



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 05/20/08
 Approved: 04/19/01

ADMINISTRATIVE MANUAL

Personnel Policy Index

Policy 100

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**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL
PERSONNEL COMMITTEE
CODE OF PROCEDURES

Approved: January 1967
Amended: December 1971
Amended: April 1972
Amended: June 1977
Amended: April 1980
Amended: March 1982
Amended: April 1982
Amended: October 1982
Amended: April 1973
Amended: November 1988
Amended: March 1998
Recodified: May 1999
Amended: April 2001
Amended: November 2008

POLICY 101

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Personnel Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Personnel Committee to:

- A. Act on behalf of the Board of Directors in all matters concerning employees of the corporation. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the Bylaws.
- B. Make policy recommendations to the Board of Directors on issues pertaining to personnel
- C. Make an annual recommendation to the Board of Directors on personnel matters involving any changes in the level of budgetary support.
- D. Serve as the coordinating agency for professional staff evaluations within A.S.I.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Personnel Committee shall be composed of eight (8) voting and four (4) non-voting members.

- A. A.S.I. President, who shall serve as chair
- B. A.S.I. Vice President for Administration, who shall serve as vice-chair
- C. A.S.I. Vice President for Academic Governance
- D. A.S.I. Vice President for Finance
- E. A.S.I. Secretary/Treasurer
- F. Two (2) members of the B.O.D. appointed by the A.S.I. President with a simple majority consent of the B.O.D.
- G. A.S.I. Executive Director (non-voting)
- H. A.S.I. Assistant Director (recording secretary) (non-voting)
- I. A.S.I. Director of Programs and Leadership (non-voting)
- J. A representative from the University's Office of Human Resources Management (non-voting)
- K. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as four (4) voting members.

Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the Finance Committee on changes in the level of budgetary support to reflect spending trends within A.S.I.
- C. The Chair shall ensure that a written report of any recommendation or action of the Personnel Committee is made at least two (2) days prior to the next meeting of the B.O.D.



Section 4 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than two (2) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one quarter.

Section 5 - Personnel Evaluations

It is the responsibility of the Personnel Committee to facilitate the evaluation of all full-time professional staff. Evaluations shall be consistent with the A.S.I. policy on performance appraisals.

ARTICLE III

ADMINISTRATIVE POLICY

Section 1 – A.S.I. Personnel Policy

The Personnel Committee shall make recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D. as it relates to A.S.I. Human Resources to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds.

Section 2 – Internal Compliance Review

The Director of Human Resources Management or designee must concur with the Personnel policy recommended by the Finance Committee to determine compliance with requirements for Student Body Auxiliaries.

ARTICLE IV

MEETINGS

Section 1 – General Meetings

The Personnel Committee shall meet on a bi-weekly basis.

Section 2 – Special and Emergency Meetings

The Personnel Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair, or through a request to the chair by three (3) voting members of the Committee.

ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted on a majority of the Personnel Committee to the A.S.I. Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.

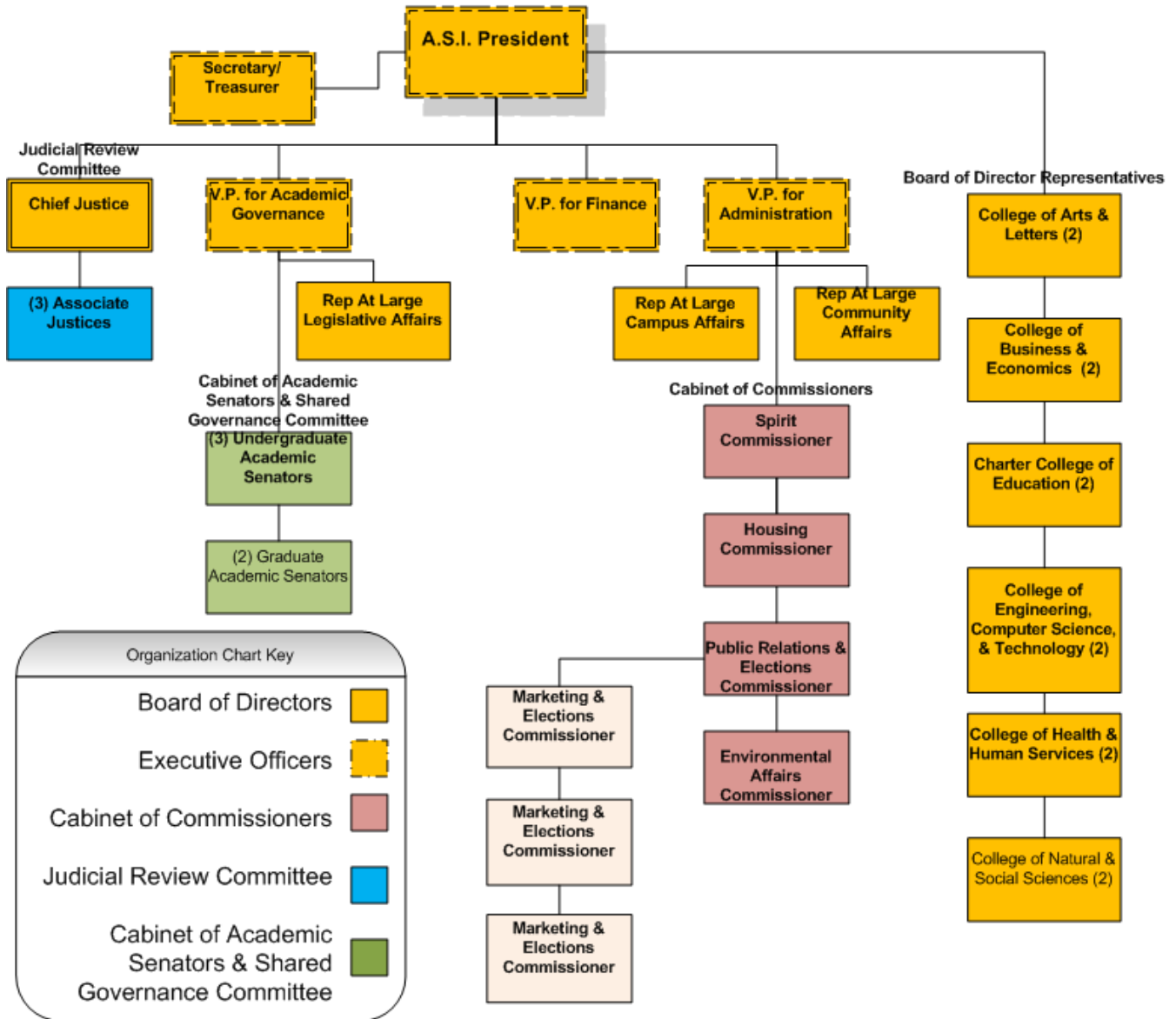


**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
ADMINISTRATIVE MANUAL**

Approved:
April 2001
April 2010
April 2011

STUDENT GOVERNMENT ORGANIZATION CHART

POLICY 102



Organization Chart Key

- Board of Directors
- Executive Officers
- Cabinet of Commissioners
- Judicial Review Committee
- Cabinet of Academic Senators & Shared Governance Committee



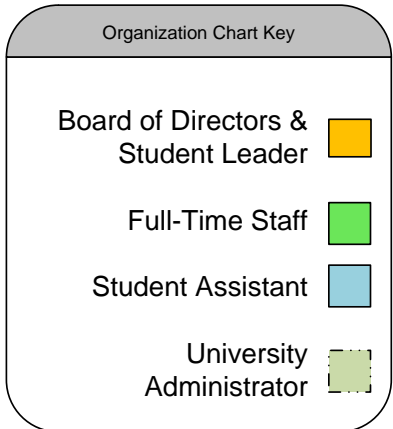
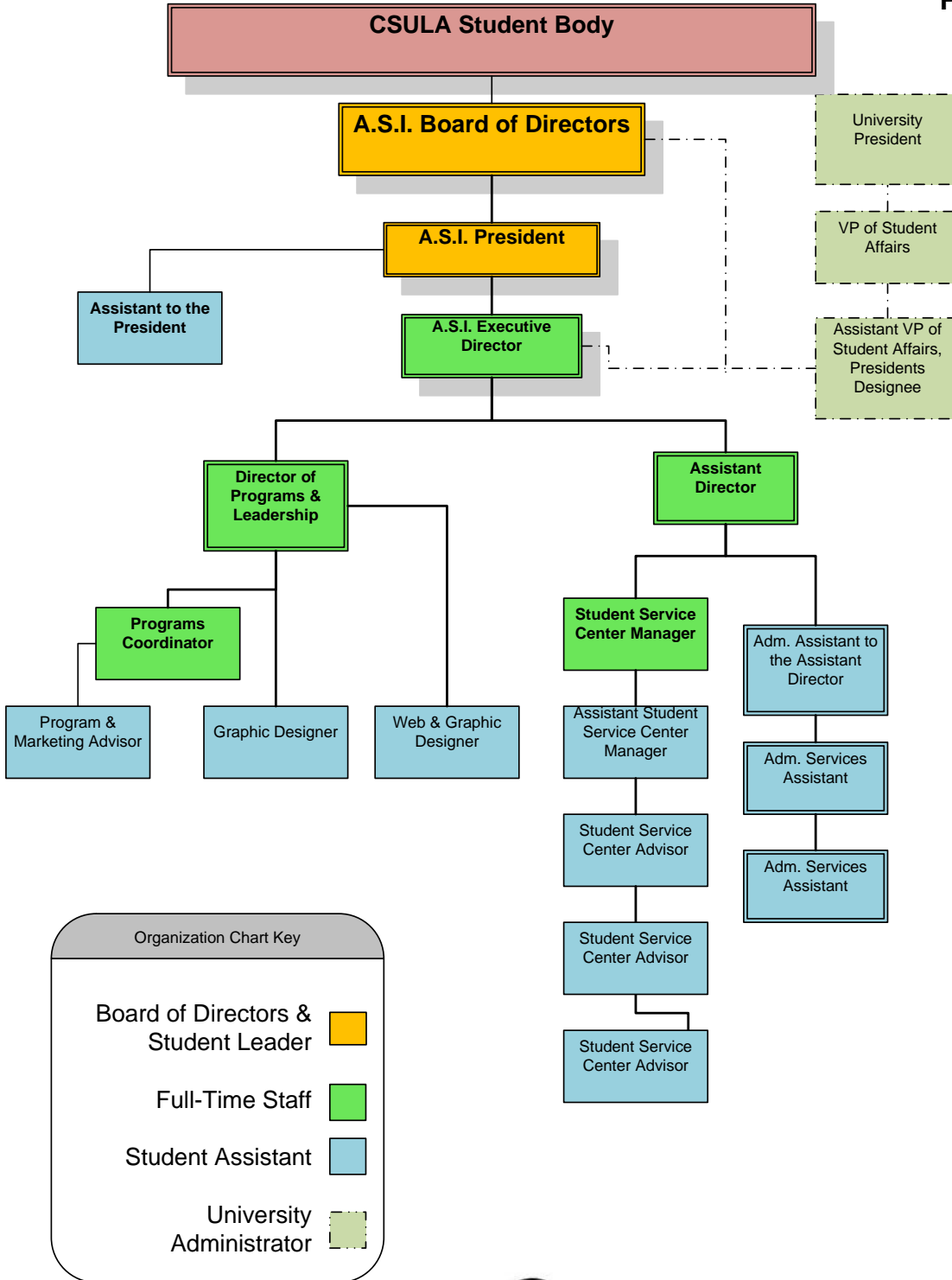


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Approved:
April 2001
May 2008
April 2010

STAFF ORGANIZATION CHART

POLICY 102





ADMINISTRATIVE MANUAL

Equity and Diversity

Policy 103

1.0 PURPOSE:
To establish procedures related to the implementation of an Affirmative Action protocol.

2.0 REFERENCES:
Title VII of the Civil Rights Act of 1964
The Equal Pay Act of 1963
Executive Order 11246 of 1965
The Age Discrimination in Employment Act of 1965 as amended
The Vietnam Era Veterans Readjustment of 1974
The Americans with Disabilities Act
The Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972

3.0 POLICY:
Associated Students, Inc. is an equal opportunity employer and makes employment decisions on the basis of merit. A.S.I. wants to have the best available persons in every job. A.S.I. policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

A.S.I. is committed to complying with all applicable laws providing equal employment opportunities to individuals regardless of race, color, creed, religion, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, veteran status or sexual orientation. This commitment applies to all persons involved in the operation of A.S.I. and prohibits unlawful discrimination by any employee of A.S.I., including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, A.S.I. will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, who is an applicant or an employee unless undue hardship would result.

4.0 DEFINITIONS:
Underrepresented Groups as presently identified as:

- ◆ Asian American/Pacific Islanders
- ◆ Native Americans
- ◆ Hispanic Americans/Latino/as
- ◆ African Americans/Black
- ◆ Women
- ◆ Veterans from the Vietnam Conflict
- ◆ Persons with Disabilities
- ◆ Gays/Lesbians/Bisexuals

5.0 PROCEDURES:
5.1 **Recruitment.** All positions are subject to the following affirmative action advertising requirements:
5.1.1 Advertisement to the campus via an "Employment Opportunities" flyer
5.1.1.1 All advertisements will include the following statement:



In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, religion or other personal characteristics or beliefs.

An Equal Opportunity/Title IX Employer

Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship

- 5.1.2 Advertisement in a newspaper of general distribution that has proven circulation designed to reach an ethnically diverse population or underrepresented group.
 - 5.1.3 An "Employment Opportunities" flyer shall be sent to various community action agencies, public agencies, professional organizations and other identified groups designed to reach an ethnically diverse population or underrepresented group.
 - 5.1.4 All positions shall be open for a minimum of two (2) weeks with a preference for up to four (4) weeks or more for management level positions.
 - 5.1.5 The position of Executive Director of Associated Students must be advertised nationally and must be open for recruitment for a minimum of four (4) weeks.
 - 5.1.6 Exceptions to the above may be made subject to written justification which is approved by the A.S.I. Personnel Committee. Exceptions shall be granted on an emergency basis only.
- 5.2 **Selection.** The Executive Director, in consultation with the Personnel Committee, shall assure that candidates for employment are selected on job related criteria and are asked only job-related questions.
- 5.3 **Termination.** Employment with Associated Students, Inc. shall be on an "at-will" basis. The Executive Director, in consultation with the Personnel Committee, shall review all requests/recommendations to terminate/layoff employees to assure that an employee is not released without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.





ADMINISTRATIVE MANUAL

Introductory Periods

Policy 104

SUBJECT: *Introductory Periods*

1.0 PURPOSE:

To provide for a probationary period and give immediate feedback to new employees on their effectiveness within the position.

2.0 REFERENCES:

None

3.0 POLICY:

All regular employees shall serve introductory periods and must satisfactorily complete the period as a condition of continued employment.

4.0 DEFINITIONS:

None

4.0 PROCEDURES:

- 4.1 Upon initial employment, rehire, or promotion, all regular employees of A.S.I. shall serve a 90-day introductory period, which may be extended to 120 days, upon written notice from the supervisor.
- 4.2 During the introductory period, the employee shall be evaluated at least once for performance by the supervisor. Unsatisfactory performance may be grounds for release or further extension of the introductory period.
- 4.3 Continued unsatisfactory performance will be grounds for termination.





ADMINISTRATIVE MANUAL

Family Leave

Policy 105

1.0 PURPOSE:

To establish the policy and procedures for requesting family leave

2.0 REFERENCES:

Family Medical Leave Act

3.0 POLICY:

This policy is enacted to provide eligible employees up to twelve weeks unpaid, job-protected leave in a twelve month period for certain family and medical reasons.

4.0 DEFINITIONS:

Employees are eligible under the provision of FMLA if they have been employed for at least twelve months in the twelve months preceding the leave.

Under FMLA, eligible employees are entitled to unpaid leave for any of the following reasons:

- a. Employee is unable to perform the essential function of his/her own job because of the employee's own serious health condition; or
- b. To care for the employee's child after birth, or placement for adoption or foster care; or
- c. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- d. A serious health condition that makes the employee unable to perform his or her job.

5.0 PROCEDURE:

- 5.1 Employees who will be requesting a family leave should contact the supervisor to discuss and arrange the actual dates of the leave.
- 5.2 An employee must complete a Request for Time Off form. This documentation should be submitted to the A.S.I. Administrative Office prior to the anticipated leave date.





ADMINISTRATIVE MANUAL

PERFORMANCE APPRAISAL

POLICY 106

- 1.0 PURPOSE:
To provide a means for feedback to employees and as a measure for assigning compensation for merit through a process of peer evaluation and self-reflection
- 2.0 REFERENCES:
None
- 3.0 POLICY:
A.S.I. shall, through an appraisal process, provide for feedback to employees on expectations and areas of concern. Through this process, A.S.I. seeks to garner information to empower employees in areas that will contribute to A.S.I. and in the development of the employee.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
- 5.1 The performance appraisal is a means by which the corporation can:
- 5.1.1 Review employee's job description for completeness and appropriateness.
 - 5.1.2 Evaluate job performance of an employee, including accomplishments and deficiencies.
 - 5.1.3 Assist the employee in the development of skills.
 - 5.1.4 Identify performance problems and recommend corrective action.
 - 5.1.5 Recommend merit salary adjustments that are consistent with the employee's performance.
- 5.2 Appraisal Frequency
- 5.2.1 Appraisals shall occur on a yearly basis for all full-time staff.
 - 5.2.2 The Executive Director evaluation will be completed one month prior to the final board meeting for that academic year. In the event that the evaluation is not completed, the evaluation will be forwarded to the University Vice President for Administration and Finance for completion and review with the A.S.I. President for that academic year.
- 5.3 Appraisal Process
- 5.3.1 The appraisal process consists of three steps:
 - 5.3.1.1 Self-Appraisal – The employee will complete a “Self-Evaluation” form
 - 5.3.1.2 Peer-Appraisal – The A.S.I. Administrative Office will identify stakeholders who will be asked to participate in the review process. Each participant will be asked to complete the “Employee Evaluation Appraisal” form.
 - 5.3.1.3 Supervisor Appraisal – The employee will participate in a conference where the peer appraisals and the self-appraisals are reconciled and the employee is counseled as to the nature of the work performance. During the supervisor appraisal, the employee and the area manager will:
 - 5.3.1.3.1 review job description - agree to changes
 - 5.3.1.3.2 review each item/rating/comments
 - 5.3.1.3.3 try to come to agreement on items/rating/comments - negotiation is encouraged
 - 5.3.1.3.4 agree to changes as necessary
 - 5.3.1.3.5 review the three (3) most important aspects of job performance
 - 5.3.1.3.6 develop five (5) annual goals/performance
 - 5.3.1.3.7 employee/supervisor discusses the recommendation for the merit salary adjustment.



- 5.3.1.4 Appraisal Conflict – If an employee disagrees with the evaluation, they may:
 - 5.3.1.4.1 attach a letter to the evaluation.
 - 5.3.1.4.2 ask for a review by the A.S.I. Administrative Office
 - 5.3.1.4.3 file a formal grievance
- 5.3.2 Employees may request an additional evaluation each year.
- 5.4 Merit Salary Adjustments
 - 5.4.1 When a merit adjustment is recommended, an employee receives retroactive pay back to the appropriate anniversary date.
 - 5.4.2 Merit Salary adjustments shall be available from the MSA pool and shall be distributed as follows:
 - 5.4.2.1 Not Satisfactory – 0%
 - 5.4.2.2 Improvement Needed - 0 - 3%
 - 5.4.2.3 Meets Requirements - 4 - 6%
 - 5.4.2.4 Above Requirements - 7 - 9%
 - 5.4.2.5 Outstanding - 10 - 12%
- 5.5 Cost of living adjustments - Policy does not provide for cost of living adjustments.
- 5.6 Topping out - Employees are not eligible for merit salary adjustments after they have reached the top of the range.
- 5.7 Salary Range/Classifications
 - 5.7.1 Each position will have an associated salary range.
 - 5.7.2 The classification, title and salary range shall conform to California State University classification standards.





ADMINISTRATIVE MANUAL

PERSONNEL FILES

POLICY 107

- 1.0 PURPOSE:
To provide a policy for the security and confidentiality of personnel records
- 2.0 REFERENCES:
None
- 3.0 POLICY:
It shall be the policy of A.S.I. to maintain personnel files in secure storage and to only allow access to those files for cause.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURE:
- 5.1 Documents that shall be maintained in the personnel files shall include, but not be limited to the following:
 - 5.1.1 Appointment/application and start notice
 - 5.1.2 Payroll Change Notices
 - 5.1.3 Performance Appraisals
 - 5.1.4 Letters of Recommendation
 - 5.1.5 Letters of reprimand which indicate employee has seen a copy or is the addressee
 - 5.1.6 Other documents placed there by the A.S.I. Administrative Office
 - 5.2 Freedom Staff Leasing will maintain the official personnel file for each employee.
 - 5.3 Access to the personnel files shall be for business purposes only and shall be restricted to the following:
 - 5.3.1 All A.S.I. Personnel files – Executive Director
 - 5.3.2 Individual personnel files - each employee may, upon appointment with Freedom Staff Leasing, review his/her file
 - 5.3.2.1 In the event that an employee or former employee requests a copy of documents contained in his/her personnel file, they must complete the “Request for Copies of Personnel File” and submit it to the Executive Director for processing.
 - 5.3.3 A supervisor may review the file of a subordinate employee.
 - 5.3.4 The Executive Director may grant access to specific files to expedite work in the best interest of the organization so long as confidentiality is not breached.
 - 5.3.5 The Executive Director may provide law enforcement agencies access when appropriate identification is presented.





ADMINISTRATIVE MANUAL
RE-EMPLOYMENT POLICY

POLICY 108

- 1.0 PURPOSE:
This policy is enacted to establish employment eligibility for former A.S.I. employees.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
Former employees are not eligible for re-employment if they were terminated for theft or moral turpitude or if an agreement exists that prohibit their application for a position within A.S.I.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
 - 5.1 For all paid positions within A.S.I., the A.S.I. Administrative Office shall determine if any applicant was a former employee of A.S.I.
 - 5.2 If an applicant for a position is a former employee, the A.S.I. Administrative Office shall determine the basis for termination. If termination was based on theft or moral turpitude or an agreement exists so as to make the employee ineligible for re-employment, the application will be removed from the applicant pool. Otherwise, former employees are eligible for re-employment provided they meet the minimum criteria established for the position.
 - 5.3 **Benefit Reinstatement.** If an employee is re-employed within a one year period, the following benefits will be re-instated:
 - 5.3.1 Earned time accrual date adjusted by break in service.
 - 5.3.2 Retirement vesting, if any applicable under ERISA regulations.
 - 5.4 If the applicant left employment with A.S.I. to accept employment with either CSLA or another CSLA auxiliary and returns to employment with A.S.I. without an intervening break in service, the employee shall have benefits re-instated as follows:
 - 5.4.1 Earned time accrual date including time served with CSLA.
 - 5.4.2 Retirement vesting, if any applicable under ERISA regulations.



ADMINISTRATIVE MANUAL

STUDENT ASSISTANT HIRING

POLICY 109

- 1.0 PURPOSE:
To provide a policy for the method and procedure of hiring student assistants
- 2.0 REFERENCES:
None
- 3.0 POLICY:
In its role as a student government, A.S.I. commits to offering positions when feasible and appropriate, to students of Cal State L.A. as a means of providing a learning experience. The hiring procedure serves to ensure that appropriate controls are in place to safeguard the corporation of liability. The hiring procedure also ensures that each employee undergoes an orientation and transition period where they can familiarize themselves with A.S.I. policy and procedure.
- 4.0 DEFINITIONS:
 - 4.1 **External Search** - A job search that solicits applicants from the campus community.
 - 4.2 **Internal Search** - A job search that solicits applicants from employees currently employed by A.S.I.
- 5.0 PROCEDURES:
 - 5.1 The initiating supervisor must complete a "Request for Student Assistant Employee" packet and submit it to the A.S.I. Administrative Office.
 - 5.1.1 The Request for Student Assistant Employee packet shall consist of the following forms:
 - 5.1.1.1 Student Employment Requisition
 - 5.1.1.2 Job Description
 - 5.1.1.3 Interview Worksheet
 - 5.1.1.4 Student Employee Selection
 - 5.2 The Executive Director will schedule a meeting with the supervisor to review the packet and will schedule the position for announcement.
 - 5.3 Announcement of the position will be consistent with the Equity and Diversity policy of A.S.I.
 - 5.4 The job shall be posted at the Job Referral Desk in the Career Center for no less than one week. In addition, the job may be posted in the classified advertisement section of the University Times if requested and funding permits.
 - 5.5 Applications are to be available at both the A.S.I. Student Service Center and the ASI Administrative Office.
 - 5.6 Applications are to be submitted to the A.S.I. Administrative Office. At the close of the position, the supervisor will receive a memorandum listing all interested applicants and copies of their respective applications. In addition, the supervisor will receive the "Interview Worksheet" packet to complete upon selection of a candidate.
 - 5.7 Interviews are to be arranged by the supervisor or the A.S.I. Administrative Office as requested.
 - 5.8 Upon selection of a candidate, the supervisor must contact two (2) references and complete a "Reference Check Report" as part of the selection process.
 - 5.9 The completed packet and all applications must be returned to the A.S.I. Administrative Office for post-processing.
 - 5.9.1 The selection is subject to review and approval by the Executive Director.
 - 5.9.2 The A.S.I. Administrative Office will contact all applicants to inform them of the selection.
 - 5.9.3 The A.S.I. Administrative Office shall make all offers and determine the date of orientation. The supervisor will be informed of the date and time of the orientation.
 - 5.9.4 A new employee must complete orientation before starting work. An exception to this policy must receive prior approval by the Executive Director.
 - 5.9.5 The A.S.I. Administrative Office will have the employee complete all forms related to hire and forward them to the University-Student Union Business Office, who will maintain the official personnel folder for the employee.
 - 5.10 The new hire will meet with his/her supervisor during the orientation to set up their work schedule.





ADMINISTRATIVE MANUAL

**TRAINING & DEVELOPMENT
PROGRAMS**

POLICY 110

- 1.0 PURPOSE:
To establish a policy and procedure detailing the use and availability of training and development programs.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
This policy establishes employee training and development programs. These programs shall provide employees with the training necessary to perform their duties effectively and with development programs that assist them in professional advancement and personal development.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
- 5.1 The ASI Administrative Office is responsible for:
 - 5.1.1 Coordinating orientation programs for all new employees.
 - 5.1.2 Encouraging departments within the A.S.I. to fund and provide specialized training to employees that will increase their effectiveness and knowledge on the job.
 - 5.1.3 Seeking out, borrowing, renting or purchasing and making available aids such as books, audio and visual products and other publications which can be utilized in-house to provide training to employees on specific operations or personal and professional development topics. These resources are maintained in the A.S.I. Leadership Training and Development Library.
 - 5.1.4 Encouraging employees to attend professional meetings, conferences and training seminars designed to increase their awareness regarding their areas of concentration/specialization or assignment.
 - 5.1.5 Keeping abreast of new training opportunities and professional organizations and disseminating that information to the A.S.I. staff.
 - 5.1.6 Mandatory participation programs, i.e. – orientation and job-specific training, which shall be funded by the A.S.I. Administrative Office. Other types of training shall be funded from the area budget or the general operating budget and is subject to the availability of funds.





ADMINISTRATIVE MANUAL

NEPOTISM/HIRING OF FAMILY MEMBERS

POLICY 111

- 1.0 PURPOSE:
To provide safeguards and procedures in regards to nepotism within A.S.I.

- 2.0 REFERENCES:
None

- 3.0 POLICY:
This policy is enacted to prohibit employment decisions based upon nepotism. Family members (immediate relatives and domestic partners) may not be supervised nor may they be hired to work in an office, department or division where another family member has administrative/operational control. A.S.I. does not allow supervisors to hire each other's dependents to avoid the conflicts of nepotism. Only in special situations, where employment is of a temporary or one-time nature and efforts to recruit others have not been successful, may an exception to this policy be considered.

- 4.0 DEFINITIONS:
 - 4.1 Nepotism -- Favoritism shown on the basis of family relationship (traditional or alternative).
 - 4.2 Family Members/Relationship
 - 4.2.1 Immediate relatives such as spouse, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, and relatives of direct lineage including nieces, nephews, aunts and uncles.
 - 4.2.2 Domestic Partners -- Any couple of legal age in a committed relationship, financially intertwined, sharing living quarters with no other domestic partners.
 - 4.2.3 Temporary or one-time nature -- Project work of limited duration [usually less than two (2) weeks] where there was limited opportunity for preplanning.

- 5.0 PROCEDURES:
 - 5.1 The A.S.I. Administrative Office shall review applications for positions to determine if a family relationship exists between supervisor of an office and an individual applying for or being hired for a position.
 - 5.2 If a family relationship exists as defined above, the A.S.I. Administrative Office shall remind/explain to the supervisor the policy on nepotism and indicate that the employee cannot be considered or hired for the position.
 - 5.3 If a relative/domestic partner has been hired into a position that violates this policy, the relative/domestic partner must be terminated immediately and an investigation as to why the supervisor did not disclose the relationship shall occur. If the investigation discloses that the supervisor was aware and did not notify the A.S.I. Administrative Office, disciplinary action will be recommended.
 - 5.4 If several supervisors have agreed to hire each other's relatives/domestic partners as a way of circumventing the policy, that is a violation of both the Equity and Diversity Policy (103) and this Nepotism policy and disciplinary action will be recommended.





ADMINISTRATIVE MANUAL

IDENTIFICATION CARDS

POLICY 112

1.0 PURPOSE

To provide all A.S.I. employees with a standard means of identification

2.0 REFERENCES:

None

3.0 POLICY:

This policy is enacted to provide all regular A.S.I. employees with a standard means of identification. All A.S.I. employees shall have A.S.I. picture identification cards.

4.0 DEFINITIONS:

None

5.0 PROCEDURES:

- 5.1 The A.S.I. Administrative Office is responsible for making arrangements with the University's Registrar to have pictures taken and identification cards issued for all new employees.
- 5.2 These identification cards shall be issued within thirty (30) days of the initial employment.
- 5.3 A.S.I. will reimburse the University on a charge-back basis for the cost of the identification card.
- 5.4 Lost cards must be immediately reported to the employee's supervisor. If a second identification card is required, the employee shall reimburse A.S.I. for the replacement cost.



ADMINISTRATIVE MANUAL

EDUCATIONAL ENHANCEMENT

- 1.0 PURPOSE:
To establish a policy for the continuing education of A.S.I. personnel and their immediate family members.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
A.S.I. shall provide competitive benefits to Associated Students, Inc. employees in classifications that are eligible for benefits. Educational enhancement shall be made available upon receipt of no less than a satisfactory ranking on the first year performance appraisal.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
 - 5.1 Subject to approval by the Executive Director, regular employees are eligible to receive tuition reimbursement (including applicable fees) for courses taken as part of a pre-approved program. Employees may assign their educational enhancement to an immediate family member. Only one individual can participate in the program at a time.
 - 5.2 Before enrolling in a class, an employee must complete the Request for Participation in Fee Reimbursement Program.
 - 5.3 After completion of the course, the employee will complete the Educational Reimbursement Form and submit all receipts, course descriptions and grade verifications. An earned grade of "C" or better is required for reimbursement.
 - 5.4 Reimbursements for educational enhancement will be funded from the reserves and is subject to the availability of funds.
 - 5.5 All payments for educational enhancement will be on a reimbursement-only basis with the exception of those employees who are directed to take a course for job improvement as a condition of continued employment.
 - 5.6 The maximum allowable reimbursement under the educational enhancement program is the equivalent of 2 courses of study plus applicable fees.





ADMINISTRATIVE MANUAL

GRIEVANCE PROCESS

POLICY 114

- 1.0 **PURPOSE**
To provide A.S.I. employees (full-time and part-time) with an opportunity to settle problems arising in the course of their employment in a fair and orderly manner if such problems cannot be resolved informally.
- 2.0 **REFERENCES:**
None
- 3.0 **POLICY:**
Associated Students, Inc. will foster an environment that allows for the free discussion of ideas in a professional manner. When discrepancies arise between employees that cannot be handled through informal means, this policy provides a process to settle work-related problems in a fair and orderly manner.
- 4.0 **DEFINITIONS:**
None
- 5.0 **PROCEDURES:**
- 5.1 An employee may use the grievance process to resolve work related problems as identified below:
- 5.1.1 Alleged violation of A.S.I. policies and procedures governing working conditions.
 - 5.1.2 Promotion, performance, merit increases or termination decisions.
 - 5.1.3 Discrimination prohibited by law, including those based upon race, age, color, religion, sex, sexual orientation, national origin, disability or veteran status.
- 5.2 Employees should first attempt to resolve the problem through informal discussion with the immediate supervisor.
- 5.3 If, after discussion, the problem has not been satisfactorily resolved, it may be discussed at the next supervisory level and/or with the Executive Director.
- 5.4 If the matter in question cannot be resolved as indicated in Steps 2 and 3, the employee may file a formal grievance. Grievances should be submitted in writing to the General Manager within 30 working days after the employee is notified regarding the complaint decision.
- 5.5 Upon receipt of the grievance, the Executive Director will submit it to the Personnel Committee to schedule a hearing.
- 5.5.1 Hearing Procedure - The hearing of appeals shall be conducted by the Personnel Committee.
 - 5.5.2 Notice of Hearing - The Personnel Committee shall set the matter for hearing and shall give notice, in writing, of the date and place of such hearing. The notice shall be posted one (1) week in advance from the actual date of hearing.
 - 5.5.3 Evidence - The hearing shall be formal and be conducted according to technical rules relating to evidence and witnesses. Relevant evidence shall be admitted, if it is of the type of evidence on which responsible persons are accustomed to consider in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose but shall not be sufficient to support a finding unless it would be admissible over objection in civil actions. The rules of privilege and/or official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence (testimony) shall be taken only under oath that shall be administered by Personnel Committee.



- 5.5.4 The Personnel Committee shall determine the relevancy, weight, and credibility of testimony and evidence. It shall base its findings on the preponderance of the evidence presented.
- 5.5.5 Each party shall be permitted to make an opening statement and a closing argument. The grieved employee shall first present its witnesses and evidence to sustain his/her allegations and A.S.I. shall then present its witnesses and evidence in defense. The employer shall have the burden of proof.
- 5.5.6 Each party will be allowed examination and cross-examination of witnesses.
- 5.5.7 Both A.S.I. and the employee shall be allowed to have legal counsel or other designated representation. Legal expenses incurred by each party shall be paid by each respective party regardless of the outcome of the grievance process.
- 5.5.8 The Personnel Committee may, if requested by A.S.I. or the grieved employee, compel the attendance of employees named and called as witnesses and/or require the production of records or other material evidence.
- 5.5.9 The Personnel Committee may, prior to or during a hearing, grant a continuance for any reason it believes to be important to its reaching fair and proper findings and recommendations.
- 5.5.10 Whether the hearing is held in a public or closed session, the Personnel Committee, after it concludes the hearing, shall deliberate its decision in closed session. No persons other than members of the Personnel Committee and its counsel shall be permitted to participate in the deliberation.
- 5.5.11 The Personnel Committee shall submit its findings and recommendations as soon as possible upon the conclusion of the hearing. If the grievance is an appeal of disciplinary action, the Personnel Committee's findings shall set forth which charges, if any, are sustained and the reasons therefore.
- 5.5.12 The employee has the right to appeal the decision of the Personnel Committee and request a grievance hearing with the A.S.I. Board of Directors. This written request for appeal must be submitted to the Executive Director of A.S.I. within seven (7) working days of notification of the grievance decision.
- 5.5.13 The Board of Directors will hear evidence pertaining to the grievance in an executive session of the next regularly scheduled Board of Directors meeting. Upon review of the evidence, the Board of Directors will render a decision regarding the grievance. The decision of the Board will be final for all purposes and effective as of the date rendered.
 - 5.5.13.1 If the grievance is an appeal of a disciplinary action and the discipline is sustained, it shall be effective from the day the disciplinary action was imposed.
 - 5.5.13.2 If the discipline is not sustained or modified, the employee will be restored to his/her position in accord with the decision, and will be compensated retroactive salary equal to that which the employee would have normally earned.



ADMINISTRATIVE MANUAL

**Student Assistant Classification
and Pay Plan**

Policy 115

A. PURPOSE:

To establish procedures for personal retention, evaluation, and promotion related to Student Assistants

B. REFERENCES:

ASI Administrative Manual Policy 102
ASI Administrative Manual Policy 104
ASI Administrative Manual Policy 106
ASI Administrative Manual Policy 109
ASI Administrative Manual Policy 110
Student Affairs Student Employment Classification and Pay Plan

C. POLICY:

There are several levels of employee classifications, which are based on a combination of job responsibilities, experience, training, and/or demonstrated ability of skills. Students are employed on a part-time basis (maximum 30 hours weekly); paid hourly; and are assigned to clerical, technical, or maintenance assignments related to the instructional or administrative functions of the campus. Student Staff may be supervised by a Professional Staff member or ASI Executive Officer, and are hired on a temporary or limited basis.

3.1 Hours of Employment. When school is in session, Student Assistants may work up to, but not in excess of, 30 hours per week. Any requests for exceptions shall be submitted in writing to the Business Manager, with copies sent to the General Manager.

3.1.1 Requests to work 31-40 hours per week when classes are in session shall be approved in advance.

3.1.2 During quarter breaks, Student Assistants may work additional hours (maximum 40 hours per week) when approved in advance.

3.2 Salary Policy. The pay rate within the salary range for an individual employee is determined by comparing the duties and tasks assigned to the classification standards. The pay rate within the salary range for the appropriate classification should be determined as follows:

3.2.1 Upon initial employment, consideration should be given to the employee's experience level and the corresponding pay rates of other student employees doing similar work.

3.2.2 In order to encourage continuing employment for Student Assistants, the supervisor may recommend, and the General Manager may approve, salary adjustments (increases). Student Assistants may be rewarded for outstanding performance, as indicated on the Student Assistant Performance Appraisal, which is completed before an increase is recommended.



3.3 Pay Rates

Position	Trainee	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Rate 7	Rate 8
Student Assistant I	6.54 /hr	6.87	7.13	7.28	7.44	7.50	7.76	7.92	8.08
Student Assistant II	6.87 /hr	7.25	7.50	7.66	7.82	7.98	8.18	8.34	8.50
Student Assistant III	7.87 /hr	8.45	8.70	8.86	9.02	9.17	9.33	9.49	9.65

3.4 Classification

3.4.1 Student Assistant I

3.4.1.1 Qualifications: Prior work related experience

3.4.1.2 Characteristics of Position:

3.4.1.2.1 Complexity of Tasks - Routine

3.4.1.2.2 Degree of Supervision - Close Supervision

3.4.1.2.3 Supervision of Others - Normally none

3.4.1.3 Description: Positions are generally unskilled. Jobs are learned easily. Work requires little or no independent judgment, problem-solving, decision making, or recommendations. Subject matter is normally non-technical and can be performed by any student with entry-level skills. Activities are routine, simple, and learned after brief orientation.

3.4.1.4 Typical Duties: Performs customer service, answers general information questions, answers telephones, operates fax and/or copy machine, sorts and files mail, directs traffic according to instructions, movie tickets sales, locker and laptops rentals, etc.

3.4.1.5 Example of Job Titles: Service Advisor

3.4.2 Student Assistant II

3.4.2.1 Qualifications: Prior related experience

3.4.2.2 Characteristics of Position:

3.4.2.2.1 Complexity of Tasks - Routine to Semi-Complex

3.4.2.2.2 Degree of Supervision - General

3.4.2.2.3 Supervision of others - Little to none

3.4.2.3 Description: Nature of work is semi-skilled and generally routine, however, requires some prior experience, training, and knowledge. Positions involve some independent responsibility, decision making, problem solving, and judgment. Training is under one month, primarily refining existing skills.

3.4.2.4 Typical Duties: Operate cash register, performs daily audit of cash transactions. Performs same duties of Student Assistant I position.

3.4.2.5 Example of Job Title: Service Cashier

3.4.3 Student Assistant III

3.4.3.1 Qualifications: Substantial prior and related work experience

3.4.3.2 Characteristics of Position:

3.4.3.2.1 Complexity of Tasks - Complex

3.4.3.2.2 Degree of Supervision - Minimal

3.4.3.2.3 Supervision of Others - Minimal but normally none

3.4.3.3 Description: Positions at this level require a high level of skills, technical knowledge and/or education, experience responsibility. Students routinely perform difficult and complex work. Skilled work, usually independent of an immediate supervisor, involving analysis and recommendations. May train other student employees.

3.4.3.4 Typical Duties: Coordinate travel arrangements, schedules appointments, organize meetings, filing, creates graphic logos, formats layout, and designs all media for A.S.I.

3.4.3.5 Example of Job Titles: Executive Assistant to the A.S.I. President, Graphic Designers, Pacesetter



D. Definition:

Student Assistant- A matriculated student at Cal State LA taking classes either on a full-time or part-time basis.

E. PROCEDURE

5.1 Appraisal pattern

- 5.1.1 Trainee. During the first month of employment, a Student Assistant is rated as a Trainee to allow for basic orientation. An employee shall successfully complete the necessary orientation and training within the specified time period before appraisal can occur.
 - 5.1.1.1 Appreciated Rank. In order to avoid relegation to a lower pay rate, an individual who has had previous A.S.I.-related experience may initially be hired or ranked at a higher rate (Rate 1-4). This applies only to those employees who have held previous staff positions within A.S.I. and occurs if an individual is promoted into a higher classification.
- 5.1.2 Appraisal after one month. After the first month of employment, A Performance Appraisal is conducted.
 - 5.1.2.1 Salary Adjustment (increase). If merited, the Student Assistant pay rate is adjusted to the first level (Rate 1) of their designated salary range.
 - 5.1.2.2 Deferral. If the overall performance appraisal is rated as "unsatisfactory/needs improvement", the Student Assistant will remain in the Trainee position for another month. If after two months, the Student Assistant continues to perform at an unsatisfactory level, he/she shall be released.
- 5.1.3 Appraisal every six (6) months thereafter. Performance evaluations are constructed every six (6) months with the possibility of a salary adjustment (increase).
 - 5.1.3.1 Salary Adjustment. Upon approval by the immediate Supervisor, Student Assistants are moved to the next highest rate of pay in their designated salary range.
 - 5.1.3.1.1 Under no circumstances shall an employee be promoted into a lower pay rate than his/her present rate
 - 5.1.3.1.2 Freedom Outstanding, the A.S.I. contracted payroll/personnel service, does not automatically process salary adjustments. The employee's supervisor shall initiate the salary adjustment, and upon approval of the General Manger, send a payroll change notice to Freedom Outsourcing.
 - 5.1.3.1.3 Absolute Rate. When Student Assistants reach Rate 8, they are no longer eligible for salary adjustments. Appraisals are continually conducted for observation, feedback, and evaluation purposes.
 - 5.1.3.1.4 Costs of Living. Student Assistants are not eligible for cost of living adjustments.
 - 5.1.3.2 Supplemental salary adjustment owing to merit. If recommended by the Supervisor, a supplemental salary adjustment may be granted based on merit, in addition to the standard salary adjustment. (For example, a Student Assistant at Rate 1 normally receives a salary adjustment to Rate 2. Thereafter, he/she may receive a supplemental salary adjustment that moves her salary to Rate 3, if merited by the Supervisor).





ADMINISTRATIVE MANUAL

**STUDENT ASSISTANT - GRADE
VERIFICATION**

POLICY 116

- A. PURPOSE:
To establish eligibility procedures for student assistant employment with ASI
- B. REFERENCES:
ASI Administrative Manual Policy 102
ASI Administrative Manual Policy 104
ASI Administrative Manual Policy 106
ASI Administrative Manual Policy 109
ASI Administrative Manual Policy 110
ASI Administrative Manual Policy 115
Student Affairs Student Employment Classification and Pay Plan
1999-2001 CSLA University Catalogue
- C. POLICY:
In order to be eligible for employment with the Associated Students, Inc., CSLA, and a student assistant must maintain a 2.0 Cumulative GPA. Additionally, the following enrollment conditions must apply:
- 3.4.4 Students must be officially admitted to the University
 - 3.4.5 Students must be currently enrolled.
 - 3.4.5.1 Non-Enrolled students eligible for hire only after 1 quarter immediately prior to the quarter of enrollment.
 - 3.4.5.2 Previous enrolled students, during an interim period of non-enrollment, not to exceed 1 quarter.
 - 3.4.6 If student falls below 2.0
 - 3.4.6.1 Student will enter probationary period for 1 quarter.
 - 3.4.6.2 Student will sign "Contract for Success" with their supervisor.
 - 3.4.7 If student falls below 2.0 again.
 - 3.1.4.1 Student will forfeit their eligibility for employment.

DEFINITION:

Student Assistant- A matriculated student at Cal State LA taking classes either on a full-time or part-time basis. A student who is officially admitted to the university satisfies matriculation requirements. Students taking classes through Continuing Education and/or Open University are not considered matriculated students.

Open University – Permits non-matriculated students to register concurrently with matriculated students in regular classes up to 36 units earned through Open University may be applied to a Bachelor's Degree at CSLA and up to 13 units may be applied to a Master's Degree.

- D. PROCEDURE
- 5.2 Eligibility Procedures
 - 5.2.1 Student Completes a Grade Authorization Form provided by the ASI Administrative Office.
 - 5.2.2 Cumulative G.P.A. and enrollment status are checked every academic quarter through the Registrar's Office for the duration of a student assistant's employment with Associated Students, Inc.
 - 5.2.3 Letter is given to student verifying eligibility for employment.
 - 5.3 Probation
 - 5.3.1 Student Assistant meets with Supervisor.
 - 5.3.2 Student Assistant signs "Contract for Success".
 - 5.3.3 Student Assistant put on probation for 1 quarter.





ADMINISTRATIVE MANUAL

Discipline

Policy 117

- 1.0 PURPOSE:
To provide guidance on the application of employee discipline.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
A.S.I. employees are subject to disciplinary action for violation of work rules as established by the management of the A.S.I. Each area manager shall be responsible for notifying employees of work rule violations and for recommending appropriate disciplinary action to the Executive Director.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
 - 5.1 Employees who are observed in violation of work rules shall be notified as soon as possible of the violation by the supervisor. The incident must be documented and a recommendation for corrective action should be forwarded to the A.S.I. Administrative Office for review and action.
 - 5.2 The Executive Director shall review the incident(s), interview the employee, the supervisor and other pertinent parties to determine the appropriate corrective action to be taken, if any. The supervisor or the Executive Director shall notify the employee in writing of any disciplinary action to be taken. Record of all disciplinary actions shall be placed as record in the employee personnel file.
 - 5.3 Corrective action (discipline) may include any one or combination of the following, depending upon the situation:
 - 5.3.1 Verbal warning
 - 5.3.2 Letter of reprimand
 - 5.3.3 Administrative Leave with pay pending investigation and hearing under Skelly regulations (see Education Code 89538)
 - 5.3.4 Placed on disciplinary or performance probation
 - 5.3.5 Suspension without pay for up to a week
 - 5.3.6 Dismissal from employment
 - 5.3.7 Other appropriate action
 - 5.4 Although it is impossible to identify every possible violation of standards of conduct, the following is a partial list of infractions that shall result in disciplinary action up to and including termination:
 - 5.4.1 Theft of company property
 - 5.4.2 Misuse of company property
 - 5.4.3 Excessive absenteeism
 - 5.4.4 Failure or refusal to perform the duties of the position
 - 5.4.5 Acts of moral turpitude while at work
 - 5.4.6 Functional incapacity as a result of alcohol or controlled substances
 - 5.4.7 Violation of safety rules
 - 5.4.8 Inability to accomplish work at an effective level
 - 5.4.9 Insubordination, refusal to comply with instructions or failure to perform reasonable and assigned duties



- 5.4.10 Unauthorized access and/or distribution of confidential information
- 5.4.11 Use of facility time or equipment for unauthorized purposes or for personal use, removal of A.S.I. equipment/property without written approval
- 5.4.12 Engaging in practices that are inconsistent with A.S.I. policies or procedures
- 5.4.13 Harassment and/or discrimination of other employees
- 5.4.14 Failure to report crimes or any damage or injury to persons or equipment
- 5.4.15 Securing leave under false pretenses
- 5.4.16 Sleeping during work hours
- 5.4.17 Fighting or engaging in horseplay
- 5.4.18 Performance of work duties negligently or unsatisfactorily
- 5.4.19 Interference with the work performance of other employees





ADMINISTRATIVE MANUAL

Separation/Clearance Process

Policy 118

- 1.0 PURPOSE:
To establish a policy and procedure for a separating employee.

- 2.0 REFERENCES:
California State University, Los Angeles Separation Form (HRM 351A)

- 3.0 POLICY:
It shall be the policy that all regular employees shall complete a Separation/Clearance form prior to their last day of employment.

- 4.0 DEFINITIONS:
None

- 5.0 PROCEDURES:
 - 5.1 The supervisor of a full-time employee who is separating (whether voluntary or involuntary separation) is responsible for initiating the process to complete the Separation/Clearance form and notifying the employee that the remainder of the clearance procedure must be completed before the last day of employment.
 - 5.2 In order to insure that necessary procedures have been completed and property returned to the appropriate office, signatures will be required verifying the return of keys, equipment and passwords.
 - 5.3 The completed Separation/Clearance form will be mailed to the employee upon completion of the form.

