate UCSA staff representative in the event my employment with UCSA ends for any reason.

Employee Name Printed

Employee Signature

Date

APPENDIX III. WHISTLEBLOWER POLICY

The board of directors resolved to approve the inclusion of the following statement in the UCSA Personnel Policy, and directs the Executive Director to ensure that it is given to, and acknowledged by all employees.

Policy: if any employee reasonably believes that some policy, practice, or activity of the University of California Student Association (UCSA) is in violation of law, that employee may file a written complaint with the Executive Director; if the ED is implicated in the complaint, report, or inquiry, this complaint should be directed to the Chair of the Board of Directors. The office of the California Attorney General maintains a whistleblower hotline - 1.800.952.5225 - to receive calls from persons who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees.

It is the intent of UCSA to adhere to all laws and regulations that apply to the organization, and the purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of UCSA and provides UCSA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

UCSA will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of UCSA, or of another individual or entity with whom UCSA had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

UCSA will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of UCSA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee Name Printed

Employee Signature

Date

APPENDIX IV. PERSONNEL & HIRING CONFIDENTIALITY AGREEMENT

For Personnel and Hiring Committees

The purpose of this document is to protect employees' privacy. It constitutes an agreement between the signer and the University of California Student Association. All members of the Personnel Committee, hiring committees, and the Executive Director, are required to sign this agreement before they be permitted access to any employee or applicant information, including but not limited to: job applications, hiring documents, performance reviews, or disciplinary actions.

By signing below, the signer agrees to:

- Keep all personnel matters strictly confidential within the Personnel Committee
- Share personnel information with other members of the Board or UCSA staff **only** in a closed session meeting of the full Board
- Delete and/or destroy all files in their possession listing employee information immediately after the files are no longer in use

Violations of this policy could initiate legal action by employees or applicants against the Association and/or individuals.

The Association will permanently retain a copy of this agreement, signed below:

I understand the confidentiality policy described above. I agree to keep all personnel matters and individual employees' information strictly confidential and understand that violation of this policy could result in legal action against the Association I represent or myself.

Printed name

Affiliation with UCSA

Signature

Date

APPENDIX V. MISSING RECEIPT FORM

Purpose of Form

This form is to be used on rare occasions when a staff or board member has lost or misplaced their original receipts. Each staff/board member must certify that an expense receipt was lost accidentally, destroyed, or is otherwise unobtainable.

Declaration

I hereby declare the following receipt is unobtainable:

Vendor name: _____

Date of purchase: _____

Amount of purchase: _____

I further declare that I have not and will not use this missing receipt to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

Employee Name Printed

Employee Signature

Date

APPENDIX VI. ACKNOWLEDGEMENT OF PERSONNEL POLICY

By signing below, I acknowledge that I have received a copy of the UCSA Personnel Policy and a job description for my position, and agree, as a condition of my employment, to follow the terms therein described.

Employee Name Printed

Employee Signature

Date