Employee Handbook

Revised March 2024

University Enterprises, Inc.
6000 J Street
Sacramento, CA 95819-6063
Phone (916) 278-7003

PERSONNEL FILES.....5-

EMPLOYEE DISCIPLINE 8-3
ATTENDANCE 8-3
SMOKE-FREE WORKPLACE 8-4
DRUG-FREE WORKPLACE 8-4
CONCLUSION 9-1

A MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear University Enterprises Employee:

This handbook has been designed to help University Enterprises, Inc. employees understand their privileges and responsibilities, and to quickly acquaint employees with personnel policies, work rules, and benefits. It contains general summaries of personnel policies approved by the University Enterprises' Board of

and Tw Tw 9-6iB

AT-WILL EMPLOYMENT

Employment in all positions with University Enterprises, Inc. is dependent upon the mutual consent of University Enterprises and the employee. This means that either University Enterprises or the employee can, at any time, terminate the employment relationship at will, for any reason.

EMPLOYMENT CATEGORIES

SALARIED

You are considered an at-will salaried employee if you are paid a monthly salary and maintain a regular 12-month, 10-month, or academic year schedule. Salaried employees in positions that are funded for two years or less are not eligible for Public Employees' Retirement System benefits or long term disability insurance.

NEGOTIATED

You are considered an at-will negotiated employee if you are working in a position covered by the collective bargaining agreement with the California State University Employees Union (CSUEU) Service Employees International Union (SEIU) Local 2579. Your benefits are defined in the Memorandum of Understanding (MOU) between University Enter

PROBATIONARY

You are designated an at-will probationary employee if you are new, recently transferred, or recently reclassified in a regular position. All regular at-will employees serve a probationary period. The probationary period is a step in University Enterprises' hiring process, and allows you and University Enterprises to determine if your new job is the right job for you, and/or you are r

knowledge/skills.

An employee must have completed at least one year of service to be eligible for an in-range pay adjustment or a bonus, except for a sign on bonus or extraordinary circumstances. An employee must have a current performance evaluation on file at an overall satisfactory or above level. An employee is typically eligible for an in-range pay adjustment or a bonus only once in a given fiscal year.

E. **UEI Executive Director Compensation:** If the UEI Executive Director is employed directly by UEI, any increase in compensation will be recommended by the Campus President or Chair of the UEI Board of Directors in consultation with the Campus President (if the Campus President is not the Chair of the UEI Board of Directors) and approved by the UEI Board of Directors.

HOURS OF WORK AND PAY DAYS

University Enterprises workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. Full-time employees work a forty (40) hour week. Some employee schedules vary by function.

Lunch breaks vary according to schedule. Full-time nonexempt employees regularly scheduled to work eight (8) hours per day receive either a one-hour or a 30-minute unpaid lunch break each day depending upon their schedules. Nonexempt employees who work six (6) or more continuous hours per day must take at least a 30-minute unpaid lunch break within the first five (5) hours of the shift. Nonexempt employees using a time clock must punch out for the unpaid lunch break. Nonexempt employees shall also be given a 15-minute break or rest period for each four (4) hours worked.

BENEFITS

The following is a brief summary of the benefits currently provided to University Enterprises employees. More specific information and qualifying factors for these benefits is available in Human Resources or in the contract booklets provided at the time of enrollment.

From time to time, University Enterprises may make changes in the employee benefits it provides and will notify employees of those changes. University Enterprises also reserves the right to adopt, modify, or terminate any or all of the provisions of the benefit plans for any reason at any time upon the recommendation of University Enterprises' Executive Director and with the approval of University Enterprises' Board of Directors.

HEALTH AND WELFARE BENEFITS

University Enterprises currently makes available to eligible regular employees health and welfare benefits. Regular University Enterprises employees who are regularly scheduled to work 30 hours or more r

attempt to notify employees of their rights under COBRA and HIPAA when University Enterprises is aware of a qualifying event which will cause a loss of coverage. Employees generally have 60 days after

For more information about the requirements and conditions of Educational Assistance and how to apply, please call Human Resources.

r3.7 -.(th3.Bu)2(Hen)5 (s)r0.Tw 1.386 0 Td9(R)Tj-0.001 Tc .0013Tw 0.534 0 Td[H
pleE0(l) Tcm31 (e)-a(01)a8J0/HBuSH.

The subsidy may only be applied to a reimbursement of up to two-thirds of the actual amount paid towards the basic childcare provider rate. Enrollment fees and non-essential fees such as late fees, meals, transportation, field trips, or activities that are not included in the basic childcare tuition rate are not eligible for reimbursement under this policy.

The maximum vacation accrual for this group of employees is 272 hours with 10 or fewer years of service and 384 hours with more than 10 years of service.

5. Regular salaried employees who work only during the academic year or on a 10 month appointment, but are paid over the entire year may, depending on the position, continue to accrue vacation at normal rates during the months not worked.
6. Hourly employees accrue vacation based on the number of hours worked.
7. Once an employee reaches his or her maximum vacation accrual, he or she will earn no additional vacation until after some of the accrued time is used.

Salaried employees who are in pay status at least six days in a pay period earn the full vacation accrual for the pay period. Those who are in pay status fewer than six days in a pay period will not accrue vacation that pay period.

Vacation is not earned during an unpaid leave of absence. Unused vacation time will be paid to employees upon separation.

Scheduling o.3 Tc -0.am4 0eTd05 Tc 6dra 0 8 uni(i001 Tac 0.0 00Tw 3.67202 0 Td(g)Tj00557 03Tdc0 Tw 1.68(6 0 Td(u)Tj

HOLIDAYS

All regular University Enterprises employees regularly scheduled to work 30 hours or more per week are eligible for holiday pay. Each fiscal year, the University Enterprises Executive Director will set a holiday schedule that will normally include a total of fourteenth r

Employees may use their sick leave to care for an ill or injured Family Member. Family Member the employee's spouse or domestic partner as defined by California law, child, parent, sibling, in-law, legal guardian, grandparent, grandchild, or a designated person (a person identified by the employee at the time the employee requests sick time. Employees are limited to one designated person per 12-month period)..

Nonexempt employees must take sick leave benefits in increments needed to complete a full shift. Exempt employees must take their sick leave benefits in increments of no less than one working day. Employees are expected to plan doctor and dentist appointments to minimally effect their work or work area. If the need for time off is foreseeable, employees must provide reasonable advance notice. If the need for time off is not foreseeable, employees must provide notice of the need for leave as soon as practicable. An employee is not required to search for or find a replacement worker for the time taken as sick leave.

The number of sick leave hours credited to an employee indicates a benefit granted and does not establish a guideline for acceptable attendance.

Amounts paid to the employee under Workers' Compensation Insurance, State Disability Insurance, or Paid Family Leave will be integrated with sick leave payments which when combined will be equivalent to no more than the employee's daily rate of pay.

During a period of sick leave, the employee must maintain regular contact with the supervisor (or make other suitable arrangements) in order for the supervisor to know the employee's estimated date of return to work. Use of paid sick leave benefits are contingent upon the employee maintaining regular contact with his or her supervisor. For absences of three days or longer, the supervisor will notify Human Resources of the employee's estimated date of return to work.

The supervisor may require a physician's written release before the employee may return to work. All employees returning from sick leave who have received Workers' Compensation, State Disability Insurance, or Long Term Disability benefits must present a writ eydei

CATASTROPHIC LEAVE PROGRAM

Regular employees may voluntarily donate a minimum of four hours, but no more than 16 hours of his or her accrued vacation or sick leave credits to another employee who has exhausted his/her accrued sick leave, vacation, and personal leave. Such donated vacation or sick leave credits may be used to cover the employee's absence due to a catastrophic illness or injury, defined as a serious and debilitating non-industrial illness or injury to the employee.

Vacation or sick leave can be donated to an employee to cover time away to care for a Family Member with an illness or injury that is deemed catastrophic.

To be eligible to receive donated sick leave or vacation, the recipient employee must have maintained a satisfactory record of employment with UEI for a minimum of one year, be medically certified to be disabled and away from work at least seven calendar days, and must apply for State Disability Insurance (SDI) or Paid Family Leave (PFL) benefits, if eligible. Donated credits will be used to supplement SDI or PFL up to the employee's regular hours and wages.

The recipient employee's supervisor may request Human Resources to send a solicitation for donated sick leave or vacation hours to regular employees. No more than one solicitation per eligible employee per occurrence is allowed. The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly rate of compensation, for a period of up to three months. An additional three-month period may be approved in exceptional cases. If a recipient employee recovers early and returns to full-time active status, any remaining balance of donated time is returned to the donors on a prorated basis. For more information, contact Human Resources.

PREGNANCY DISABILITY LEAVE

Regular employees disabled due to pregnancy, childbirth, or related medical conditions (with written medical certification from a health care provider) may take a pregnancy-related disability leave. This leave may be in addition to any leave the employee may be entitled under the University Enterprises' 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 (whether paid, using sick and/or vacation pay, or both, or unpaid) 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. University Enterprises 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.

During the employee's approved pregn554tTw 0.261 0 Td(th)T-8 (a)[illegible]J0 Tc 0 Tw 2.364 0 Td(r)Tj0.33 0 T736 Tc 0.04/4re

leave will be returned to his or her previous position, or one which is substantially similar consistent with applicable law. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. An employee's failure to return from an approved family care or medical leave of absence or an employee's failure to present reasons for not returning as arranged will be considered abandonment of the position and may result in immediate termination of employment.

Contact Human Resources for further information and conditions of the University Enterprises' Family Medical Leave policy.

VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING LEAVE

An employee who is a victim of domestic violence, sexual assault, or stalking may take time off from work (either with or without pay) for the following reasons:

- To obtain, or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other court assistance to help ensure the employee's own health, safety, or welfare, or that of the employee's child.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees must give reasonable advance notice, preferably in writing or email, of the intent to take time off unless notice is not feasible. In order to be paid, e

modified schedule, changed work telephone, changed work station, installed lock, assistance in

month period are limited to 20 days of Reproductive Loss Leave during that a 12-month period.

report.

trepAor9wm0D0eyes)-6.3(t)-5(rep)-0.5(a)-1.1(rt)-0.6(m)-1.1(e)-0.5(n)-0.6(t)-0.5(s)-0.5(A)-0.5(u)-0.6(r)-0.6(y)-0.6(C)-0.6(o)-0.6(m)-1.1(m)-0.6(u)-0.6(n)-0.6(i)-0.6(t)-0.5(i)-0.6(e)-0.5(s)-0.5(T)-0.6(e)-0.5(x)-0.6(a)-0.6(s)-0.5(T)-0.6(e)-0.5(0.004 Tc 0.004 Tw 0 -1.2 Td[(A)-0.5(u)-0.6(r)-0.6(y)-0.6(C)-0.6(o)-0.6(m)-1.1(m)-0.6(u)-0.6(n)-0.6(i)-0.6(t)-0.5(i)-0.6(e)-0.5(s)-0.5(T)-0.6(e)-0.5(x)-0.6(a)-0.6(s)-0.5(T)-0.6(e)-0.5(0.004 Tc 0.004 Tw 0 -1.2 Td[

in writing and must state the reasons for and the duration of the requested leave. The empl

EMPLOYMENT PROCESSES

EMPLOYMENT OF RELATIVES

Relatives of employees may not be employed in the same department, division, or facility when doing so adversely affects supervision, morale, security, safety, or the position requires the employee to initiate or participate in making decisions affecting the employment status of their r

i2 Tc 0.01 001 d1Tw 0.227 07(t)6.5 (ic6 (s)8.6 -0.00

may apply for another open position for which he or she is qualified, but he or she is not guaranteed any position.

DEMOTIONS

Depending on the circumstances, University Enterprises may approve the demotion of an employee who is employed in a capacity for which University Enterprises determines he or she is unsuited. Demotions may also occur for disciplinary reasons or as a result of a department reorganization or a reduction in force.

When an employee is assigned to a new job, the circumstances of the demotion will be evaluated and the salary adjusted accordingly.

BACKGROUND CHECKS

University Enterprises, Inc. is committed to conducting background checks as part of its hiring process to assess the suitability and qualifications of job applicants in a fair and consistent manner. Background checkadj mp Ca3.2ondh6 (2.2 (c)3.4fc)3.5 ((d)-5.62)-8 (1 (h6 (.9 (i)-6 t(p)2.43g)0.8 ( )JJ0(r)-0JJ0)-5.6ty)3.7 (E

Employees are asked to comment on the evaluation and acknowledge receipt of the oral and written performance evaluation by signing a form provided. The performance evaluation is plape

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

University Enterprises is an Equal Employment Opportunity employer. University Enterprises 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. If any employee believes he or she has been discriminated against in any of the categories, he or she should contact the Director, Human Resources or designee; the Affirmative Action Officer; or the Executive DirectorTj0 Tc lTd(Hu)12.9 d0.466 0 T142nprr

violations of this policy or for participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include the following:

1. Unwelcome sexual flirtations or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual; or,
5. The display in the work environment of sexually subjective objects or pictures such as derogatory posters, jokes, cartoons, or calendar illustc, tu2/5e0 TTn0 Td( )Td(he)Tj9Bw 1.75 0 Td(s)Tj9P( )T1 0.060.

COMPLAINT PROCEDURES AND RESPONSIBILITIES

University Enterprises encourages employees to bring their concerns and complaints about work-related situations to the attention of management in order to seek resolution. A complaint is defined as an employee's dissa

INFORMAL COMPLAINT

is

The purpose of the informal complaint procedure is to attempt to resolve discrimination or harassment problems informally. Efforts will be made to negotiat

REPORTING OF FISCAL IMPROPRIETIES

University Enterprises, Inc. management encourages employees to report illegal or unethical fiscal business practices without fear of retaliation. These fi nam or n fi

STANDARDS OF CONDUCT

CONFLI

Each employee is responsible for the context of all text, audio, or images that he or she places or sends over the computer network. Fraudulent, harassing, inappropriate, or obscene text, audio, ,3T1020.227 00.25 0 3ue

CONCLUSION

We hope you will find the information in this handbook helpful and useful during your employment with Univ