

University Enterprises, Inc. Policies and Procedures
PERSONNEL MANUAL

Introduction

University Enterprises, Inc. (UEI) provides quality services, programs, products and resources which support and strengthen the California State University, Sacramento (Sacramento State) mission of teaching and learning, research and public services. University Enterprises, Inc. operates the bookstore, campus food services and provides administrative support for the University's research and sponsored programs. University Enterprises, Inc. employs approximately 200 regular employees and 1,400 part-time employees (student assistants).

The University Enterprises, Inc. Personnel Policy and Procedures Manual is designed as a reference tool for its directors, supervisors, and managers. This manual is not an employment contract, and is not intended to create contractual obligations of any kind. Neither an employee nor UEI is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

Many of the policies and procedures in this manual apply to all University Enterprises, Inc. employees. Some food service employees are covered by the Memorandum of Understanding (MOU) of the California State University Employees Union (CSUEU) Service Employees International Union, Local 2579. If the MOU and the policy and procedures manual conflict, the MOU will take precedence for those employees belonging to the Union.

Employee Orientation Handbooks are also available to our employees and their supervisors.

In order to retain necessary flexibility in the administration of policies and procedures, UEI reserves the right to change, revise, or eliminate any of the policies or benefits described in this manual. It is anticipated that some policies and procedures will need to be developed or changed over time. As this happens, the particular policy and procedure will be formulated and/or updated, with new copies placed on the website and notifications sent to UEI employees.

This manual replaces and nullifies all previous statements of UEI policy. The only recognized changes to the policies in this manual are those approved by UEI's Board of Directors and authorized in writing by the Executive Director. The policies and procedures contained in this manual cover most work-related situations. The policies and procedures are organized by subject matter as noted in the table of contents, and an index is included for easy reference. If you have questions or concerns regarding any of the policies and/or procedures, please call the Human Resources Division at (916) 278-7003.