

**CAL POLY POMONA ENTERPRISES, INC.**  
**PERSONNEL COMMITTEE**  
**Wednesday, May 07, 2025**  
**1:30 – 2:30 p.m.**  
 Join Zoom Meeting  
<https://cpp.zoom.us/j/86079440715?from=addon>  
 Meeting ID: 860 7944 0715



**AGENDA**

**Committee Chair:** Dr. Phyllis Nelson

**Members:** Kimberly Allain, Mayra Brown, April Jimenez-Valadez, Cynthia Nelson, Megan Shadrick

**Staff:** Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Lisa Coats, Naomi Aguilar

**I. ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC**

Who may or may not be commenting on a specific item or making a general comment. Dr. Phyllis Nelson, Chair

**II. CONSENT ACTION ITEMS**

*Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion.*

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A. Approval of Minutes Meeting Minutes – September 9, 2024	Dr. Phyllis Nelson	2-3

**III. GENERAL UPDATES**

B. CEO's Report	Jared Ceja, CEO	4-5
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**IV. ACTION ITEMS**

C. Job Title List Update for CalPERS (Attachment)	Shari Benson, CHRO	6-8
D. FLPP Contribution (Attachment)	Shari Benson	9-10
E. Policy 210 Update – Student Assistant Salary and Wage Program (Attachment)	Shari Benson	11-16
F. Policy 219 Update – Compensation Plan (Attachment)	Shari Benson	17-22
G. Employee Handbook Update (Attachment)	Shari Benson	23-49

**V. OPEN FORUM**

Dr. Phillis Nelson

**VII. ADJOURNMENT**

Dr. Phillis Nelson

**CAL POLY POMONA ENTERPRISES  
PERSONNEL COMMITTEE  
Monday, September 9, 2024, at 1:30 p.m.**

**MINUTES**

Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/teleconference on Monday, September 9, 2024, at 1:30 pm to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at:

<https://foundation.cpp.edu/meetingpackets.aspx#ftab5>

**Present:** Dr. Phyllis Nelson, Cynthia Nelson, Mayra Brown

**Absent:** Kimberly Gretchen Allain, Megan Shadrick, April Jimenez-Valadez

**Staff:** Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Lisa Coats, Ernest Diaz

**CALL TO ORDER**

Chair Phyllis Nelson called the meeting to order at 1:30 p.m.

**CONSENT ACTION ITEMS**

1. Approval of Minutes, May 15, 2024  
A motion was made by Cynthia Nelson and seconded by Mayra Brown to approve the May 15, 2024, minutes; with no opposition, the minutes were approved.

**GENERAL UPDATES**

2. Welcome of New and Returning Members  
Chair Nelson thanked everyone present.
3. **CEO's Report**  
Jared Ceja, CEO, briefly described the Executive Team's 360 Evaluations process; the program was piloted with 11 Executive Team Members and is more comprehensive, the revised format requests input from CPPE partners, campus partners and direct reports. , The evaluation focuses on Leadership, Management and Communications, it is expected that the revised program will be expanded to the larger Leadership Team. There was a survey and based on feedback, additional questions were added (from 21 to approximately 25). Jared announced the grand opening and ribbon cutting on October 1<sup>st</sup> of Schools First Federal Credit Union located next to the Bronco One Card office above the bookstore on the second floor, most students are eligible to join, this addition will bring rental income to the Enterprises. Jared mentioned two of the Enterprises Informational Technology team members who received the Project of the Year Award, Joe Bustamante and Joseph Kamansky. Recruitment services on a national search for CFO are being finalized, and assuming all goes well, we expect to have a full-time CFO in January 2025. Jared spoke about Proposition 32 on the November 2024 ballot measure, Prop 32 would raise the minimum wage to \$17 immediately and to \$18/hour in January 2025, the financial impact would be approximately \$280,000 per \$1/increase for Dining Services and over \$.5 million per \$1 company-wide, we budgeted for \$18, but did not necessarily capture all ripple impacts.
4. Tentative Committee Meeting Schedule  
Shari Benson reviewed the tentative committee schedule for FY2024/2025 and mentioned that these dates are subject to change based on schedules and other items that might come up. All Committee members present mentioned their current calendars show availability during the dates presented.
5. Meeting Format – Hybrid/Online  
Jared asked the committee members if the current format to attend a committee meeting was to everyone's liking, the in-person format being the least flexible but most effective, the hybrid format being the most flexible but arguably least effective and the virtual format being middle ground for both. The consensus of the committee members is that virtual seems more effective.

**ACTION ITEMS**

**6. Holiday Schedule for 2025**

Shari Benson mentioned that each year, the Foundation's holiday calendar closely mirrors that of the University. This method has proven effective as the demand for most of our services is reliant on campus foot traffic. One minor variation on the schedule involves continuing the practice of designating a Foundation Holiday for the anticipated day granted by the Governor and CPP President to state-side employees.

A motion was made by Cynthia Nelson and seconded by Mayra Brown that the Personnel Committee approve the Holiday Calendar for 2025 as presented. There was no opposition, the motion was approved. The resolution will be forwarded to the Board of Directors at their next scheduled meeting, and upon approval of this resolution by the Board of Directors, the Chief Executive Officer and Chief Human Resources Officer are authorized and directed to take any and all action as may be necessary to effectuate this resolution.

**7. Healthcare Rates for 2025**

Shari Benson mentioned the overall benefit renewal rate for the 2025 calendar year increased by 7% for Kaiser and 6.3% for United Healthcare. Due to the rising costs of medical insurance, this increase was anticipated and came in under the budget of a 10% overall increase.

Rate information:

	Kaiser 2024	Kaiser 2025	UHC 2024	UHC 2025
Employee Only	\$703.00	\$752.00	\$644.00	\$685.00
Employee +1	\$1,406.00	\$1,504.00	\$1,289.00	\$1,371.00
Family	\$1,989.00	\$2,128.00	\$1,825.00	\$1,938.00

The PPO rates are same as the HMO rates shown, PPO is a “buy-up” plan, employees pay the difference between the HMO and PPO.

A motion was made by Cynthia Nelson and seconded by Mayra Brown that the Personnel Committee approves the 2025 Healthcare Benefits Renewal and associated updates to the rate structure for forwarding to the Board of Directors at the next scheduled meeting and that upon approval of this resolution by the Board of Directors, the Chief Human Resources Officer and Human Resources Manager are authorized and directed to take any and all action as may be necessary to effectuate this Resolution. There was no opposition; the motion was approved.

**8. Salary Grades 2025: Min Wage Adjustment**

Shari Benson stated that each year, management reviews its compensation policies and practices. An essential tool used in compensation administration is a current, relevant, and accurate salary scale. Effective on or before January 1, 2025, the minimum wage for hourly employees will increase. This impacts our payroll period beginning December 22, 2024 (or earlier). Proposition 32 will be voted on in November, which would raise the minimum wage to \$17/hr. for the remainder of 2024 and \$18.00/hr. starting in 2025. If the bill fails, the minimum wage will increase to \$16.50/hr. in 2025. Due to uncertainty around the bill’s passage, three options were presented. These options are based on \$16.50, \$17, and \$18 per hour, respectively. The request to the Board was to approve the options presented with the caveat that one of the options will be implemented by on results from the November ballot. California law also calls for minimum exempt position pay of two times the minimum hourly wage. Management is requesting updates to the salary scale by adjusting all grades to account for the revised minimum rates based on the final legislation. These changes are necessary to help ensure our salaries are consistent with current wage orders and aligned with the market while mitigating the long-term effects of salary compression. These updates also support the Foundation’s requirement to meet comparability standards with the university. This information will be updated on the CalPERS position list and posted on our company website, meeting California Government Code transparency regulations via a publicly available pay schedule.

Moved and seconded by Cynthia Nelson and Mayra Brown that the Personnel Committee approves forwarding to the Board of Directors the revised salary range options that correspond with the upcoming California minimum wage scenarios, effective December 22, 2024, or earlier based on California law and that upon approval of this resolution by the Board of Directors, the Chief Human Resources Officer is authorized and directed to take any and all action as may be necessary to effectuate this resolution. There was no opposition; the motion was passed unanimously.

**OPEN FORUM** - None

**ADJOURNMENT**

A motion by Cynthia Nelson to adjourn the meeting was seconded by Mayra Brown, no opposition, the meeting was adjourned at 2:28 p.m. by Dr. Phyllis Nelson with unanimous consent.

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Dr. Phyllis Nelson, Chair  
Personnel Committee



## CEO's Report May 7, 2025

# Agenda

- ▶ Bronco Bound
- ▶ Conflict Management Training
- ▶ Spring '25 Town Hall
- ▶ Lunch with Leadership
- ▶ Grant Personnel on Challenged Funding
- ▶ CPPE Family Day 2025
- ▶ Teaching Horse Pilots

**Memorandum**

**Date:** May 07, 2025  
**To:** Personnel Committee  
**From:** Shari Benson, CHRO  
**Attached:** CalPERS Job Title List  
**Subject: Job Title & Position List for CalPERS**

The CalPERS Job Title and Position list is being updated with new effective dates only. Minimum wage is adjusted each year around late December in preparation for January 1<sup>st</sup>. Therefore, the Job Title and Position List must reflect these new effective dates. This update covers July 1, 2025-December 20, 2025. There were no other changes since the last update in 2024.

**PROPOSED ACTION:**

The following resolution is recommended for approval:

**WHEREAS** Management is requesting the Personnel Committee’s approval and forward the following resolution to the Board of Directors for their consideration:

**BE IT RESOLVED** that the Personnel Committee has reviewed and approved the Annual Update to Position List for CalPERS, as presented, for consideration by the Board of Directors at the next regularly scheduled meeting.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any appropriate action necessary to implement this Resolution.

**PASSED AND ADOPTED THIS 7TH DAY OF MAY 2025.**

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Dr. Phyllis Nelson, Chair  
Personnel Committee

**SALARY GRADES WITH JOB TITLES**

Effective July 1, 2025 through December December 20, 2025

Salary Grade	Minimum	Maximum	HR Default Job Title	Pay Type	Pay Frequency
Grade 7	\$16.50/hr.	\$28.05/hr.	Advisor I	Hourly	Biweekly
			Assistant Project Coordinator I	Hourly	Biweekly
			Crew Member	Hourly	Biweekly
			Cook	Hourly	Biweekly
			Facilities Worker I	Hourly	Biweekly
			Farm Labor I	Hourly	Biweekly
			Assistant	Hourly	Biweekly
			Office Support	Hourly	Biweekly
			Vault Cashier	Hourly	Biweekly
			Coordinator I	Hourly	Biweekly
			Specialist I	Hourly	Biweekly
Grade 8	\$19.64/hr.	\$33.38/hr.	Coordinator II	Hourly	Biweekly
			General Maintenance I	Hourly	Biweekly
			Specialist II	Hourly	Biweekly
			Technician	Hourly	Biweekly
			Supervisor I	Hourly	Biweekly
			Web Developer	Hourly	Biweekly
			Advisor II	Hourly	Biweekly
			Admin Asst I	Hourly	Biweekly
Grade 9	\$23.37/hr.	\$39.72/hr.	Agriculture Laborer Lead	Hourly	Biweekly
			Advisor III	Hourly	Biweekly
			Admin Asst II	Hourly	Biweekly
			Supervisor II	Hourly	Biweekly
			Assistant Manager I	Hourly	Biweekly
			Dietician	Hourly	Biweekly
			Generalist	Hourly	Biweekly
			Specialist III	Hourly	Biweekly
			Analyst	Hourly	Biweekly
			Sous Chef	Hourly	Biweekly
			Coordinator III	Hourly	Biweekly
			Facilities Lead	Hourly	Biweekly
			Facilities Maintenance II	Hourly	Biweekly
Grade 10 - Hourly	\$27.81/hr.	\$47.27/hr.	Administrative Assistant III	Hourly	Biweekly
			HVAC Technician	Hourly	Biweekly
			Manager I	Hourly	Biweekly
			Advisor IV	Hourly	Biweekly
			Accountant	Hourly	Biweekly
			Coordinator IV	Hourly	Biweekly
Grade 10 - Exempt	\$2640/biweekly	\$3781/biweekly	Digital Content Strategist	Exempt	Biweekly
			Research Associate	Exempt	Biweekly
			Coordinator IV	Exempt	Biweekly
			Sr. Asst Manager	Exempt	Biweekly
			Manager II	Exempt	Biweekly

**SALARY GRADES WITH JOB TITLES**  
Effective July 1, 2025 through December 20, 2025

Salary Grade	Minimum	Maximum	HR Default Job Title	Pay Type	Pay Frequency
Grade 11	\$2640/biweekly	\$4488/biweekly	Executive Assistant	Exempt	Biweekly
			Manager III	Exempt	Biweekly
Grade 12	\$3168/biweekly	\$5386/biweekly	Assistant Director	Exempt	Biweekly
			Executive Chef	Exempt	Biweekly
			Sr. Manager	Exempt	Biweekly
			Staff / Research Scientist	Exempt	Biweekly
Grade 13	\$3802/biweekly	\$6463/biweekly	Associate Director	Exempt	Biweekly
			Project Administrator	Exempt	Biweekly
Grade 14	\$4562/biweekly	\$7755/biweekly	Director	Exempt	Biweekly
			Chief of Staff	Exempt	Biweekly
			Chief Human Resources Officer	Exempt	Biweekly
Grade 15	\$5474/biweekly	\$9306/biweekly	Sr. Director	Exempt	Biweekly
			Chief Financial Officer	Exempt	Biweekly
			Chief Operating Officer	Exempt	Biweekly
Grade 16	\$6569/biweekly	\$11168/biweekly	Chief Executive Officer	Exempt	Biweekly

**GRANTS/CAMPUS PROGRAMS - EXEMPT POSITIONS**

Salary Grade	Minimum	Maximum	HR Default Job Title	Pay Type	Pay Frequency
G3	\$3802/biweekly	\$6463/biweekly	Ex Director_Grants	Exempt	Biweekly
			Ex Director_CPrograms	Exempt	Biweekly
G2	\$3168/biweekly	\$5386/biweekly	Associate Director_CPrograms	Exempt	Biweekly
			Director_Grants II	Exempt	Biweekly
			Director_CPrograms	Exempt	Biweekly
G1	\$2640/biweekly	\$4488/biweekly	Assistant Director_UB Programs	Exempt	Biweekly
			Director_Grants I	Exempt	Biweekly
			Manager_CPrograms	Exempt	Biweekly
			Research Associate_CPrograms	Exempt	Biweekly
			Coordinator IV_CPrograms	Exempt	Biweekly



**Memorandum**

**Date:** May 07, 2025  
**To:** Personnel Committee  
**From:** Shari Benson, CHRO  
**Subject:** Longevity Pay Plan Eligible Contribution – Participants Deferred Compensation Account  
**Attached:** FLPP Calculation 2025

The Board of Directors acted on May 25, 2010 to adopt the Foundation's Longevity Pay Plan (FLPP). The purpose of the FLPP is to encourage employment longevity and offer some level of benefit to employees who are not eligible for our post-employment healthcare benefits. The FLPP program applies to regular, benefited employees hired on or after March 1, 2009, and have 10 or more years of service. The organization may make, at its annual discretion, non-elective Employer contributions to a FLPP Participant's Deferred Compensation Account. The contribution is calculated using the below schedule:

<u>Years of Completed Service</u>	<u>Compensation Factor</u>
10	2%
11	2.5%
12	3%
13	3.5%
14	4%
15	5%
16	5.5%
17	6%
18	6.5%
19	7%
20	10%
25+	15%

Company contributions are reviewed annually by the Board for approval. Participants that receive a Contribution to the Plan are immediately 100% vested once the funds are transmitted to their account. For 2025, there are twelve (12) benefited employees that are eligible to participate. During this year’s calculation, an error was discovered. The plan document states, “wages paid the past year” and calculations completed over the last four (4) years were based on the current rate of pay versus wages paid. Therefore, a recalculation was completed which resulted in individuals being overpaid in prior years. The overpayment is being adjusted from their 2025 payout. After adjustments, the total contribution to the Participant's Deferred Compensation Accounts is \$26,069.41.

**PROPOSED ACTION:** Management is recommending that the Personnel Committee approve the annual funding of the Foundation Longevity Pay Plan Program as presented for consideration by the Board of Directors.

**BE IT RESOLVED,** that the Personnel Committee has reviewed and approved the resolution to fund the Foundation Longevity Pay Plan Program with a contribution amount of \$26,069.41 (net of adjustments), for consideration by the Board of Directors at the next regularly scheduled meeting.

**BE IT FURTHER RESOLVED,** that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 7<sup>th</sup> DAY OF MAY 2025**

\_\_\_\_\_  
Phyllis Nelson, Chair  
Personnel Committee

**FLLP CALCULATION 2025**

Pay Type	Date Hired	Years of Service	Calculation Wage	Amount Payable 2025	Prior Yrs Adj	Bal Due After Prior Yr Adj 2025
Salary	01/04/10	15	\$ 67,572.96	\$ 3,378.65	\$ (505.81)	\$ 2,872.84
Hourly	09/14/09	15	\$ 54,468.00	\$ 2,723.40	\$ (379.74)	\$ 2,343.66
Hourly	04/07/11	14	\$ 57,594.62	\$ 2,303.78	\$ (145.66)	\$ 2,158.13
Salary	11/01/10	14	\$ 85,382.03	\$ 3,415.28	\$ (948.59)	\$ 2,466.70
Hourly	04/04/11	14	\$ 49,342.87	\$ 1,973.71	\$ (1,016.21)	\$ 957.50
Hourly	07/11/10	14	\$ 76,208.57	\$ 3,048.34	\$ (507.20)	\$ 2,541.14
Salary	01/10/11	14	\$ 122,325.96	\$ 4,893.04	\$ (757.19)	\$ 4,135.85
Hourly	09/07/10	14	\$ 50,008.98	\$ 2,000.36	\$ (1,436.35)	\$ 564.01
Hourly	05/07/12	13	\$ 51,635.13	\$ 1,807.23	\$ (31.24)	\$ 1,775.99
Salary	01/08/12	13	\$ 117,172.98	\$ 4,101.05	\$ (1,020.86)	\$ 3,080.20
Salary	05/07/12	12	\$ 87,036.82	\$ 2,611.10	\$ (609.29)	\$ 2,001.81
Hourly	01/07/13	10	\$ 58,578.67	\$ 1,171.57	\$ -	\$ 1,171.57

FLLP Before Adj. \$ 33,427.53

2025 FLLP Contribution After Adj. \$ 26,069.41

# Memorandum

**Date:** May 7, 2025

**To:** Personnel Committee

**From:** Shari Benson, CHRO

**Subject:** Update to Policy 210 – Student Assistant Salary and Wage Program

**Attached:** Current Policy 210 – Student Assistant Salary and Wage Program  
Proposed Policy 210 – Student Assistant Salary and Wage Program

The corporate policy governing the Student Assistant Salary and Wage Program has been updated to reflect current needs, practices, titles, and responsibilities. The primary change is the addition of Class D and Class E, added to address differing minimum wage structures at larger fast food and restaurant chains.

**PROPOSED ACTION:**

Management recommends the following resolution to update Policy 210 – Student Assistant Salary and Wage Program

**BE IT RESOLVED**, that the Personnel Committee approves the updates to Policy 210 – Student Assistant Salary and Wage Program as presented and forwards the resolution to the Board of Directors for consideration at the next scheduled meeting.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 7<sup>th</sup> DAY OF MAY 2025.**

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Dr. Phyllis Nelson, Chair  
Personnel Committee

# POLICIES AND PROCEDURES

## CORPORATE POLICY

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Subject: Student Assistant Salary and Wage Program

Policy No: 210

Last Revision Date: 04/09/2025

Orig. Date: 08/06/81

Revision: 3

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### A. Purpose

### B. Scope

### C. Policy

### D. Student Classifications

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#### A. Purpose

The purpose of this program is to set forth a standard of wages to be paid to student assistants and work-study students based on:

1. Clearly defined levels of responsibility and job difficulty.
2. Separate salary steps to compensate for experience, longevity and work quality.

#### B. Scope

This policy applies to student assistants and grad student assistants employed within the Enterprises.

#### C. Policy

The responsibility for the Enterprises Student Wage Program shall be delegated to the Chief Human Resources Officer.

Problems with implementation and compliance to the program shall be resolved with the Chief Human Resources Officer and unit manager in consultation with the Chief Executive Officer of the Enterprises.

The policies and procedures will be communicated to the unit managers by means of a written communication as needed.

As needed, the Chief Executive Officer and the Chief Human Resources Officer shall review the levels and steps and make recommendations for changes to the Board of Directors.

Guidelines for Student Assistants: Each student may be considered for a merit increase upon evaluation by the supervisor that the student assistant is a consistently above-average worker.

## POLICIES AND PROCEDURES

### D. Student Classifications:

#### **Class A:**

Jobs which can be learned relatively quickly, do not entail a great amount of responsibility and do not require specific skills or education. Such jobs include dining service workers, stock clerks, custodians, general clerks, beginning horticulture and nursery trainees, beginning groundskeepers and trainees in recreation and laboratory areas.

#### **Class B:**

Jobs requiring higher level of skill and/or responsibility. Such jobs will include clerk typist, accounting clerk, technical aide, aides in drafting, planning and engineering, shift lead, and grounds workers.

#### **Class C:**

Jobs requiring the highest level of skill, technical knowledge, and/or education and responsibility. Students in this class will usually be experienced upper-division or graduate students working in a specialized area. Such jobs will include supervisors of other students, counselors, research assistants, landscape drafters and/or designers.

#### **Class D:**

Jobs which are part of a Dining Franchise operation. Requires advanced responsibility and independent judgements. There is generally a minimum of 1 year experience or direct experience working at a Franchise.

#### **Class E:**

Jobs which are part of a Franchise operation which requires ability to lead crew members and supervise other students. There is generally a minimum of 1-2 years' experience or direct experience working at a Franchise operation.

Contracted or special services: Positions designated under grants or contracts requiring specialization and/or technology necessary to the position. Wages and terms of payment are determined by the principal investigator or delegated alternate. Such wages shall be specified for the like positions in the surrounding workforce areas.

**Graduate Students:** Must be enrolled in a minimum of 4.0 units and must meet characteristics as described in Class A, B, C, D, or E to qualify for employment.

Starting wages will normally be at the minimum rate in the salary grade. Promotion to a higher class may follow if a position exists for which the student has the requisite skill and experience.



POLICIES AND PROCEDURES
CORPORATE POLICY

Subject: Student Assistant Salary and Wage Program Policy No.: 210
Orig. Date: 08/06/81
Last Revision Date: 06/13/00 04/09/2025 Revision:

A. General Information / Introduction Purpose
A.B. Scope

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C. Administration of Program Policy

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B.D. Student Classifications

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A. General Information / Introduction Purpose

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PURPOSE The purpose of this program is to set forth a standard of wages to be paid to student assistants and work-study students based on:

- A. Clearly defined levels of responsibility and job difficulty.
B. Separate salary steps to compensate for experience, longevity and work quality.

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B. Scope

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This policy applies to student assistants and grad student assistants employed within the Enterprises.

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C. Policy

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Administration of Program

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The responsibility for the Foundation-Enterprises Student Wage Program shall be delegated to the Foundation Director of Human Resources Chief Human Resources Officer.

Problems with implementation and compliance to the program shall be resolved with the Director of Human Resources Chief Human Resources Officer and unit manager in consultation with the Executive Director of the Foundation Chief Executive Officer of the Enterprises.

The policies and procedures will be communicated to the unit managers by means of a written communication as needed.



## POLICIES AND PROCEDURES

As needed, the ~~Executive Director of the Foundation~~ Chief Executive Officer and the ~~Director of Human Resources~~ Chief Human Resources Officer shall review the levels and steps and make recommendations for changes to the Board of Directors.

### ~~SALARY GUIDELINES FOR STUDENT ASSISTANTS AND WORK STUDY ASSISTANTS~~ Guidelines for Student Assistants:

Each student may be considered for ~~a step~~ merit increase upon evaluation by the supervisor that the student assistant is a consistently above-average worker. No student assistant should receive more than two increases in an academic year.

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## POLICIES AND PROCEDURES

~~more than two step merit increases in any academic year.~~

### D. Student Classifications

#### **Class A:**

Jobs which can be learned relatively quickly, do not entail a great amount of responsibility and do not require specific skills or education. Such jobs include dining service workers, stock clerks, custodians, general clerks, beginning horticulture and nursery trainees, beginning groundskeepers and trainees in recreation and laboratory areas.

#### **Class B:**

Jobs requiring higher level of skill and/or responsibility. Such jobs will include clerk typist, accounting clerk, technical aide, aides in drafting, planning and engineering, [shift lead](#), and grounds workers.

#### **Class C:**

Jobs requiring the highest level of skill, technical knowledge, and/or education and responsibility. Students in this class will usually be experienced upper-division or graduate students working in a specialized area. Such jobs will include supervisors of other students, counselors, research assistants, landscape drafters and/or designers.

#### **Class D:**

Jobs which are part of a Dining Franchise operation. Requires advanced responsibility and independent judgements. There is generally a minimum of 1 year experience or direct experience working at a Franchise.

#### **Class E:**

Jobs which are part of a Franchise operation which requires ability to lead crew members and supervise other students. There is generally a minimum of 1-2 years experienceyears' experience or direct experience working at a Franchise operation.

Contracted or special services: Positions designated under grants or contracts requiring specialization and/or technology necessary to the position. Wages and terms of payment are determined by the principal investigator or delegated alternate. Such wages shall be specified for the like positions in the surrounding ~~work force~~[workforce](#) areas.

**Graduate Students:** Must be enrolled in a minimum of 4.0 units and must meet characteristics as described in Class A, B, [C, D](#), or ~~C-E~~ to qualify for employment.

Starting wages will normally be at the [minimum rate in the salary grade](#). ~~lowest step in the appropriate class~~. Promotion to a higher class may follow if a position exists for which the student has the requisite skill and experience.

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## Memorandum

**Date:** May 7, 2025

**To:** Personnel Committee

**From:** Shari Benson, CHRO

**Subject:** Update to Policy 219 – Compensation Plan

**Attached:** Current Policy 219 – Compensation Plan  
Proposed Policy 219 – Compensation Plan

The corporate policy governing the organization’s Compensation Plan (Policy 219) has been updated to reflect current practices and responsibilities. The major change is in the Purpose section. This section was expanded to include information from the Code of Regulations and Education Code.

**PROPOSED ACTION:**

Management recommends the following resolution to update Policy 219 – Compensation Plan.

**BE IT RESOLVED**, that the Personnel Committee approves the updates to Policy 219 – Compensation Plan as presented and forwards the resolution to the Board of Directors for consideration at the next scheduled meeting.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 7<sup>th</sup> DAY OF MAY 2025.**

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Dr. Phyllis Nelson, Chair  
Personnel Committee



## CORPORATE POLICIES

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Subject: Compensation Plan

Policy No.: 219

Last Revision Date: 4/09/2025

Orig. Date: 06/13/00

Revision: 3

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- A. Purpose**
  - B. Objectives**
  - C. General and Merit Pay Adjustments**
  - D. Salary Grade Adjustments**
  - E. Implementation**
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### **A. Purpose**

To provide a framework for managing compensation at the Enterprises for employees (non-student) that is in compliance with Title 5, California Code of Regulations Section 42405 and Education Code 8990 To ensure that working conditions and benefits are comparable to those provided to campus employees as well as other educational institutions in the area or commercial operations of like nature.

### **B. Objectives**

1. To provide a wage and salary structure that is internally equitable, and which ensures that positions with equal skill, effort, responsibility and working conditions receive equal pay.
2. To recruit and retain well-qualified employees for positions within the Enterprises.
3. To maintain salary and benefit costs within budgetary limits established by the Board of Directors, consistent with Education Code section 89905.
4. External Equity: The Chief Human Resources Officer shall conduct salary surveys/assessments to assist in establishing and/or adjusting the wage and salary ranges for positions. The survey includes other commercial organizations and non-profit corporations within the California/Los Angeles area and/or auxiliary organizations within the California State University and University of California systems which have positions that perform services that are comparable to Enterprises' positions.
5. Internal Equity: The Enterprises will evaluate the internal wage and salary structure to ensure that positions with equal skill, effort, responsibility and working conditions receive comparable pay. A position classification plan is used to assist in the job evaluation.

**C. General and Merit Pay Adjustments**

1. Management and non-management positions are eligible for a general wage or salary adjustment based on budgetary approval by the Board and within the range of the respective job classifications. Such adjustments are granted only if the Board approves the annual budget and the employee is satisfactorily meeting or exceeding the performance standards for the position.
2. Merit increases must be within budget, approved by the division head (or CEO in situations where the employee is the next higher level of supervision), and reviewed by the Chief Human Resources Officer. An employee may be eligible for a lump sum award once the employee reaches the maximum rate of the range for their job classification in conjunction with the performance evaluation program. The employee's immediate supervisor prepares performance evaluation to support any full-time employee merit adjustments.

**D. Wage Grade Adjustments**

1. Changes in an employee's level of responsibility can result in the position being assigned to a different grade range. If a position is assigned a higher grade range, the incumbent will normally have their wage adjusted to the minimum of the range or receive a pre-approved percentage increase, whichever is greater. When a position is assigned to a lower grade range, the pay rate may be reduced to the top of the lower range or retained at the existing level for a specified period of time depending upon the circumstances

**E. Implementation**

1. The Board of Directors must approve any changes to this policy. The Enterprises' Chief Executive Officer and Chief Human Resources Officer shall develop and implement guidelines to facilitate this policy. The Chief Executive Officer and executive staff are responsible for ensuring that this policy is executed in a fair and equitable manner.



POLICIES AND PROCEDURES

CORPORATE POLICIES

Subject: Compensation Plan

Policy No.: 219

Last Revision Date: 4/09/2025

Orig Date: 06/13/00

Revision: 3

A. Purpose

~~B. Background and Purpose~~

~~C.B. Objectives~~

~~D. Equitable Equity~~

~~E.C. General and Merit Salary Pay Adjustments~~

~~F.D. Salary Grade Adjustments~~

~~G.E. Implementation~~

A. Purpose

To provide a policy framework for managing a compensation plan for at the Foundation Enterprises for employees (non-student) that is in compliance with Title 5, California Code of Regulations Section 42405 and Education Code 89905. To ensure that working conditions and benefits are comparable to those provided campus employees as well as other educational institutions in the area or commercial operations of like nature.

~~B. Background and Purpose~~

~~This policy establishes the framework for a compensation plan covering all positions.~~

~~C.B. Objectives~~

~~1. To establish wages and salaries for positions that are competitive with the salaries and benefits being paid to comparable jobs in other educational institutions in the area or in commercial operations of like nature, as required by Education Code section 89900.~~

~~2.1. To provide a wage and salary structure that is internally equitable and which ensures that positions with equal skill, effort, responsibility and working conditions receive equal pay.~~

~~3.2. To recruit and retain well-qualified employees for positions within the Foundation Enterprises.~~

~~4.3. To maintain salary and benefit costs within budgetary limits established by the Board of Directors, consistent with Education Code section 89905.~~

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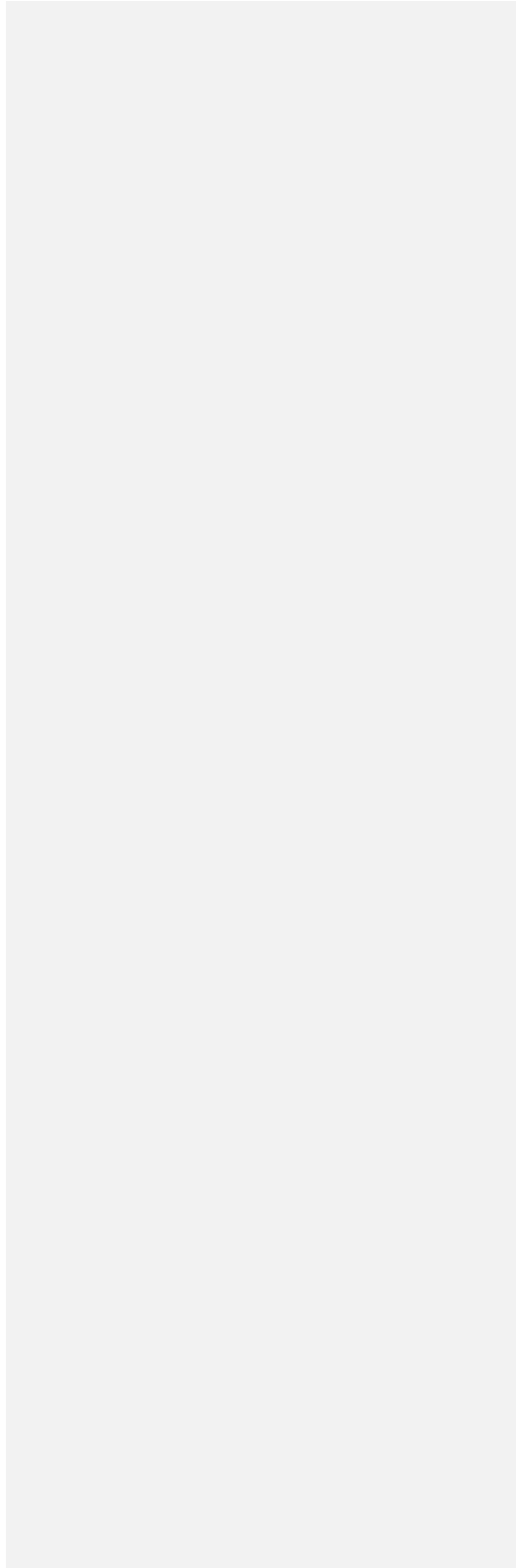
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~~D. — Equity Equitable~~







**Memorandum**

**Date:** May 7, 2025  
**To:** Personnel Committee  
**From:** Shari Benson, CHRO  
**Subject:** Employee Handbook Changes and Updates

**Attachment:** Impacted Pages from the Employee Handbook

Periodically, Management and the Human Resources Department review and update the Cal Poly Pomona Enterprises Employee Handbook to account for changes in law, policy, practice, and other circumstances. The last update became effective in May of 2024.

While most changes to the updated Employee Handbook are minor, any substantive updates are found in the attached document with tracked changes. Material changes are 1) updated language in the Discrimination, Harassment & Retaliation to include “intersectionality” per new California law effective January 1, 2025 (SB1137), 2) clarified use of sick pay, 3) clarified usage of bereavement leave and 4) updated Paid Disability and Paid Family leave to reflect revised benefit amounts.

The Board approved final version will be available on our website for use by current and incoming employees.

**PROPOSED ACTION:**

Management recommends the following resolution to update the Employee Handbook.

**BE IT RESOLVED**, that the Personnel Committee has reviewed and recommends Board approval for the updates to the Cal Poly Pomona Enterprises Employee Handbook as presented.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution and make the revised Cal Poly Pomona Enterprises Employee Handbook available to all employees.

**PASSED AND ADOPTED THIS 7<sup>th</sup> day of May 2025.**

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Dr. Phyllis Nelson, Chair  
Personnel Committee



# CAL POLY POMONA ENTERPRISES

Employee Handbook – Effective May,  
~~2024~~2025



## SECTION 1 INTRODUCTORY POLICIES

Welcome to the Cal Poly Pomona Enterprises (formally Foundation)! Established in 1966 as a non-profit self-supporting 501(c)(3) auxiliary organization, we strive to be an integral and valued partner for CPP students, faculty, staff, alumni, and community members. Specific goals include supporting the advancement of Cal Poly Pomona's educational mission, contributing to greater student success, and enhancing the campus environment. We are hopeful that you will find your employment to be rewarding, beneficial, and appropriately challenging.

Because the quality of our employees is a key factor toward our success in performing our mission, we carefully select our new associates. In turn, we expect employees to recognize the service nature of the Enterprises' mission and contribute to the success of our organization. The entire CPPF family is excited to have you on the team and we look forward to seeing your talents improve our operations.

### INTEGRATION CLAUSE AND THE RIGHT TO REVISE

The purpose of this Employee Handbook is to inform all employees about the policies, responsibilities, procedures, guidelines, benefits and work rules that apply to each employee of the Foundation.

This Handbook applies to all employees of the Enterprises including full time, part time, temporary, seasonal and student employees. This Handbook also applies to employees covered by the Management Compensation Plan, except where superseded by that Plan. Included benefit provisions apply only to those employees who have been identified and are eligible for each particular benefit. Part time and student employees are not generally eligible to earn vacation, health care insurance (unless otherwise required by applicable law) or pension benefits.

Please read this Handbook carefully - you are responsible for adhering to its contents. While you review this Handbook, please keep in mind it is a guideline for employees and only highlights some of the Enterprises' policies, practices, procedures, rules and benefits. It is not intended to be a contract for continued employment. Circumstances may require that the policies, practices, guidelines and benefits described in this Handbook change from time to time. The Enterprises reserves the right to amend, supplement or rescind any of the provisions of this Handbook, other than where legally restricted from doing so, as it deems appropriate in its sole and absolute discretion. Change will be communicated as soon as practical. This Handbook is posted on the Enterprises' website and is intended to be available at all times.

This Employee Handbook does not constitute an express or implied contract guaranteeing continued employment for any employee. No manager or supervisor has any authority to enter into a contract of employment express or implied that changes or alters the fact that employment with the Company is at-will. Only the Enterprises' ~~Executive Director~~/CEO or authorized representative designated by the ~~Executive Director~~/CEO or Enterprises Board of Directors has the authority to enter into an employment agreement that alters the fact that employment with the Enterprises is at-will. Any such agreement must be in writing and signed by the ~~Executive Director~~/CEO or the authorized representative designated by the ~~Executive Director~~/CEO or the Enterprises Board of Directors.

Not all of the Company's policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more wide-reaching ones. If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your supervisor, your Human Resources representative or another member of management.

Nothing in this Employee Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Employee Handbook or in any other document or policy is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA). Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission ("EEOC"), National Labor Relations Board ("NLRB"), Securities and Exchange Commission ("SEC") or any

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EFFECTIVE MAY, 2024 – UPDATED APRIL, 2024

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other federal, state or local agency charged with the enforcement of any laws. The Human Resources Department will be happy to answer any questions regarding the contents of this Handbook.

## **DISCRIMINATION, HARASSMENT AND RETALIATION POLICY**

The Enterprises is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on their actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 and over), sexual orientation, Civil Air Patrol status, military and veteran status and any other consideration protected by federal, state or local law (collectively referred to as "protected characteristics"). [The Enterprises also prohibits discrimination based on "intersectionality" or the combination of two or more protected characteristics.](#)

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States, as well as discrimination based upon any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law.

The Company allows employees to self-identify their gender, name and/or pronoun, including gender-neutral pronouns. The Company will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, the Company will identify the employee in accordance with the employee's current gender identity and preferred name.

The Company will not tolerate discrimination or harassment based upon these protected characteristics or any other characteristic protected by applicable federal, state or local law. The Company also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and coworkers.

### **Prohibited Harassment**

The Enterprises is committed to providing a work environment that is free of illicit harassment based on any protected characteristics. As a result, the Company maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration status or any other consideration protected by federal, state or local law.

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected characteristic;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected characteristic; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected characteristic.

**Abusive Conduct Prevention**

It is expected that the Company and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

**Protection Against Retaliation**

Retaliation is prohibited against any person by another employee or by the Company for using the Company's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

**Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure**

Any employee who believes they have been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with the Enterprises in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to their supervisor, any other member of management, Human Resources, or the ~~Human Resources Director~~ CHRO at (909) 869-2948. Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to Human Resources who will attempt to resolve issues internally. When a report is received, the Company will conduct a fair, timely, thorough and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The Company expects all employees to fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Company policies. The Company will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

Upon completion of the investigation, the Company will communicate its conclusion as soon as practical. If the Company determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Civil Rights will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at [www.eeoc.gov](http://www.eeoc.gov) or [calcivilrights.ca.gov](http://calcivilrights.ca.gov). The Sexual Harassment Prevention training may be accessed here: <https://calcivilrights.ca.gov>

make promises, representations or agreements inconsistent with this policy of at-will employment, other than the Enterprises' ~~Executive Director/~~CEO or the Chair of the Enterprises Board of Directors, and the ~~Executive Director/~~CEO and/or Chair or an authorized representative may do so only pursuant to a written agreement signed by the employee and the ~~Executive Director/~~CEO and/or Chair or an authorized representative. This policy statement supersedes all written and oral representations that are in any way inconsistent with it and represents the complete and final policy of the Enterprises on this subject matter.

## SECTION 2

### RECRUITMENT AND EMPLOYMENT PRACTICES

#### JOB OPENINGS

~~Full-time, 40-hour~~ ~~Benefitted~~ position openings ("Regular Benefitted") are generally posted for a minimum of five working days, ~~either internally or externally~~ on the Enterprises' website and are listed in a range of public forums/job boards. Notices to other organizations and advertising ~~in on additional job boards other places~~ shall be determined jointly by the hiring authority and Human Resources Department. All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications and apply in accordance with the position announcement ~~in order~~ to be considered for a position. Positions ~~filled through internal promotions, or positions~~ within the same job family and within the specific unit do not require posting.

#### HIRING PROCEDURE

The ~~Executive Director/~~CEO or the Associate ~~Executive Director/~~AED of the Enterprises shall appoint a search committee to meet and interview qualified applicants and make recommendations for most exempt management positions. Non-exempt positions require the selection approval of the hiring supervisor and the next higher level of supervision with all full-time positions requiring approval by the ED, AED or their designee. Offers of employment for Benefitted positions must be approved by the Human Resources Department before an employment offer can be made. Appointment letters will be prepared by the Human Resources Department and must be approved by the ED or AED of the Enterprises or their designee.

#### IMMIGRATION LAW COMPLIANCE

The Enterprises is committed to following all employment laws including immigration laws and committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, the Company will be required to terminate employment immediately.

#### ~~40 – HOUR REGULAR REGULAR~~-BENEFITTED EMPLOYEES

Certain positions and/or classifications are identified as "~~40-hour regular~~ Benefitted" status. ~~Regular, 40-hour~~ Benefitted employees are generally scheduled to work eight hours per day, five days per week. However, all work shifts are scheduled according to business needs and this status does not guarantee any employee a minimum number of hours of work per day or week. "~~Regular, 40-hour~~ Benefitted" status qualifies the employee for a variety of benefits. These benefits are updated on a regular basis. See the Enterprises' Benefit Guide for a listing of current benefits and information.

#### MANAGEMENT COMPENSATION PLAN (MCP)

The Enterprises' Management Compensation Plan (MCP) is designed to cover specific Enterprises employees who have been designated as directors or managers who have primary responsibility for the development and implementation of policies, procedures, practices, and/or guidelines which apply to the Enterprises as a whole, or responsibility for a major operational unit of the Enterprises.

### **PART-TIME 32-HOUR BENEFITTED EMPLOYEES**

Certain positions and/or classifications are identified as “part-time 32-hour Benefitited” status. Part-time 32-hour Benefitited employees are generally scheduled to work 32 hours per week. However, all work shifts are scheduled according to business needs and this status does not guarantee any employee a minimum number of hours of work per day or week. “Part-time 32-hour -Benefitted” status qualifies the employee for a variety of benefits. These benefits are updated on a regular basis. See the Enterprises Benefit Guide for information efon current benefits and information.

### **PART TIME EMPLOYEES**

Part-time employees are generally those hired to work a limited number of hours per week (e.g. 20 hours per week or less) and are subject to lay off during seasonal business closures and slowdowns with no guarantee of being rehired. Part time employees are not eligible for certain employee benefits such as health insurance or paid vacation time. Part-time employees are not guaranteed a minimum number of hours of work per day or week. Part time employees are not permitted to work more, must work less than 1000 hours in any fiscal year (July 1st through June 30th) per CalPERS regulations.

### **TEMPORARY EMPLOYEES**

Temporary employees are those who are hired for specific project assignments of limited duration. They are not eligible for health insurance or paid vacation time, and their length of employment shall be specified, generally not to exceed three months and are not guaranteed a minimum number of hours of work per day or week.

### **STUDENT EMPLOYEES**

Student employees are students who are attending Cal Poly Pomona as undergraduate students enrolled in a minimum of 6.0 units each semester or graduate students enrolled in a minimum of 4.0 units each semester, who may work as an Enterprises employee with certain restrictions. Student employee positions are exempt from FICA and therefore do not make contributions to that program. Students that work at off-campus employers will be subject to FICA taxes and will make contributions to that program.

Student employees generally work a maximum of 20 hours per week while school is in session. If the student has more than one job, the 20-hour rule applies to total hours worked in combination with all jobs on campus.

Student employees are allowed one semester off during the college year (summer through spring). During the time off, student employees may work a maximum of 40 hours per week. Students who are only enrolled with College of Extended University or Open University do not qualify for student employment but may be considered for other employment categories such as part time or temporary employment.

Other restrictions may apply. Please contact Human Resources Department to discuss how the rules may apply to your specific situation.

As with part time temporary employees, student employees are typically limited to working an absolute maximum less than of 1000 hours per fiscal year (July 1st through June 30th).

### **WORK STUDY STUDENT EMPLOYEES**

Students employed through the Federal College Work-Study Program must also comply with current work-study requirements as outlined by the Financial Aid Office.

### **GRANT/CONTRACT EMPLOYEES AND EMPLOYEES FUNDED THROUGH STATE OR UNIVERSITY SOURCES**

Those employees hired under the provisions of grants, contracts or other funding sources are employed only to the extent funds are available from the funding source and within the guidelines of the particular grant/contract/source in coordination with Enterprises policies, procedures and hiring practices. These employees may be classified as

~~regular, 40-hour~~ Benefitted, ~~32-hour Benefitted~~, part-time (non-Benefitted), temporary or student employee and do not guarantee any employee a minimum number of hours of work per day or per week. As stated elsewhere in this Employee Handbook, employment with the Enterprises is at-will.

#### **EMPLOYMENT OF RELATIVES/DATING AND ROMANTIC RELATIONSHIPS**

The Enterprises will not hire or continue the employment of relatives where actual or potential issues may arise regarding supervision, security, safety, ethics, morale or where potential conflicts of interest exist. An employee may not work under the direct supervision of a relative or another employee with whom they are having a dating or romantic relationship (whether formal or informal). Relatives are defined as spouses, domestic partners, children, sisters, brothers, mothers, fathers or any persons who are closely related by birth, marriage or adoption, or persons with a close personal relationship. Relatives may be employed in the same department, but may not participate in any proceeding, evaluation, recommendation or action that affects the employment status of a relative.

Active employees who marry, who become related by marriage, or who enter into a dating or romantic relationship may be permitted to continue employment only if their employment poses no difficulties for supervision, security, safety, ethics morale or potential conflicts of interest.

If employees who marry, who become related by marriage, or who enter a dating or romantic relationship do pose difficulties for supervision, security, safety, morale or where potential conflicts of interest exist, the Enterprises will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, one or both of the employees may be required to leave the Enterprises.

All dating, relatives, marriages, romantic relationships must be reported to the Human Resources office for evaluation.

### **SECTION 3**

#### **JOB DUTIES AND CLASSIFICATIONS**

##### **POSITION DESCRIPTIONS**

The essential duties and responsibilities of each position are described in the respective position description. Employees will receive a copy of their position description when they first begin employment or whenever their work assignment changes.

Job responsibilities may change at any time during employment. From time to time, an employee may be asked to work on special projects, or assist with other work necessary and important to the Enterprises. Cooperation and assistance from an employee in performing such additional work is expected.

The Enterprises reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities.

##### **CLASSIFICATIONS**

All employees are assigned a position classification consistent with their employment status. The position classifications are designed to describe the broad duties and responsibilities of the position.

##### **RECLASSIFICATIONS**

If the duties and responsibilities of a position change significantly, the employee or supervisor may request a position reclassification from the Human Resources Department. This action may result in a change to a higher or lower salary grade or a different classification, or no grade or classification change at all.

## PROMOTIONS

All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications in order to be considered for a position involving a promotion to a position in another job family. Promotions to the next higher-level position, within a job family and within an operating unit, do not require posting and may be made by the unit manager subject to review by the Human Resources Department and/or the ~~Associate Executive Director~~/COO and/or ~~the Executive Director~~/CEO.

## TRANSFERS

Employees for similar positions may request transfers between units when appropriate openings exist. A transferred employee will normally retain the same classification and pay rate.

## DEMOTIONS

A demotion is a change from one classification to a lower one. Demotions may result from classification studies, changes in staffing levels resulting in layoffs, a lack of qualifications for the current position and/or disciplinary action. An employee may request a demotion. A demoted employee will be assigned the rate of the lower classification and shall not receive more than the top-grade maximum of the lower classification.

## IDENTIFYING EXEMPT AND NONEXEMPT POSITIONS

Nonexempt employees are employees whose job positions do not meet FLSA or applicable California exemption tests and who are not exempt from minimum wage and overtime pay requirements. Employees filling nonexempt positions are generally scheduled to work eight hours per day, five days per week and receive overtime for all hours worked in excess of eight hours per day or forty hours per week. Double time is paid for hours worked in excess of twelve hours per day and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek. Other wage rules may apply given the specific set of circumstances.

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and California wage and hour laws and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor or another member of management with any questions or concerns regarding this status.

## SECTION 4

### WORKING HOURS AND SCHEDULES

#### WORK SCHEDULES

The Enterprises administrative offices are typically open for business between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, throughout the academic year. Certain employees may have an alternative workweek schedule. The work hours of Enterprise units are determined by the requirements of the respective division and department. Some units are operational 24 hours a day, seven days per week, while others are not. Work schedules will reflect business needs.

Employees are expected to report to work on time as scheduled and ready to perform their work upon arrival.

The Enterprises reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, alter or change work schedules or assign additional job responsibilities. All employment with the Enterprises is at-will and there is no guarantee any employee will receive a minimum number of hours of work per day or per week.

> 6.0 to ≤ 10.0	2	A non-exempt employee who works more than 6 hours in a workday but who does not work more than 10 hours in a workday is entitled to two 10-minute rest breaks.
> 10.0 to ≤ 14.0	3	A non-exempt employee who works more than 10 hours in a workday but who does not work more than 14 hours in a workday is entitled to three 10- minute rest breaks. <sup>1</sup>

Whenever practicable, rest breaks should be taken near the middle of each four-hour work period. Employees may not accumulate rest breaks or use rest breaks as a basis for starting work late, leaving work early, or extending a meal period.

Because rest breaks are paid, non-exempt employees should not clock out for them.

**RESPONSIBILITIES**

Supervisors are responsible for administering their department’s meal and rest breaks.

Any non-exempt employee who is not provided with a meal period or authorized and permitted to take a rest break pursuant to the terms of this Policy is immediately entitled to a meal or rest break premium, that is automatically provided through the timekeeping system. Any supervisor who knows or should reasonably know that a meal or rest period was not provided in accordance with this Policy should arrange for a premium to issue to the employee, if it is not automatically provided for some reason. Employees are responsible for reporting to their supervisor any meal break that was not provided or any rest break not authorized and permitted where the supervisor would have no reason to otherwise know of this fact. Any employee who feels they are owed a premium as a result of this Policy, but have not received the premium should report the missing premium immediately to their supervisor.

**SECTION 5 COMPENSATION GUIDELINES**

**PAY GRADES**

The Enterprises is committed to abiding with the Pay Transparency Nondiscrimination provisions and therefore will not retaliate or any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or of another employee or applicant. However, employees who have access to the compensation information of other Enterprises employees or applicants as a part of their essential job functions (such as those employees who have administrative privileges in the payroll system, budgeting systems or any employee working in Human Resources) cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a)

in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the Enterprises, or (c) consistent with the Enterprises’ legal duty to furnish information.

The Enterprises uses published pay grades and new employees start employment at the minimum pay grade or above. Compensation increases are never guaranteed and are based on a variety of economic and performance factors, including approval by the Associate ~~Executive Director~~/COO and/or the ~~Executive Director~~/CEO and/or Board approval of the annual budget.

**PAY PERIODS**

Enterprise employees are paid on a bi-weekly basis, every other Friday or as otherwise communicated.

<sup>1</sup> Non-exempt employees who work more than 14 hours in a workday may be entitled to additional rest breaks.

## TIMEKEEPING REQUIREMENTS

The Enterprise utilizes a standard timekeeping system for all employees. All employees are required to utilize the timeclock system or work computer to log in. Employees are not authorized to log in from the web or mobile device unless special permission has been granted by the manager. All employees who have logged time for any work paid through Enterprises are required to review and approve their time in the timekeeping system no later than 9:10:00 am on the first Monday of a new pay period.

Nonexempt employees are required to report accurate working hours for each pay period they work (exact arrival and departure times) and when they depart and return from their meal period. "Hours worked" is defined by law as all-time an employee is subject to the control of an employer and includes all time that an employee is suffered or permitted to work, whether or not required to do so.

Falsifying, making unauthorized changes to any timekeeping record or clocking in from an unauthorized device will result in disciplinary action including termination of employment.

At the end of the pay period, employees will be asked to confirm 1) that their timecards are accurate and 2) that they have been relieved of all duty and otherwise provided all of their meal periods and rest breaks during a particular pay period, or in the alternative, to identify any meal periods or rest breaks that they have missed.

At no time may any employee perform off-the-clock work or otherwise alter, falsify or manipulate any aspect of their time-keeping records to inaccurately reflect or hide hours worked, meal periods taken or time spent working during meal periods.

The obligation to accurately record all hours worked does not relieve employees of their obligations to obtain advance approval before working overtime or hours beyond the regular work schedule. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization are subject to disciplinary action, which may include termination of employment.

All supervisors and employees are responsible for maintaining accurate timekeeping records. All supervisors are required to review and approve the time for their respective employees no later than 3:03:00PM on the first Monday of each new pay period. Human Resources will communicate variances in this deadline due to holidays, closures or other occasions impacting the ability for supervisors to perform this function.

All time entry problems or errors should be reported immediately to your supervisor.

### Exempt Employees

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave or vacation.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period. In general, an exempt employee will receive their salary for any week in which the employee performs work. However, an exempt employee will not be paid for days not worked in the following circumstances:

- When an exempt employee takes one or more days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available vacation to make up for the reduction in salary;
- When an exempt employee takes one or more days off from work due to sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available sick or vacation time to make up for the reduction in salary;
- When an exempt employee works only part of the week during their first and last week with the Company, the employee will be paid only for the days actually worked;

- When an exempt employee takes unpaid leave under the Family and Medical Leave Act or corresponding laws, the Company will not pay for such days/hours of absence; and
- When an exempt employee receives an unpaid disciplinary suspension of one or more full days, imposed in good faith for a workplace conduct rule infraction, the Company will not pay for such days of suspension.

The Company may require an exempt employee to use available vacation as a replacement for salary, when the employee takes less than a full-day off from work.

An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, as a witness or in the military or for lack of work, though deductions may be made to offset amounts an employee receives as jury or witness fees, or for military pay.

It is Company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. The Company prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to Human Resources or a supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

#### **HOLIDAY PAY**

(~~Regular~~ Benefitted Employees ONLY)

Eligibility for holiday pay begins the first day of hire. The Enterprises is a service unit to the campus community, and therefore, the holiday schedule is typically coordinated with the University's operating schedule. Typically, days designated as holidays by the University will also be observed by the Enterprises. A schedule of paid holidays is issued at the beginning of each calendar year. To be eligible for holiday pay, an employee must be scheduled to work the week on which the holiday is observed and the weeks immediately preceding and immediately following the holiday. Benefitted employees on a partial assignment (less than full-time/40 hours per week) immediately preceding a holiday, as in the case of a voluntary or assigned furlough, will receive holiday compensation on a prorated basis dictated by their current full-time equivalency (FTE). FTE is calculated using hours assigned to work as a percent of a full-time/40-hour work week. Benefitted employees temporarily on an assignment of 50%, for example, will receive 4.0 hours of pay per eligible holiday. Those assigned to a full-time (1.0 FTE) schedule will ~~received~~receive 8.0 hours of pay per eligible holiday. Benefitted employees that work 32-hours will be paid holiday based on their regular schedule. For example, if the work week is Tuesday-Friday and the holiday falls on a Monday, holiday pay will not be paid. Please refer to the current holiday schedule posted on the Enterprises' website or available in your operating unit.

#### **PERSONAL HOLIDAY PAY**

(~~Regular~~ Benefitted Employees ONLY)

Personal holiday pay is paid at the employee's regular rate of pay and granted to employees that are hired between January 1<sup>st</sup> through September 30<sup>th</sup>. Employees hired after September 30<sup>th</sup>, will receive a Personal Holiday the following January. Personal holiday time will not count toward hours used to determine overtime eligibility in the week the personal holiday was taken. Employees must use their personal holiday by the last day of each year. Unused personal holiday will be carried forward to the next year to a maximum cap of two personal holidays.

Employees generally should use their personal holiday in the year in which it was provided. If an employee does not use any of the days no additional personal holidays will be provided until the employee uses some personal holiday time. There will be no retroactive allotment of personal holiday time when an employee is at the maximum cap. Unused personal holiday time will be paid out at the employee's regular rate of pay at the end of employment.

## OVERTIME PAY

The Enterprise provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal laws. For purposes of determining which hours constitute overtime pay, only actual hours worked in each workday (over eight hours) or workweek (over forty hours) will be counted.

Nonexempt employees will be paid one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in any workweek, for all hours worked in excess of eight hours up to and including 12 hours in any workday and for the first eight hours worked on the seventh consecutive day of work in a workweek. Additionally, employees will be paid double their regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek.

Alternative schedules, such as a "4/10" workweek, must be approved in advance and will result in differences to overtime pay. These and other situations triggering overtime should be discussed with the Human Resources Department whenever a question arises.

For purposes of defining eligibility for overtime each job classification is either nonexempt or exempt. See Section 3, Identifying Exempt vs. Nonexempt Positions.

All hours recorded in the timekeeping system for pay purposes, such as overtime hours, are reviewed and reports are provided to management for a detailed review and analysis. Overtime that appears to be excessive will be reported directly to the respective unit Director and ~~Associate Executive Director~~/COO, CHRO and/or ~~Executive Director~~/CEO for further disposition.

Overtime must be approved in advance by an employee's direct supervisor or unit Director. Any employee who works unauthorized overtime is subject to disciplinary actions. All hours recorded in the timekeeping system require approval by the supervisor for each pay period including regular hours, overtime hours and all paid time off hours.

All employees are entitled to at least one day of rest every seven days in a workweek unless certain exceptions apply as described in the Company's Day of Rest Policy. An employee may independently and voluntarily choose not to take a day of rest and confirm such choice in writing with the Company.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

## WORKWEEK AND WORKDAY

The workweek begins at 12:00 A.M. Sunday morning and continues for seven consecutive 24-hour periods, ending 11:59 P.M. Saturday night. The workday begins at 12:00A.M. and continues for 24 consecutive hours ending 11:59P.M.

## JURY DUTY PAY (~~Regular~~ Benefitted Employees ONLY)

The Enterprises encourages employees to fulfill their civic responsibilities by serving jury duty when required. Benefitted employees who have completed six months of service may request up to 20 days of paid jury duty in any one 24-month period. Any additional time off for non-exempt employees will be unpaid. An employee should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. An employee reporting for jury duty is required to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty, an employee is expected to return to work for the remainder of the work schedule. Part time, temporary and/or student employees do not qualify for jury duty pay.

## ADVANCES

The Enterprises does not permit advances for pay checks.

## SECTION 6

### EMPLOYEE BENEFITS

*(Section 6 applies to Regular Benefitted Employees only)*

#### BENEFIT ELIGIBILITY

Eligibility for benefits depends upon employment status. THE RESPECTIVE APPOINTMENT LETTER MUST SPECIFICALLY DENOTE ELIGIBILITY FOR BENEFITS OR THE EMPLOYEE IS NOT CONSIDERED TO BE ELIGIBLE. If an employee believes their status is incorrect, the employee should discuss this issue with their supervisor.

This Handbook only summarizes those benefits programs (e.g., health, dental and eye care, etc.) that are maintained pursuant to a benefit plan document. If statements in this Handbook conflict with or are otherwise inconsistent with the provisions of an applicable benefit Plan Document, the provisions of the Plan Document will control. The Enterprises reserves the right to modify or eliminate benefits at any time in accordance with applicable law.

#### RETIREMENT PLANS

Benefitted employees are automatically enrolled in the California Public Employees' Retirement System (CalPERS). Both the Enterprises and employee contribute to the CalPERS retirement program. The employee's contribution is determined by the applicable benefits formula for the plan in which the employee has been enrolled, as determined primarily by the employee's hire date except when the employee has prior service covered by CalPERS. Employees seeking additional information on retirement benefits should contact Human Resources or CalPERS directly.

To acquire a vested interest in the retirement plan, an employee must have at least five years of membership in CalPERS. Each member receives an annual statement of contributions, interest earned and years of service credit directly from CalPERS.

The minimum age for normal retirement is either 50 or 52 depending on the CalPERS guidelines associated with the plan in which an employee has been enrolled, and only after the employee has at least five years of CalPERS service credit. Applications for retirement or further information on retirement can be obtained from the CalPERS website or by contacting CalPERS. Retirement applications must be submitted to CalPERS at least 90 days prior to the planned effective date. CalPERS members may obtain a retirement estimate on the CalPERS web site at [www.calpers.ca.gov](http://www.calpers.ca.gov).

CalPERS also provides death benefits. These benefits are explained in the CalPERS Member Benefits Booklet which is available on the CalPERS website.

Should an employee leave Enterprises employment prior to having at least 5 years of service, the employee will have the option to terminate CalPERS membership and withdraw funds, roll-over their contributions and interest to another qualified retirement plan or leave funds on deposit with CalPERS.

The following positions are excluded from CalPERS membership:

1. Seasonal/temporary staff
2. Part time positions (generally working less than an average of 20 hours per week)
3. On call, intermittent, or employed on an irregular basis
4. Student positions
5. Independent contractors
6. When a person is already a member of CalPERS by prior employment of any covered CalPERS organization, exclusions (1), (2), or (3) may not apply. In that case, please notify Human Resources.

If you believe that your Enterprises employment does qualify you for CalPERS membership, please contact Human Resources immediately, or contact the Actuarial & Employer Services Branch at CalPERS.

**MEDICAL, DENTAL, AND VISION COVERAGE**

Coverage for medical, dental and vision insurance is effective the first day of the month following 30 days of eligible employment. Typically, an employee will learn detailed information about these benefits during employee orientation and will also enroll at that time. The Enterprises provides a Benefit Guide that explains the benefits. Additionally, Human Resources is available to assist employees with technical questions about their benefits programs.

**FLEX DOLLARS**

Flex Dollars provides eligible ~~+~~Benefitted employees with a monthly credit that can be applied to subsidize parking fees, increase the amount received through the tuition reimbursement program, or support other selected programs. Unused Flex Dollars are forfeited at the end of each year or at termination of employment. [Refer to the Benefit Guide for further information.](#)

**GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**

Term group life insurance is provided by and paid fully by the Enterprises. The amount of coverage for each employee is based on the employee's annual basic earnings. The Human Resources Department can provide a copy of the Employee Benefits Insurance Certificate upon request, ~~or it can be found in the payroll system.~~

**VACATION ACCRUAL**

Benefitted nonexempt employees accrue paid vacation hours for each hour worked. Exempt employees accrue based on each 40-hour work week that is worked. Accruals are earned up to a maximum accrual cap in accordance with the following schedule:

Schedule/Service Time	Annual Amount	Max Accrual Cap	Per Hour	Per Week
Schedule A (01 month to 36 months)	10 Days	34 Days	.03849	1.538
Schedule B (37 months to 72 months)	15 Days	34 Days	.05769	2.307
Schedule C (73 months to 120 months)	17 Days	34 Days	.06538	2.615
Schedule D (121 months to 180 months)	19 Days	48 Days	.07307	2.923
Schedule E (181 months to 240 months)	21 Days	48 Days	.08076	3.23
Schedule F (241 months to 300 months)	23 Days	48 Days	.08846	3.538
Schedule G (301 months and more)	24 Days	48 Days	.0923	3.692
MCP Employees	24 Days	Under 10 years is 48 Days Over 10 years is 55 Days		3.692

Nonexempt employees may use vacation time in one-hour increments when approved by their supervisor. Generally, vacations may be requested after six months of active service and when work schedules permit. Vacation schedules must be coordinated with and approved by the employee's supervisor in advance. It should be recognized that in some cases vacations may have to be temporarily deferred, and in some cases, such as to ensure appropriate staffing levels, the scheduling of vacation may be determined by the employee's supervisor. [If an employee gets sick while on vacation, that time is still counted as vacation and is not adjusted out.](#)

Employees on unpaid leave do not accrue vacation time. Recognized holidays occurring during a vacation period are paid as holidays and are not charged to vacation time.

All available vacation time must be used before any type of unpaid leave will be approved (with exception of leaves that state vacation cannot be required). An employee who terminates will be paid accrued and unused vacation hours at their than regular rate of pay.

**VACATION ACCRUAL MAXIMUM**

Vacation hours accrue up to a maximum number of hours. If an employee has less than 10 years of service, the maximum accrual limit is 272 hours. If an employee has 10 years or more of service, the maximum accrual limit is 384 hours. Employees under the MCP Plan with fewer than 10 years of service are allowed a maximum accrual of 384 hours while MCP employees with more than 10 years of service are allowed a maximum accrual of 440 hours.

When an employee's vacation accrual reaches their maximum accrual, additional vacation hours will not continue to accrue until the employee uses vacation time to bring the total accruals below the maximum. There is no retroactive granting of vacation accrual for periods of time when accrued vacation was at the maximum.

**SICK LEAVE**

The Company provides paid sick and safe time to eligible employees in compliance with California's Healthy Workplaces Healthy Families Act (HWHFA).

**Eligibility**

All Employees (~~including full-time, part-time and temporary employees~~) become eligible for paid sick and safe time once they have worked in California for the Company for 30 days within a year from the start of employment.

Employees may begin to use their accrued time beginning on their 90th day of employment. Employees who have been employed by the Company for at least 90 days prior to becoming eligible to accrue paid sick and safe time may use such leave immediately upon accrual.

**Annual Accrual of Paid Sick and Safe Time**

Eligible employees begin to accrue paid sick and safe time on the first day of employment, whichever is later.

- ~~Full-time~~ Benefitted nonexempt employees accrue sick leave credit at .04615 hour for every hour worked, and ~~ex~~empt employees accrue 1.846 hours of sick leave credit for every full work week worked. ~~(40 hours).~~

Part time employees, ~~including~~ seasonal, temporary, and student workers, ~~receive an annual allotment of 40 hours or 5 da~~ accrue 2.66 hours per pay period to an annual max of 40 hours. ~~ys~~ The employee must be employed for at least 30 days and satisfy a 90-day employment period before taking any sick leave. ~~There A maximum of 40 hours of unused time will carry over to the following year. is no carry-over of sick leave for employees in this category.~~ Exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case accrued paid sick and safe time is based upon that normal workweek. ~~Once the maximum accrual cap is reached for full-time benefitted employees, they will not accrue additional paid sick and safe time until their accrual balance falls below the cap.~~

Paid sick and safe time may be used in increments of one hour for the first hour and then 30-minute increments after that or greater to cover all or just part of a workday.

Employees will not accrue paid sick and safe time during unpaid leaves of absence.

Employees are not required to find an employee to cover their work when they take paid sick and safe time.

**Reasons Sick and Safe Time May be Used**

Employees may use paid sick and safe time for themselves and their family members:

- For diagnosis, care or treatment of an existing medical condition; or
- For preventive care; or
- Bereavement leave
- Employees may also use paid sick and safe time if the employee is a victim of domestic violence, sexual

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\_\_\_\_\_ assault or stalking and time off is needed to:

- o Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order or other injunctive relief) to help ensure the health, safety or welfare of the victim or the victim's child;
  - o Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
  - o Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
  - o Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
  - o Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.
- An act, conduct or pattern of conduct that includes:
- o An individual causes bodily injury or death to another
  - o An individual exhibits, draws, brandishes, or uses firearms other dangerous weapon to another.
  - o An individual uses or makes a reasonably perceived or actual threat of use of force against another to cause physical harm or death.

For purposes of this policy, "eligible family members" include a:

- Spouse or registered domestic partner;
- Child: A child is defined as a "biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis." The definition of a child applies regardless of the child's age or dependency status. ("In loco parentis" means standing in the place of a parent, or acting as a parent to someone)
- Parent (or parent-in-law): A parent is defined as a "biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child."
- Sibling;
- Grandparent or grandchild; and
- Designated Person(s) - any individual related by blood or whose association with the employee is equivalent of a family relationship.

The definition of "child" applies irrespective of a child's age or dependency status.

#### **Requesting Paid Sick and Safe Time**

When the need for paid sick and safe time use is foreseeable, employees must provide reasonable advance oral or written notice to their supervisor for any absence from work. If the need for paid sick and safe time is unforeseeable, employees must provide notice to their supervisor of the need to use the time as soon as practicable. In all circumstances, employees must specify that the requested time off is for sick or safe time reasons (as opposed to, for example, vacation time), so that the absence may be designated accordingly. Failure to obtain approval as soon as possible after determining the need to take such time may result in discipline.

#### **Rate of Pay for Sick and Safe Time**

For nonexempt employees, pay for sick and safe time is calculated in the same manner as the employee's regular rate of pay for the workweek in which the employee uses sick and safe time, regardless of whether the employee works overtime in that workweek. For exempt employees, payment for sick and safe time is calculated in the same manner as wages are calculated for other forms of paid leave time.

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**Carryover**

Accrued but unused paid sick and safe time will carry over from year to year with the exception of employees that receive the lump sum at the beginning of the year; unused hours do not carry over but reset at the beginning of each calendar year.

**Separation from Employment**

Compensation for accrued and unused sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 12 months of separation from employment, previously accrued but unused sick and safe time will immediately be reinstated (up to the maximum of 48 hours or the equivalent of six days (per the employee's previous work ~~schedule~~)schedule). Rehired employees will be allowed immediate use of this time and to accrue additional paid sick days upon rehiring, consistent with the use and accrual limitations of this policy.

**Confidentiality**

The Company will keep confidential the health information of the employee or employee's covered family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee or employee's covered family member. Such information will not be disclosed except to the affected employee or as required by law.

**Effect on Other Rights and Policies**

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or municipal law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact Human Resources for information about other federal, state and municipal domestic violence, medical or family leave rights.

**No Discrimination or Retaliation**

The Company prohibits discrimination and/or retaliation against employees who request, or use paid sick and safe time for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy. Likewise, the Company prohibits discrimination and/or retaliation for cooperating with city or state officials in investigating claimed violations of any paid sick leave law (including the HWHFA), cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice that is prohibited by any paid sick leave law, or informing any person of their potential rights under the law.

Our current contract with CalPERS provides an option to eligible employees for converting unused sick leave to service time upon retirement. Additionally, a 457(b) Plan is available where, upon annual Enterprises Board approval, permits eligible employees to convert a portion of their unused sick and vacation leave into cash and then deposit that cash into their 457(b) account. Contact Human Resources for additional information.

**HOLIDAYS**

Eligibility for holiday pay begins the first day of hire. Enterprises is a service unit to the campus community, and therefore, the holiday schedule is coordinated with the University's operating schedule. Typically, days designated as holidays by the University will also be observed by the Enterprises. A schedule of paid holidays is issued at the beginning of each calendar year. ~~To be eligible for holiday pay, an employee must be scheduled to work the week on which the holiday is observed and the weeks immediately preceding and immediately following the holiday. Benefitted employees on a partial assignment (less than full time/40 hours per week) immediately preceding a holiday, as in the case of a voluntary or assigned furlough, will receive holiday compensation on a prorated basis dictated by their current full-time equivalency (FTE). FTE is calculated using hours assigned to work as a percent of a~~

~~full time/40 hour work week. Benefitted employees temporarily on an assignment of 50%, for example, will receive 4.0 hours of pay per eligible holiday. Those assigned to a full time (1.0 FTE) schedule will receive 8.0 hours of pay per eligible holiday. Please refer to the current holiday schedule posted on the Enterprises' website or available in your operating unit.~~

#### **CONTINUATION OF MEDICAL, DENTAL AND VISION INSURANCE**

At the beginning of a leave of absence, a Human Resources Representative will explain options for continuance of medical, dental and vision insurance. Refer to Section V, Coordination with Workers' Compensation or State Disability Insurance (SDI) payments. For leaves of absence where the Enterprises is required to continue an employee's health insurance benefits during the leave, the Enterprises will do so on the same terms as those that existed prior to the leave. Employees will be required to pay their share of the benefits during the leave. For leaves of absence where the Enterprises is not required to continue health insurance benefits, employees may elect to discontinue any of the insurance coverage during their leave. The employee will be reinstated to insurance coverage effective the first of the next month upon returning to work.

#### **COBRA**

COBRA provides eligible employees and certain family members the right to continue health care coverage at their expense under the Enterprises' group health plans. The right to continue such coverage will arise when specific events occur that would normally result in the loss of coverage. Such qualifying events include the resignation, termination, divorce or legal separation, end of child dependent status, death of an employee, or a reduction in an employee's hours. Please discuss your specific situation with Human Resources.

### **SECTION 7 EMPLOYEE DEVELOPMENT**

#### **EDUCATIONAL ASSISTANCE PROGRAM**

Employees employed by the Enterprises for at least twelve months in a Benefitted position are eligible to receive benefits under this program. Full time employees paid from contract or grant funds and campus programs are encouraged to participate in the Education Assistance Program if funds can be provided by the sponsoring agency or sufficient funds are available and approved through the respective department.

Any employee who is eligible to receive benefits under this program may transfer their benefit to a qualifying dependent. For additional information please refer to Policy #207 on the Enterprises' website.

#### **SEMINARS, LECTURES AND TRAINING PROGRAMS**

It is often desirable for employees to attend training programs, seminars, conference, lectures, meetings or other outside activities for the benefit of the Enterprises and/or the individual employees. Attendance at such activities may be required by the Enterprises or requested by individual employees. However, attendance will not be considered an officially authorized activity unless prior written approval from the respective supervisor has been provided.

To obtain written approval, employees wishing to attend an activity must submit a written request to their supervisor detailing all relevant information, including date, hours, location, cost, expenses, nature, purpose and justification for attendance.

Where attendance is authorized by the Enterprises, customary and reasonable expenses will be reimbursed upon submission of proper receipts. This generally includes registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with your supervisor or Financial Services in advance.

Employee attendance for authorized outside activities will be considered hours worked for nonexempt employees to the extent such hours coincide with normal work schedules, and such hours will be compensated in accordance

with normal payroll practices. Attendance at optional social/networking events associated with these activities will not be considered work hours unless approved in advance by an employee's unit director.

While the Enterprises encourages employees to improve their job skills and promotional qualifications, such activities are not subject to this program or reimbursement policy unless prior written approval is obtained as discussed above.

## SECTION 8 PERFORMANCE EVALUATIONS

### PERFORMANCE EVALUATIONS

Employees may receive performance evaluations from time to time. Supervisors will prepare evaluations and discuss the contents of those evaluations with the respective employee. However, employees may be asked to submit a self-evaluation to aid the process.

~~Regular-Benefitted-e~~ Employees may be given their first performance evaluation at the completion of 90 days of service, and the second evaluation may be given at the end of the first year of employment. After one year of employment, performance evaluations will typically be conducted annually, on or about the anniversary date of employment with the Enterprises, or the anniversary date of the most recent reclassification. However, the Enterprises does not guarantee to provide a performance evaluation at any set interval and reserves the right to issue disciplinary action before or after a performance evaluation. A positive performance evaluation does not guarantee a compensation increase or even continued employment. All employees remain employed at-will.

Part time and/or Student employees may receive performance evaluations at the end of the fiscal year or 30 days prior to the summer lay off. Temporary employees do not generally receive a performance evaluation due to the nature of their employment.

Positive performance is expected of all Enterprises employees.

If an employee disagrees with any aspect of the performance evaluation, the employee is provided the opportunity to place comments on the evaluation form or request a review of the performance evaluation at the next higher level of supervision within the Enterprises.

## SECTION 9

### TRAVEL ON ENTERPRISES BUSINESS

#### TRAVEL

Written approval from the unit manager and concurrence from the Associate ~~Executive Director/~~COO or ~~Executive Director/~~CEO of Enterprises or their designee is required in order to travel on Enterprises business. The Financial Services Department can provide the proper forms for reporting business-related expenses or a copy of the Travel Policy. These forms are also conveniently located on the Enterprises website. Travel outside of California requires written prior approval from the ~~Executive Director/~~CEO or their designee.

#### USE OF PERSONAL VEHICLE

The Enterprises insurance policy may not cover damage or liability to personal vehicles used for Enterprises business. Whenever personal vehicles are used for Enterprises business, the respective employee is required to have automobile insurance in accordance with California state laws and the employee is specifically prohibited from driving their personal vehicle for Enterprises business without the required automobile insurance in place. Employees must have a valid driver's license with an acceptable driving record.

## USE OF ENTERPRISES VEHICLE

An employee's motor vehicle record must be checked and cleared through the Enterprises insurance company prior to operating an Enterprises owned vehicle. Employees with a poor driving record and those that have not completed the required training are ineligible to drive Enterprises vehicles. State employees may receive authorization to drive Enterprises owned vehicles.

## COMMERCIAL TRANSPORTATION GUIDELINES

Transportation expenses consist of charges for commercial carrier fares, private car mileage allowance, overnight and day parking of vehicle, and necessary tolls plus taxi, rideshare, bus or streetcar fares.

## MEALS AND LODGING

Actual cost of lodging and no more than the allowable meal allowance as set by the State of California's Board of Control Office will be provided. Lodging must be at an official conference property or other accommodations available at a lower rate/overall cost.

## EXPENSE/TRIP REPORTS

An employee is eligible to claim appropriate per diem expenses for every 24-hour period of travel status if the travel is more than 25 miles from employee's headquarters. Otherwise, partial day travel allowance will apply according to the Enterprises Travel Policy. If an employee is traveling on behalf of a contract or grant and the granting agency specifies in the agreement that their travel policies differ from the Enterprises', the Enterprises will adhere to those policies.

A travel advance must be cleared within thirty days after the traveler's return. No additional advance for travel will be made without the clearance of a prior advance. A travel claim must account for all items of expense by the necessary receipts or support in accordance with the allowance schedule.

## SECTION 10 LEAVES OF ABSENCE

### BEREAVEMENT LEAVE

An employee is eligible for bereavement leave after completion of 30 days of employment and may request up to five days of ~~Foundation~~-paid time off due to the death of an immediate family member. An immediate family member is defined as a spouse, registered domestic partner, the spouse's mother, father, grandmother, grandfather, grandchildren, son, son-in-law, daughter, daughter-in-law, brother, or sister and similar relatives of a registered domestic partner. For an aunt, uncle, niece or nephew, an employee may request up to one day of paid time off. Employees may request additional unpaid time off; sick time or vacation pay from their supervisor.

Paid bereavement is based on the employee's schedule. For example, If an employee is scheduled to work Monday and Tuesday, 4 hours each, bereavement would be paid at 4 hours each for Monday and Tuesday.

The days of bereavement leave do not need to be taken consecutively but must be taken within three months of the family member's death. Management may request documentation, if requested information will remain confidential.

### PREGNANCY AND PREGNANCY-RELATED DISABILITIES LEAVE AND ACCOMMODATION (PDL)

#### Pregnancy Disability Leave

Any employee who is disabled by pregnancy, childbirth or a related medical condition (including medical conditions relating to lactation) is eligible for up to four months of pregnancy disability leave. If an employee is also eligible for leave under the federal Family and Medical Leave Act (Fed-FMLA), the Fed-FMLA leave, and the pregnancy disability leave will run concurrently.

supervisor or Human Resources and comply with applicable eligibility, notice, and certification requirements when required by state or federal law

#### Amount and Duration of Benefits

The weekly benefit amount ~~is generally can be 60 or 70 to 90 percent of the employee's earnings, wages earned 5 to 18 months before the start of the claim start date for up to 8 weeks within any 12-month period, (depending upon the employee's income), with benefits capped according to a state imposed maximum weekly benefits amount. Employees may receive up to eight weeks of PFL benefits during a 12-month period but may not receive more benefits than earned in wages during the base period for calculating benefits (generally, the 12 months prior to the quarter in which the claim is made).~~

When applicable, PFL benefits will run concurrently with leave time available under the California Family Rights Act and the federal Family and Medical Leave Act. Employees ~~are not required to use sick leave, but~~ may use any accrued but unused sick leave prior to receiving PFL benefits.

#### CRIME VICTIM LEAVE

The Enterprises will provide time off to any employee who is a victim, as that term is defined in this policy, so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety or welfare of the employee or the employee's child. For purposes of this policy, "victim" includes a victim of stalking, domestic violence, or sexual assault; a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; or a person whose immediate family member is deceased as the direct result of a crime.

"Relief" includes, but is not limited to, a temporary restraining order, restraining order or other injunctive relief. "Immediate family member" includes the employee's:

- Child, regardless of age (including a biological, adopted, step-, or foster child; legal ward; child of a domestic partner; child to whom the employee stands in loco parentis; or person to whom the employee stood in loco parentis when the person was a minor);
- Parent (including a biological, adoptive, step-, foster parent or legal guardian of the employee or the employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child);
- Sibling (including a biological, foster, step-, half- or adoptive sibling);
- Spouse or registered domestic partner; or
- Any other individual whose close association with the employee is the equivalent of such family relationships.

Any employee against whom any crime has been committed will also be permitted time off to appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding.

Employees should give the Company reasonable notice of the need for leave, unless advance notice is not feasible. When an unscheduled absence occurs, the Company may require the employee to provide written certification of the need for time off. Any of the following will be considered sufficient certification: a police report indicating the employee was a victim; a court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court; documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse; or any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

Divisional Directors may develop specific Unit Standards related to their operations (i.e., uniforms, customer service, electronic devices, grooming, etc.). These standards are an addition to Enterprises Standards that govern all divisions. Divisional management will communicate these standards to new employees during the orientation process. Employees are required to follow the Unit Standards established for their division/department and may not begin working until fully compliant. Management may allow employees to begin work after they have rectified any compliance issues. An employee's repeated failure to meet Enterprises or Unit Standards is cause for disciplinary action, up to and including termination.

If an employee is in dispute with the unit manager's determination, the employee may appeal to the Chief Human Resources Officer, Associate ~~Executive Director~~/COO or ~~Executive Director~~/CEO or his/her designee for a final determination.

Nothing in this policy is intended to prevent employees from wearing a hair or facial hair style that is consistent with their cultural, ethnic or racial heritage or identity. This policy will be interpreted to comply with applicable local, state or federal law.

#### **Religious, Medical and Disability Accommodations**

The Company will reasonably accommodate exceptions to this policy if required due to an employee's religious beliefs, medical condition or disability. Employees who need such an accommodation should contact their supervisor or Human Resources.

#### **CUSTOMER RELATIONS**

The Enterprises exists to provide services to campus customers. All employees are expected to be ethical, act with integrity and be courteous, prompt and attentive to every customer.

Our customers are defined as students, employees of the University, the general public and co-workers of the Enterprises. When a situation arises where the employee does not feel comfortable or capable of handling any problems that might arise, the supervisor should be contacted immediately.

#### **REPORTING ABSENCES OR TARDINESS**

If an employee is unable to report to work, or when an employee expects to be more than 15-minutes late, that employee must notify their supervisor or designee. Such notice should be given as far in advance as possible so that the supervisor can obtain a replacement or reschedule the department's work.

Employees must also inform their supervisor of the expected duration of any absence. In those rare cases when an employee is unable to reach their immediate supervisor, they should contact their next level supervisor, designated manager on duty, or director.

Unforeseen absences due to emergencies or other uncontrollable circumstances must be reported as soon as possible along with an estimate of when the employee expects to return to work. In cases where more than one day absence occurs, an employee is required to provide a daily status to their supervisor.

Planned absences must be arranged in advance and approved by your supervisor. All absences are subject to supervisory approval.

Instances of failure to call-in may be grounds for corrective discipline and can result in termination of employment. If an employee fails to report for work without any notification to the employee's supervisor for a period of three consecutive working days, the Enterprises will consider that employee as resigned without notice as of the close of the business on the third day.

An employee's supervisor may provide more detailed Unit Standards for reporting absences according to procedures established by the respective department/division. Employees will be provided with these standards for reporting absences or tardiness during their unit orientation.

## COOPERATION DURING AN INVESTIGATION

Although uncommon, it can become necessary for any employee to become involved in an internal investigation regarding a suspected policy violation. You must cooperate fully during any investigation or fact-finding we conduct unless you are informed that cooperation is voluntary. In any investigation, we expect honesty above all. This is true whether you are the complaining party, the accused party, or potential witness.

## NON-RETIALIATION

The Enterprises encourages reporting of all perceived incidents. It is the policy of the Enterprises] to promptly and thoroughly investigate such reports. Enterprises prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports or provide cooperation during an investigation. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing a good faith complaint forward or assisting in an investigation.

Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of Chief Human Resources Officer. Retaliation includes any threat, discipline, discharge, demotion, suspension, reduction in employee hours, or any other adverse employment action against an employee for exercising their rights or participating in an investigation.

## SECTION 14 CONFLICT RESOLUTION

The Conflict Resolution Policy, Policy #206 as posted on the Enterprises' website, provides employees with a formal procedure for the resolution of problems arising in the course of their employment in a fair and orderly fashion if such problems cannot be resolved informally. Conflict Resolution Steps:

1. The employee should first discuss the problem with their immediate supervisor.
2. If the meeting does not resolve the problem, the problem should be stated in writing to the immediate supervisor. The supervisor will respond in writing.
3. If the employee is not satisfied with the supervisor's written response, the employee may appeal in writing to the next level of authority up to and including the ~~Executive Director/~~CEO.

## SECTION 15 PERSONNEL RECORDS

### RIGHT TO REVIEW

Employees have a right to inspect certain documents in their personnel file - in the presence of an Enterprises Human Resources Representative at a mutually convenient time. A written request should be presented to a representative of the Human Resources Department to review records. Copies of documents are not permitted with the exception of documents that have been previously signed by the employee. An employee may add their version of any disputed item to the personnel file.

### EMPLOYEE REFERENCES OR VERIFICATIONS

All official requests for references or employment verifications on behalf of the Enterprises must be directed to the Human Resources Department. No other manager, supervisor or employee is authorized to release references or employment verifications for current or former employees.

Generally, the Enterprises' practice relating to references or employment verification for current or present employees is to confirm the employee's name, position title, dates of employment, rate of pay (with employee authorization) and whether or not the employee is eligible for re-hire.

This policy is not intended to interfere with the ability of a unit manager to issue letters of reference when requested by individual current or former employees. Letters of reference, if so written, are voluntary and should not be written on Enterprises letterhead unless approved to do so by the ~~Executive Director/CEO~~. It is highly recommended that individuals seek feedback from Human Resources to ensure that a reference is appropriate.

#### **CHANGE OF PERSONAL RECORD INFORMATION**

It is each employee's responsibility to update their personal information whenever a change of address, telephone number or other important personal information has been changed. All active employees may access the payroll system to update their personal information.

### **SECTION 16**

#### **MISCELLANEOUS PROGRAMS AND RECREATIONAL ACTIVITIES**

The Enterprises or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

#### **403(B) TAX DEFERRED ANNUITIES**

Employees may participate in the Enterprises' 403(b) plan. Funds withheld in a 403(b) are not taxed as income until it is withdrawn (usually at retirement). If an employee is interested in participating in a 403(b) or would like more information, please contact Human Resources or review the Benefit Guide.

#### **457(B) PLANS**

All employees (except student employees) are ~~permitted-eligible~~ to elect pre-tax payroll contributions at their discretion ~~as soon as they become employed~~ after 12-months of service with Enterprises. If an employee is interested in participating in a 457(b) or would like more information, please contact Human Resources or review the Benefit Guide.

#### **USE OF CAMPUS FACILITIES**

Employees may use any public campus dining facilities including Campus Center Marketplace, Bronco Student Center, CenterPointe Dining Commons, Innovation Brew Works, various Cafés, and Kellogg West Restaurant (discounts may apply). Kellogg West Hotel & Conference Center, the Bronco Bookstore, and all other public-facing services are also available (discounts may apply).

The University's physical education facilities are primarily used for instructional purposes, however, they are available for use by employees, as designated by the Health, Physical Education and Recreation Department. Library services are also available to all employees who provide appropriate identification.

#### EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Cal Poly Pomona Enterprises. I understand and agree that it is my responsibility to read and comply with the policies in the handbook. I understand that the Enterprises has provided me various alternative channels [including anonymous and confidential channels,] to raise concerns of violations of this handbook and company policies and encourages me to do so promptly so that the Enterprises may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook does not create an employment contract for continued employment. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the ~~Executive Director~~/CEO of the Enterprise or an authorized representative may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the ~~Executive Director~~/CEO or an authorized representative.

I understand and acknowledge that nothing in this Employee Handbook or in any other document or policy is intended to prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission ("EEOC"), National Labor Relations Board ("NLRB"), Securities and Exchange Commission ("SEC") or any other federal, state or local agency charged with the enforcement of any laws.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act.

By writing my name via the HRIS system, I (a) agree to the terms and conditions of the Employee Handbook and (b) agree that my writing my name is my electronic signature. An electronic signature is as legally binding as an ink signature.