

# Part-time Employee **HANDBOOK**

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## TABLE OF CONTENTS

WELCOME.....	2	You are an Important Part of our Team .....	9
PURPOSE OF THIS HANDBOOK.....	2	Tardiness and Absences .....	9
WHO WE ARE.....	2	Employee Concerns.....	10
MISSION STATEMENT .....	3	Conflict of Interest.....	10
PART-TIME EMPLOYMENT CATEGORIES.....	3	Accurate Completion of Timesheets and Other Documents.....	10
Student Assistant Positions .....	3	TYPES OF LEAVES .....	10
Temporary Appointment.....	3	Sick Leave .....	10
Casual Positions.....	3	Family Care and Medical Leave.....	11
ADDITIONAL INFORMATION.....	4	Pregnancy Disability Leave.....	11
Criminal Background Checks .....	4	Disability Leaves of Absence.....	12
Social Security Tax (FICA) Exemption.....	4	Jury Duty and Court Appearance Leave.....	12
Maintaining Employment Eligibility - Status Form.....	4	Military Leave .....	12
What Happens When I Graduate from College?.....	4	Victims of Domestic Violence, Sexual Assault, or Stalking Leave.....	13
POLICIES AND PROCEDURES .....	5	WORKERS' COMPENSATION .....	13
At-Will Employment.....	5	On-the-Job Illness or Injury .....	13
Employment of Minors .....	5	SAFETY .....	13
Qualified Individuals with Disabilities.....	5	General Code of Safe Practices.....	13
Starting Date / New Hire Orientation.....	5	Safety Awareness.....	13
Maximum Number of Work Hours .....	5	Know the Emergency Procedures in Your Area.....	13
Overtime.....	5	Fire Protection .....	14
Notice of Dual Account Employment .....	6	TIMEKEEPING .....	14
Employment Eligibility Verification and Form I-9 .....	6	Reporting Hours Worked.....	14
Voluntary Termination.....	6	Pay Periods.....	14
Involuntary Termination .....	6	Rest and Meal Periods.....	14
Unemployment Insurance .....	6	Holidays and Vacation .....	14
Sexual Harassment Policy .....	6	Due Dates .....	14
Smoke-Free Workplace Policy .....	7	Paydays.....	15
Drug-Free Workplace Policy .....	7	Check Distribution .....	15
Telecommuting .....	8	Changes.....	15
Social Media.....	8	CONCLUSION.....	15
Deferred Compensation Plans.....	8		
CODE OF CONDUCT.....	8		
ROLES AND RESPONSIBILITIES .....	9		

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## **WELCOME**

As an employee of University Enterprises, Inc. (UEI) you are now a member of one of the most highly regarded service organizations in the California State University system. We are pleased to have you on our team. We all are working toward the common goal of providing excellent service in all that we do.

Through our student and part-time employment program, UEI is able to provide significant benefits to contracting agencies, campus programs and local businesses while also offering a valuable work experience opportunity to you. Though your work location may be at a government facility, a local business, or a campus program office, you are a vital part of our organization.

We hope your employment with UEI and the work experience you gain will be enjoyable, challenging, and rewarding.

## **PURPOSE OF THIS HANDBOOK**

As an employee of UEI, it is important that you have some familiarity with the role of UEI in relation to the University.

This handbook will introduce you to our company mission, relevant employee policies and codes of conduct. It will also orient you to the dynamic organization for which you now work.

We hope your understanding of the important role you play as a part-time employee will contribute to your sense of pride and enthusiasm in the work you perform.

This handbook is intended only as a statement of the current policies and procedures of UEI. The language in this handbook does not constitute a Contract of Employment either expressed or implied. It does not create an obligation on the part of UEI to demonstrate cause for any negative employment action. Disciplinary guidelines do not create an entitlement to such procedures and a listing of misconduct does not exclude actions based on other conduct.

Policies, procedures and rules are subject to change without notice and without regard to what policies, procedures or rules were in effect at the time of initial employment.

## **WHO WE ARE**

UEI is an auxiliary organization to California State University, Sacramento. Governed by a board of directors, UEI conforms with appropriate State of California codes, federal codes and regulations, and with policy directives of the University Board of Trustees and Campus Administration.

UEI employs approximately 245 regular employees 1,800 student assistants and 100 part-time casual employees. About 40 percent of our student assistants work on campus in Dining Services, the University Union, The WELL and various campus programs. The other 60 percent work off-campus in contract positions with governmental agencies and businesses throughout California.

UEI is an Equal Employment Opportunity employer. UEI policy prohibits discrimination against any applicant or employee because of age, ancestry, citizenship, color, gender, marital status, national origin, physical or mental disability, race, religion, sexual orientation, or Vietnam veteran status.

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## MISSION STATEMENT

UEI is a dynamic and innovative non-profit corporation. It creates and manages an array of programs and services, which support and strengthen the University's mission of teaching, scholarship and public service. UEI serves the campus by shaping its growth and activities to meet the evolving needs of the University and the community.

## PART-TIME EMPLOYMENT CATEGORIES

### Student Assistant Positions

Students who are currently enrolled and attending classes during the regular term (Fall, Spring and Winter, if applicable), at any qualifying\* institution of higher education, are eligible to work in this employment category.

Student Assistants must be enrolled at a minimum: six (6) semester units or nine (9) quarter units for undergraduate students; four (4) semester units or six (6) quarter units for graduate students. The hiring department may have a higher unit requirement. If so, you must follow that department's requirement.

Student Assistant work hours are to be on average less than 30 hours per work week (Sunday – Saturday). In applying this threshold, student work hours should generally be limited to 20 hours per work week when classes are in session and 40 hours per work week during school breaks.

International Students can work up to 20 hours per week during the academic year and up to 40 hours per week during the summer and semester breaks with proper clearance.

Student Assistants are eligible for legally mandated benefits only.

### Temporary Appointment

*(On-campus positions only; must have prior approval of Human Resources.)*

Employees who work in this employment category may work up to 40 hours per week for up to 120 calendar days. Employees hired under this employment category do not need to be attending school. Temporary appointments cannot be extended, and employees can only serve in one temporary appointment during their employment with UEI. Employees in this employment category are entitled to legally mandated benefits only.

### Casual Positions

*(On-campus positions only)*

Employees who work in this employment category do not maintain a regular work schedule and generally work no more than 19.5 hours per week. Employees hired under this employment category do not need to be attending school. Employees working in this employment category are required to submit a Status Form at the time of hire and at the beginning of each semester. Employees in this employment category are entitled to legally mandated benefits only.

\* Qualifying institutions include, but are not limited to: Sacramento State; any campus of the California State University or University of California systems; any California community college campus; or a private university in California offering a four-year degree or a credential program; institutions of higher education in California who have an Articulation Agreement (an agreement which indicates that units from that institution are transferable) with any of the above institutions also qualify.

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## **ADDITIONAL INFORMATION**

### **Criminal Background Checks**

Certain positions with UEI, such as those positions working with minors, require that the candidate must pass a criminal background check before the final job offer can be made. Employees in such positions must immediately disclose to their supervisor or Human Resources any change to their criminal record that may affect or otherwise disqualify them for the job in which they were hired. Such information and any subsequent reports from the Department of Justice will be reviewed by Human Resources and a determination will be made.

### **Social Security Tax (FICA) Exemption**

Because UEI is an auxiliary organization of Sacramento State, special Social Security Tax (FICA/MEDI) exemptions are available to students who are enrolled at Sacramento State in six (6) semester units for undergraduates and four (4) semester units for graduate students and who work 30 hours or less per week. If you meet these requirements, you will be exempt from FICA/MEDI taxes for the semester. The Status Form documents this exemption.

### **Maintaining Employment Eligibility - Status Form**

All students, including recent graduates, are required to submit a [Status Form](http://www.enterprises.csus.edu/human-resources/employees/student-nonbenefited/2919-2/) ([www.enterprises.csus.edu/human-resources/employees/student-nonbenefited/2919-2/](http://www.enterprises.csus.edu/human-resources/employees/student-nonbenefited/2919-2/)) at the time of hire and at the beginning of each academic term. The Status Form verifies the school you are attending and the number of units you are taking. In addition to completing the Status Form, non-Sac State students are required to upload enrollment verification documents demonstrating enrollment in the appropriate number of units. All forms will be reviewed by UEI Human Resources. If there are any concerns with your enrollment status, you will be contacted. If your status changes during the semester, you are required to complete and submit a new online form. Failure to submit the form prior to the start of each academic term or failure to maintain the minimum enrollment requirement for the position may be grounds for disciplinary action up to and including termination.

### **What Happens When I Graduate from College?**

Student assistants may maintain employment eligibility for 90 days following the date their degree was awarded. On or before the end of this 90 day period, a [Separation from Employment](http://www.enterprises.csus.edu/wp-content/uploads/2018/04/HR_Separation_from_Employment_Form.pdf) form ([www.enterprises.csus.edu/wp-content/uploads/2018/04/HR\\_Separation\\_from\\_Employment\\_Form.pdf](http://www.enterprises.csus.edu/wp-content/uploads/2018/04/HR_Separation_from_Employment_Form.pdf)) must be submitted along with your final timesheet to UEI's Payroll Services. Recent graduates are required to submit a Status Form identifying themselves as a recent graduate and provide the date their degree was awarded.

International students must have proper clearance to work beyond their graduation date.

Please notify your supervisor of your upcoming graduation as soon as possible and discuss whether you will continue working after graduation. If you will not continue, the [Separation from Employment](http://www.enterprises.csus.edu/wp-content/uploads/2018/04/HR_Separation_from_Employment_Form.pdf) form should be submitted three days prior to your last work day to allow UEI's payroll services department time to process your final pay check.

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## **I'm a Graduate Student Working on My Thesis, Can I Keep My Job?**

If you are a graduate student working on your thesis, you may maintain employment eligibility by uploading a memo signed by your department chair stating you are working on your thesis and the expected date of completion. The memo must be submitted along with the online Status Form each semester/quarter.

## **POLICIES AND PROCEDURES**

### **At-Will Employment**

Employment in all positions with UEI is dependent upon the mutual consent of UEI and the employee. This means that either UEI or the employee can, at any time, terminate the employment relationship at will, with or without cause.

### **Employment of Minors**

Typically, UEI does not employ minors under the age of 16 but may do so for special programs. Potential employees under the age of 18, who have not graduated from high school, are required to provide proof of age and a valid work permit prior to employment. Employees under the age of 18 are not permitted to engage in any hazardous work or in any work requiring the driving or operation of a vehicle.

### **Qualified Individuals with Disabilities**

UEI will not discriminate in any employment decision against any person on the basis of a disability. Where appropriate, UEI will make reasonable accommodation to permit a qualified individual with a disability to perform the essential functions of the job, unless such accommodation would create undue hardship or pose a threat to the health and safety of the employee or others. UEI will affirmatively seek to employ and advance in employment qualified individuals with disabilities. Employees who become disabled while employed with UEI may not be discriminated against on the basis of their disability. Please notify your supervisor or the Human Resources Department if you have any questions about this policy or if you need to request an accommodation.

### **Starting Date / New Hire Orientation**

Part-time employees are not authorized to begin working until a new employee orientation has been conducted and all necessary paperwork has been completed.

New hire and rehire orientations are currently conducted in UEI's Human Resources department on a walk-in basis, Monday - Friday, 8:00 a.m. - 3:30 p.m. If you have questions about new hire orientation, please contact UEI Human Resources at (916) 278-7003.

### **Maximum Number of Work Hours**

Part-time employees are limited in the number of hours they may work. See the Employment Categories for more information.

### **Overtime**

Overtime must be pre-approved by your supervisor. Overtime pay is computed using hours worked in excess of eight (8) hours in one work day (midnight to midnight) or 40 hours in a work week (Sunday-Saturday) and for the first eight hours worked on the seventh consecutive day of work in a workweek. Double-time pay is computed using hours worked in excess of 12 hours in one work day or eight hours on the seventh consecutive day worked in one workweek.

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## **Notice of Dual Account Employment**

Employees who hold more than one job with UEI and are reporting to two different supervisors must notify both supervisors of this work agreement prior to working more than eight (8) hours in a work day, forty (40) hours in a work week or six (6) days in a work week. It is the responsibility of the employee to make both supervisors aware that overtime will be incurred. The workweek is Sunday through Saturday.

## **Employment Eligibility Verification and Form I-9**

UEI is the employer-of-record for all employees on our payroll regardless of work location. Part-time employees are required to submit documents that verify their identity and their legal right to work in the United States. The employee must present to UEI Human Resources, original document(s) at the time of new hire orientation or within three business days of the date employment begins. Failure to provide the original or required documents within three business days will result in the employee being removed from the work schedule until documents can be produced. For a list of acceptable documents read page 3 of the [Employment Eligibility Verification I-9 document](#) at [https://www.uscis.gov/system/files\\_force/files/form/i-9-paper-version.pdf](https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf). All requests for verification of employment must be submitted to UEI Human Resources.

## **Voluntary Termination**

Should you decide to resign from your student assistant position, we ask that you give your supervisor at least one week's notice. If you're unable to provide notice, we ask that you inform your supervisor as early as possible on your last work day. All company issued equipment, e.g. keys and badges, need to be returned to the employer on your last work day. You and your supervisor are required to complete, sign and submit the completed [Separation from Employment](#) form to Human Resources at least 72 business hours in advance of your last shift. If you provide less than 72 hours' notice, your final paycheck may be delayed as allowed by law. The form can be found here: [www.enterprises.csus.edu/wp-content/uploads/2018/04/HR\\_Separation\\_from\\_Employment\\_Form.pdf](http://www.enterprises.csus.edu/wp-content/uploads/2018/04/HR_Separation_from_Employment_Form.pdf).

## **Involuntary Termination**

UEI maintains a strict policy of at-will employment with respect to both the duration and the terms and conditions of the employment relationship. This means that UEI reserves legal right to change the terms and conditions of the employment relationship or terminate the relationship "at-will," with or without cause or prior notice. This policy of "at-will" is not subject to change and includes but is not limited to appointment, promotion, demotion, discipline and termination.

## **Unemployment Insurance**

Student employment is temporary by nature and may be terminated at any time by the supervisor or the employee. Eligibility for unemployment insurance is determined by the California Employment Development Department (EDD). Human Resources responds to inquiries from EDD for all claims filed by previous employees.

## **Sexual Harassment Policy**

Sexual harassment of UEI employees by any person in or from the workplace, in any form, is strictly prohibited. Any employee, who believes they have been, or are being sexually harassed, or is aware of, or suspects the occurrence of such conduct, may seek counsel with the UEI Human Resources Director, or designee.

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Prohibited Sexual Harassment includes but is not limited to conduct that is sexual in nature and unwanted by the person toward whom it is directed. Prohibited conduct includes unwanted sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Unwelcome sexual advances or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or when
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, or offensive working environment; or adversely affecting the employee's performance, evaluation, advancement, assigned duties, or any other condition of employment, or career development.

Retaliation is also prohibited against an employee for reporting alleged violation(s) of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and/or the display in the work environment of sexually suggestive objects or pictures such as derogatory posters, jokes, cartoons, or calendar illustrations.

If you feel you have been or are being sexually harassed, or if you are aware of or suspect the occurrence of sexual harassment, you should contact the Director, Human Resources **immediately** or the Executive Director. If the Executive Director is alleged to have violated this policy, contact the chair of the Board of Directors.

Each complaint will be investigated as quickly and as confidentially as is practicable in order to determine if this policy has been violated. All investigations will be conducted in a manner designed to maintain confidentiality and the privacy of the parties concerned. If you file a complaint, you will **not** be required to meet with the alleged harasser.

If an investigation confirms an occurrence of sexual harassment, disciplinary action will be implemented when appropriate. UEI will work to resolve the matter informally if possible. Any employee found to have willfully sexually harassed another employee will be disciplined according to the nature and severity of the offense. Disciplinary action may range from counseling to termination of employment.

### **Smoke-Free Workplace Policy**

In compliance with health codes and state and local ordinances, UEI prohibits smoking in all its buildings and other enclosed areas.

### **Drug-Free Workplace Policy**

UEI complies with state and federal drug abuse regulations including the Drug Free Workplace Act of 1988. It is against UEI policy to unlawfully manufacture, distribute, dispense, possess or otherwise use a controlled substance in the workplace. This prohibition also covers all legal or prescription drugs that impair an employee's ability to perform his or her job safely or properly.

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Employees are provided a full copy of the UEI drug-free workplace policy at the time of hire. All employees are required to certify his/her understanding of the requirements of this policy by signing a company employee certification.

Employees in need of counseling or other related assistance will be provided with referrals to the appropriate campus resource or employee assistance program.

An employee convicted of a criminal drug offense must notify either his or her supervisor or the Director, Human Resources within five days after the conviction.

If an employee's work performance becomes disrupted for reasons believed to be linked to illegal drug activity, the employee, his or her possessions, and UEI issued equipment and containers under his or her control may be subject to surveillance and search.

Employees found to have violated this policy will be subject to disciplinary action up to and including dismissal.

### **Telecommuting**

UEI does not allow part-time employees to telecommute or work remotely e.g., in the library or a coffee shop on a laptop computer.

### **Social Media**

Accessing social networking sites for personal reasons, while at work, is prohibited. Misuse of social media can be grounds for termination.

### **Deferred Compensation Plans**

UEI offers a supplemental 403(b) Tax Sheltered Annuity Plan and a 457 Deferred Compensation Plan as a benefit to all employees. These plans are voluntary retirement plans that allow employees to defer up to a certain amount of pre-tax dollars per year. There are no employer contributions to either plan. To request more information about the 403(b) Tax Sheltered Annuity Plan and the 457 Deferred Compensation Plan or to make changes to your existing enrollment, please contact UEI's Human Resources at (916) 278-7003.

## **CODE OF CONDUCT**

UEI Standards of Conduct are established for the guidance of all employees. Employees are expected to focus on work activities and duties during paid work time. Employees may be disciplined up to and including termination of employment for unacceptable conduct.

Unacceptable conduct includes but is not limited to the following:

1. Falsification of UEI records, employment applications, forms, timesheets, etc.;
2. Possession, or being under the influence of alcoholic beverages, marijuana or illegal drugs on UEI premises, any UEI work location, or while on business for UEI;
3. Careless or willful damage to or destruction of UEI or agency property;
4. Negligence in observing fire prevention and safety regulations;
5. Inability or unwillingness to work in harmony with other employees, UEI agents, contractors, and/or customers;

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6. Theft, fraud, gambling, carrying concealed weapons or explosives, or violation of criminal laws on UEI or agency premises;
  7. Conviction of an employment-related crime;
  8. Fighting, horseplay, throwing things, practical jokes, and disorderly or inappropriate conduct which could be a danger to others;
  9. Threatening, intimidating, coercing, harassing, or interfering with other employee or customer activities;
  10. Violation of any anti-discrimination law or standard;
  11. Insubordination, refusal to comply with instructions, or failure to perform assigned duties;
  12. Use of UEI or agency/project material, equipment or time for unauthorized purposes or personal use;
  13. Immoral or indecent conduct;
  14. Violation of any harassment, or sexual harassment rules or standards;
  15. Excessive or unexcused absences or tardiness, or abuse of leaves;
  16. Unsatisfactory job performance;
  17. Unauthorized circulation of petitions, solicitations, or collections;
  18. Removal of records or unauthorized disclosure of confidential information;
  19. Dishonesty, removal or unauthorized possession of UEI or agency property or funds, or misrepresentation of facts in reports or documents;
  20. Unauthorized selling of food or merchandise;
  21. Engaging in such other practices as may be inconsistent with the ordinary and reasonable rules of conduct necessary for the mutual welfare of UEI and its employees; and,
  22. Repetition of offenses.

## **ROLES AND RESPONSIBILITIES**

### **You are an Important Part of our Team**

We want you to succeed. We want you to enjoy your position and to gain the greatest benefit from your work experience. We encourage you to keep us informed should you have any concerns about your employment, or should you encounter any work-related problems that need to be addressed. We are here to help you succeed.

### **Tardiness and Absences**

Arriving to work on time is a must. Although arriving late for work by only a few minutes may not seem important to you, it might necessitate another employee staying longer or facing a greater volume of work. This can upset the flow of work, diminish efficiency, and result in hard feelings. No one likes to wait for a consistently late person. Be certain to observe your scheduled work hours.

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If you are ill and cannot report to work, notify your immediate supervisor at least an hour before your scheduled work time and indicate how long you expect to be absent. If for any reason it is necessary to be late, contact your supervisor at once and indicate your expected time of arrival. Explanations for tardiness and absences may be required. For illness, a report from your physician may also be required. Habitual absences and/or tardiness, and failure to notify your supervisor as required can result in disciplinary action up to and including termination of employment.

### **Employee Concerns**

Concerns, questions, complaints and suggestions should be directed to your immediate supervisor, contract manager or project director. Problems and concerns need to be expressed. Letting troublesome situations build up may affect job performance and typically won't produce positive solutions. In the event that a work-related problem cannot be resolved with or by your supervisor or manager, please contact UEI's Human Resources Director at (916) 278-7003. We are here to assist you and your on-site supervisor in solving problems should they arise.

### **Conflict of Interest**

The purpose of the conflict of interest policy is to protect the exclusive right and integrity of information, services, and various interests of UEI. All employees will be required to sign a Conflict of Interest policy at the time of hire.

### **Accurate Completion of Timesheets and Other Documents**

Throughout your employment with UEI, you will be required to complete certain documents on a regular basis, such as timesheets and status forms. Intentionally falsifying information on these documents could result in termination of employment, and depending on the severity of the falsification, legal action may be necessary.

## **TYPES OF LEAVES**

### **Sick Leave**

We know that employees get sick and employee family members get sick. Sick leave is intended to provide income protection for employees who are temporarily absent from work due to personal illness, illness of a family member, for medical appointments, or for purposes related to the status of an employee as a victim of domestic violence, sexual assault, or stalking. All UEI employees will accrue sick leave, regardless of how many hours they are scheduled to work. Note: Family members are defined as the employee's spouse, domestic partner as defined by California law, children, parents, siblings, in-laws, legal guardians, grandparents, or grandchildren.

**Sick Leave Accrual:** Part-time employees who work for 30 or more days will earn one hour of paid sick leave for each thirty hours worked and may not exceed a maximum of 48 hours (or six days) of accrued sick leave. If an employee reaches this cap, no further paid sick days will accrue until the employee falls below the cap. Beginning on the 90th day of employment employees may use up to a maximum of 24 hours (three days) in each calendar year of employment. Employees can view their sick leave accrual balances by logging into Employee Online at <https://eol.uei.csus.edu/>.

**Separation and Rehire:** Accrued but unused sick leave will not be paid to employees upon separation. If an employee is rehired within one year, up to 48 hours of their accrued, unused paid sick leave will be reinstated. This time will be available to be used beginning with the date of rehire.

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## **Family Care and Medical Leave**

Eligible UEI employees may take family care or medical leave as specified in state and federal law such as the California Family Rights Act (CFRA) and the federal Family Medical Leave Act (FMLA). The purpose of this policy is to provide unpaid family care leave for employees to care for: a newborn, newly adopted or newly placed foster child, a seriously ill family member, or to provide unpaid medical leave to an employee due to his or her own serious health condition.

This policy applies only to employees who have worked for UEI for at least one year, who have worked for a minimum of 1,250 hours during the 12 months before the leave is requested, and who works in a location with at least 50 UEI employees in a 75-mile radius. The maximum leave under this policy is 12 weeks in a 12-month period.

Employees who work outside of the Sacramento area may still qualify for parental “baby bonding” leave under CFRA. To be eligible for baby bonding leave, an employee must have 12 months of service, have at least 1,250 hours of service during the previous 12-month period, and work at a worksite in which UEI employs at least 20 employees within a 75-mile radius.

If possible, the employee should provide 30 days written notice to their supervisor of the need for leave. For unforeseeable events, the employee must notify their supervisor as soon as practicable. The notice should include the anticipated timing and the duration of the requested leave. For complete information on this policy or questions regarding your eligibility please call UEI’s Human Resources at (916) 278-7003.

## **Pregnancy Disability Leave**

Employees disabled due to pregnancy, childbirth or related medical conditions (with written medical certification from a health care provider) may take a pregnancy-related unpaid disability leave. There are no required minimum number of hours or months worked to be eligible for this leave; a pregnant employee is immediately eligible even if recently hired by UEI. This leave may be in addition to any leave the employee may be entitled to under UEI’s Family Care and Medical Leave policy.

If possible, the employee should provide 30 days written notice to her supervisor of the need for leave. For unforeseeable events, the employee must notify her supervisor as soon as practicable. The notice should include the anticipated timing and the duration of the requested leave.

Employees are entitled to pregnancy disability leave for the period of time the employee is actually disabled by pregnancy, up to a maximum of four months. The leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the employee’s health care provider. UEI may require the employee to transfer temporarily to an available alternative position during the intermittent leave or to a reduced work schedule. The employee must be qualified for the alternative position and the position must better accommodate recurring periods of leave than the employee’s regular job.

Failure to return from a pregnancy disability leave, unless followed by another approved leave or an employee’s failure to present reasons for not returning as arranged will be considered abandonment of the position and may result in termination of employment.

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## **Disability Leaves of Absence**

It is the policy of UEI to provide unpaid disability leave as required by law. This policy applies to eligible UEI employees and provides unpaid leaves of absence for a mental or physical disability other than a disability due to pregnancy, childbirth, or a related medical condition (which are covered by Family Care and Medical Leave).

A written request for disability leave should be submitted to the employee's immediate supervisor. It should state the reasons for the leave and its expected duration. Employees may receive up to four months of unpaid leave when temporarily disabled. Request for leave of longer duration will be considered on a case by case basis. Employees seeking disability leave must provide a physician's statement specifying the reasons for the leave, the anticipated duration of the leave and any restrictions on the employee's ability to perform his or her normal work activities.

The State of California provides disability income insurance for temporary disabilities. Determination of whether the employee is eligible to receive benefits is made by the Employment Development Department (EDD). The forms to apply for this benefit are available from the [EDD](http://www.edd.ca.gov) website at [www.edd.ca.gov](http://www.edd.ca.gov).

If you are hospitalized, or if you miss work for a non-work-related illness for more than seven calendar days, please notify your immediate supervisor and contact UEI Human Resources. When appropriate, we will assist you in applying for State Disability Insurance (SDI).

## **Jury Duty and Court Appearance Leave**

Part-time employees are not paid while serving on jury duty. Employees must report a jury or witness summons to his/her supervisor or department director immediately following notification. If selected for regular jury duty, you are expected to report your status by telephone to your supervisor each day. If selected as a telephone alternate for jury duty, you should follow the phone-in instructions provided by the jury commissioner and report to work as usual. In the event that you are asked to report for jury duty, you should inform your supervisor and report to jury duty as required. Grand jury duty will be handled in the same manner as regular jury duty. Your supervisor may require documentation of the status and hour's jury duty was performed.

If you are qualified to be a juror, you may still have what is called an "undue hardship." If you face an undue hardship, you may be able to be excused from jury service or postpone service. Follow the directions on the summons for postponement or excuse. Human Resources can provide you with a letter documenting that UEI does not pay for part-time, temporary or casual employees for jury duty. Even if you request to be excused, you may still be required to report to court to speak with the judge.

## **Military Leave**

UEI will grant all employees military leave as required by applicable state and federal law. State and federal requirements for military leave vary, based on a variety of factors. Any employee who wishes to apply for military leave must supply UEI Human Resources with all requested information including branch of service, reason for leave, military status, and anticipated duration.

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## **Victims of Domestic Violence, Sexual Assault, or Stalking Leave**

It is the policy of UEI to provide unpaid leave for victims of domestic violence, sexual assault, or stalking as required by law. UEI, to the extent allowed by law, will maintain the confidentiality of an employee requesting leave under this policy. For more information, please contact UEI Human Resources at (916) 278-7003.

## **WORKERS' COMPENSATION**

UEI employees are covered under workers' compensation insurance that we are required by law to carry to assist employees in the event that they are injured on the job or become ill due to their job.

### **On-the-Job Illness or Injury**

All on-the-job illnesses and injuries must be reported to your supervisor immediately whether or not you seek medical attention. Regardless of how minor you may think the illness or injury is, an accident report form must be immediately completed by the employee and their supervisor. This report should be forwarded within 24 hours to UEI. Please contact the UEI Human Resources for immediate assistance at (916) 278-7003. [Accident reporting procedures and forms](http://www.enterprises.csus.edu/human-resources/safety/) are available online at <http://www.enterprises.csus.edu/human-resources/safety/>.

## **SAFETY**

### **General Code of Safe Practices**

It is the policy of UEI that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable UEI, State and Federal safety rules and practices and shall take whatever action is necessary to obtain compliance. All employees are provided with a copy of the general code of safe practices at the time of new hire orientation and asked to sign an acknowledgment form.

### **Safety Awareness**

In fulfilling the responsibilities of your new position, you may become aware of safety problems such as heavy boxes stacked too high, cracks in the flooring, etc. Inform your supervisor immediately of the problem so that steps can be taken quickly to correct the problem. UEI has a written [Injury and Illness Prevention Program \(IIPP\)](http://www.enterprises.csus.edu/wp-content/uploads/2017/04/HR_UEI_IIPP_03-2013.pdf). Employees can review the details of the program online at [www.enterprises.csus.edu/wp-content/uploads/2017/04/HR\\_UEI\\_IIPP\\_03-2013.pdf](http://www.enterprises.csus.edu/wp-content/uploads/2017/04/HR_UEI_IIPP_03-2013.pdf). This document addresses responsibility, compliance, communication, hazard assessment, accident/exposure investigation, hazard prevention and control, training and record keeping. If you believe that an unsafe working condition exists in your work area, notify your immediate supervisor and/or UEI Human Resources at (916) 278-7003.

### **Know the Emergency Procedures in Your Area**

Become familiar with what you should do in case of an emergency such as a power failure, an earthquake, or a fire. Learn the evacuation procedure in your area. These situations may never arise during your employment, but you should know what to do and what is expected of you in case of an emergency.

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## Fire Protection

Fires are costly. Fires can cost employees loss of wages, and cost employers loss of business, cost of repairs, and loss of property. Don't give a fire a place to start. Don't let wrappers, cartons, etc., pile up. Clean out waste and rubbish on a regular basis. Never block fire doors, fire extinguishers, hoses, or sprinklers, even temporarily. Fires don't just happen. They can be caused by unsafe conditions that are allowed to exist.

## TIMEKEEPING

### Reporting Hours Worked

All UEI employees are required to accurately record daily hours worked by punching in and out (e.g. arrival, lunch, and departure times) on their worksite computer or biometric time clock. Punching in and out via a remote device such as a cell phone is prohibited, except for field employees who do not have access to a worksite computer or biometric timeclock. The timesheet must show any, and all hours worked during each day of the payroll period as well as any sick time used, if applicable. Overtime work must be approved in advance by your supervisor.

Each employee is required to submit their timesheet for approval to his/her supervisor before 10 a.m. on the next regular work day after the pay period ends. Any changes or corrections to the time sheet must be authorized by the employee and the supervisor and made prior to the pay period due date.

### Pay Periods

Pay periods are the 1st through the 15th of each month (1st pay period), and the 16th through the last day of the month (2nd pay period).

### Rest and Meal Periods

**Lunch Breaks:** Part-time employees working more than six (6) hours in one day are required by California labor law to take a 1/2-hour unpaid lunch break within the first five (5) hours of the work shift. Employees should punch out and back in to reflect the lunch period taken. Lunch breaks cannot be taken in the first or last hour of your shift.

**Rest Periods:** Part-time employees are entitled to a 15-minute break or rest period for each four (4) hour interval worked or major fraction thereof. For example, a 15-minute break shall be given to employees who work at least three-and-a-half (3.5) hours, but less than seven-and-a-half (7.5) hours. Rest periods are employer paid. Employees who use a time clock should not punch out during these 15-minute breaks. Breaks may not be accumulated and used as excused time off. In some departments supervisors schedule rest periods. Please be sure to check with your immediate supervisor on how rest periods are to be scheduled.

### Holidays and Vacation

Part-time employees are not entitled to holiday or vacation pay.

### Due Dates

Time sheets must be submitted by 10 a.m. on the first work day following the end of each pay period. For pay period details, please refer to the [payroll calendar](http://www.enterprises.csus.edu/wp-content/uploads/2017/12/PAY_calendar.pdf):  
[www.enterprises.csus.edu/wp-content/uploads/2017/12/PAY\\_calendar.pdf](http://www.enterprises.csus.edu/wp-content/uploads/2017/12/PAY_calendar.pdf).

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## Paydays

Paydays are the 22nd and the 7th of each month, for the 1st and 2nd pay periods respectively. If a payday falls on a weekend, the checks will be distributed on the Friday prior to the weekend. If the payday falls on or near a holiday, checks may be distributed later. Please refer to the [payroll calendar: www.enterprises.csus.edu/wp-content/uploads/2017/12/PAY\\_calendar.pdf](http://www.enterprises.csus.edu/wp-content/uploads/2017/12/PAY_calendar.pdf).

## Check Distribution

**Direct Deposit:** You may enjoy the convenience of direct deposit by completing an Employee Authorization for [Direct Deposit](#) form, attaching a voided check from your financial institution, and submitting to UEI Payroll Services. Your funds will be available in your account on the scheduled pay date. The Direct Deposit form can be obtained here:

[www.enterprises.csus.edu/wp-content/uploads/2012/09/PAY\\_direct-deposit.pdf](http://www.enterprises.csus.edu/wp-content/uploads/2012/09/PAY_direct-deposit.pdf).

**Pay Card:** If you do not elect to have your pay direct deposited into your bank account, you may choose to get a pay card. Please go to UEI Payroll Services to obtain a Pay Card.

**Statement of Earnings:** Your statement of earnings will be available to you in [Employee Online](#) (<https://eol.uei.csus.edu/>) for both direct deposit and pay cards.

**Stop Payments:** Should your check be lost, you must wait five (5) working days from the date of the check before placing a Stop Pay Request. You may be responsible for the stop-payment fee charged by the bank.

## Changes

**Address Change:** You are responsible for keeping your address and phone number up to date and for notifying your supervisor of any changes. To update your address log onto [Employee Online](#) (<https://eol.uei.csus.edu/>). From the left-hand navigation select 'Home Address', next select 'edit' and input your new information and save it. W-2s are mailed to you in January, so it is particularly important that your address is correct in early January to ensure that your W-2 tax form is sent to the proper address.

## CONCLUSION

We hope you will find the information in this handbook helpful and useful during your employment with UEI. If you have questions or need additional assistance at any time, please contact your supervisor or Human Resources at (916) 278-7003.