

**Meeting of the Board of Directors, Meeting 413**  
**May 5, 2026, at 2:00 PM**  
**Kellogg West Hotel & Conference Center**  
**Join Zoom Meeting**  
<https://cpp.zoom.us/j/82674302919?from=addon>  
**Meeting ID: 826 7430 2919**

**AGENDA**

**Chair:** Christina Gonzales

**Directors:** Dr. Alison Baski, Mayra Brown, Michelle Cardona, Amiyah Ellsworth, Erica Frausto-Aguado, Dr. Terri Gomez, Dr. Peter Hanink, April Jimenez-Valadez, Dr. Iris Levine, John McGuthry, Madison Navarro, Cynthia Nelson, Dr. Phyllis Nelson, Lowell Overton, Stephanie Pastor, Monique Robles, Dr. Homeyra Sadaghiani, Dr. David Speak, Ruby Suchecki, Frances Teves, Dr. Maryann Tolano-Leveque, Sherwin Weerakoon, Kris Zoleta

**Staff:** Shari Benson, Claudia Burciaga-Ramos, Lisa Coats, Juan Hernandez, Patricia Romo, Thomas Sekayan

Page

- |             |  |                                    |
|-------------|--|------------------------------------|
| <b>I.</b>   | <b><u>CALL ORDER &amp; PUBLIC ACKNOWLEDGEMENT</u></b>  | Christina Gonzales, Chair          |
|             | <i>Acknowledgement of members of the public who may be attending, commenting on a specific item or making a general comment.</i>   |                                    |
| <b>II.</b>  | <b><u>CHAIR’S REPORT</u></b>   | Christina Gonzales                 |
| <b>III.</b> | <b><u>GENERAL UPDATES</u></b>  |                                    |
|             | A. CEO’s Report<br>(Attachment)  | Thomas Sekayan, Interim CEO        |
|             | B. Recognition of Outgoing Board Members   | Christina Gonzales                 |
| <b>IV.</b>  | <b><u>CONSENT ACTION ITEMS</u></b>   |                                    |
|             | <i>Items in this section are routine and acted on in one motion. Each item on the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended. Any Board 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. An “A” distinguishes items requiring approval.</i> |                                    |
|             | C. Approval of Minutes<br>Meeting #412 – February 17, 2026   | Christina Gonzales                 |
|             | D. Investment Portfolio Report Q3 2025-2026<br>(Attachment) <b>A</b>   | Michelle Cardona<br>Juan Hernandez |
|             | E. Employee Handbook Update<br>(Attachment) <b>A</b>   | Shari Benson                       |
|             | F. FLPP Contribution   | Dr. Phyllis Nelson<br>Shari Benson |
|             | G. Policy 126 – Executive Compensation<br>(Attachment) <b>A</b>  | Dr. Phyllis Nelson<br>Shari Benson |
|             | H. 990 Tax Return Review<br>(Attachment) <b>A</b>  | Michelle Cardona<br>Juan Hernandez |
|             | I. PARS Conversion   | Shari Benson                       |

**V. ACTION ITEM**

- |  |                                       |
|--|---------------------------------------|
| J. Proposed Operating & Capital Budget 2026-2027 & Proforma (Attachment) I   | Thomas Sekayan<br>Juan Hernandez      |
| K. Resolution to Continue Participation in the AORMA Programs (Attachment) A | Shari Benson                          |
| L. Election of Officers for 2026-2027  | Christina Gonzales<br>Dr. Terri Gomez |

**V. INFORMATION & DISCUSSION ITEMS**

*The following items provide information and reports by management staff to the Board. Staff and Board may engage in discussion on any item if requested by a committee member or staff member.*

- |   |                                  |
|---|----------------------------------|
| M. Election of 2026-2027 Board Members                | Christina Gonzales               |
| N. Financial Highlights - Q3 2025-2026 (Attachment) A | Thomas Sekayan<br>Juan Hernandez |
| O. Board Subcommittee Election                        | Christina Gonzales               |

**VI. OPEN FORUM**

**VII. CLOSED SESSION**

- |                                |                                |
|--------------------------------|--------------------------------|
| P. Compensation Review for CFO | Thomas Sekayan<br>Shari Benson |
|--------------------------------|--------------------------------|

**VII. ADJOURNMENT**

Christina Gonzales

***Next Board Meeting #414 – September 2026, at 2:00 p.m. at Kellogg West Valley Vista Conference Room***

## HIGHLIGHTS & ANNOUNCEMENTS

### STRENGTHENING CAMPUS & INDUSTRY PARTNERSHIPS



CPP hosted the NACCU “Near You” event on February 11, convening higher education professionals for collaboration and knowledge-sharing on campus card systems, highlighting the strength of CPPE’s partnerships and the continued evolution of the Bronco One Card program.

### LEADERSHIP UPDATE – BRONCO BOOKSTORE



Suzanne Donnelly was appointed Acting Director of the Bronco Bookstore in January 2026, bringing over two decades of experience and a strong track record of leading student-focused initiatives, including the Instant Access Complete program.

### JASMINE SANTOS-OROZCO HONORED FOR EXCELLENCE IN GRADUATE STUDENT SERVICE

Graduate Coordinator Jasmine Santos-Orozco received the Gerardo M. Gonzalez Award for Graduate Student Service in Peer Education.



CPP Enterprises Interim CEO tries a Centerpointe burger

### LEADERSHIP ENGAGEMENT & STUDENT FEEDBACK

In response to prior student feedback, Interim CEO Thomas Sekayan participated in a Centerpointe burger taste test, reinforcing a commitment to delivering an improved product. The initiative was amplified through CPP Dining’s social media channels, with the enhanced burger launched following Spring Break.

### DINING SERVICES EARNS NATIONAL RECOGNITION

CPP Enterprises Dining Services was named FoodService Director’s February Foodservice Operation of the Month, recognizing its leadership in culinary innovation, sustainability, and the use of AI-driven, data-informed practices to enhance campus dining operations.



### CPPE’S ZAZA TOWERY PRESENTS AT WOCAN ANNUAL CONFERENCE

Community Development Coordinator Zaza Towery presented at the Women of Color Action Network (WOCAN) Annual Conference. Her presentation was "Tap In Sis! How Black Women Practitioners Can Unlock Their Potential and Ignite Their Gifts".

## COLLABORATION & EVENTS



### DINING SERVICES CENTERPOINTE SPECIAL EVENTS

Black History Month  
Feb 5th

Love Day  
Feb.13th

Lunar New Year  
Feb 17th



### COMMUNITY ENGAGEMENT KELLOGG WEST

Kellogg West hosted the Pomona Chamber of Commerce’s “Coffee Connections” event on January 31, bringing together business and community leaders to strengthen partnerships, showcase the Kellogg House, and expand future event opportunities.



### BRONCOBOUND OPEN HOUSE 2026

CPP Enterprises participated in BroncoBound on March 21, engaging over 9,000 prospective students and families by showcasing key services, programs, and campus partnerships, while highlighting CPPE’s role in supporting the student experience.





## COMMERCIAL OPERATIONS



### CPP ENTERPRISES STUDENT HOUSING: RA APPLICATION RSVPS



CPPESH hit a record high for number of RSVP's for our RA application process (570 candidates).

#### JANUARY - MARCH



SMOOTH RA SELECTION PROCESS



FILLED ALL RA POSITIONS



FOR BOTH THE VILLAGE & THE CURRENT

### BRONCO BOOKSTORE: PERFORMANCE & ENGAGEMENT

#### GRAD FAIR SALES



**↑ +\$176K YoY**

#### BRONCOBOUND DAY SALES



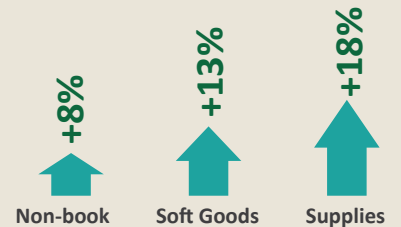
**↓ -\$24K YoY**

#### STUDENT ENGAGEMENT & AFFORDABILITY

Hosted inaugural Faculty Affordability Resource Fair on March 19 to promote low and no-cost course materials

#### REVENUE NON-COURSE MATERIAL

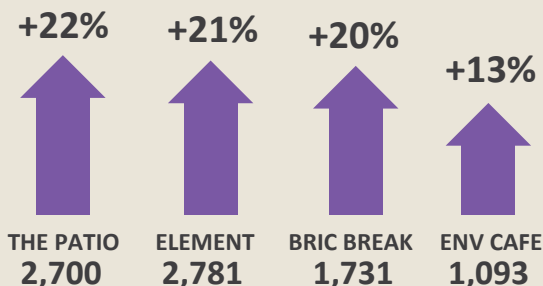
*\*percent increase YoY*



### DINING SERVICES: TRANSACTION TRENDS & INSIGHTS

#### TOP 4 PERFORMERS

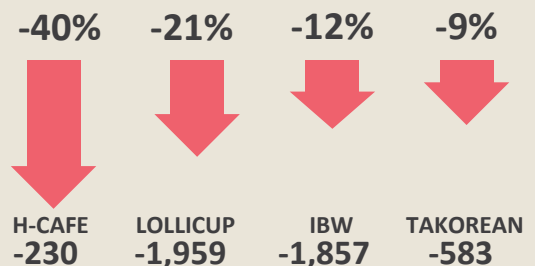
Percentage increase vs. last year same period



*Amount increased (in transactions)*

#### BOTTOM 4 AREAS FOR IMPROVEMENT

Percentage decrease vs. last year same period



*Amount decreased (in transactions)*



## MEMORANDUM

**Date:** May 5, 2026

**To:** Cal Poly Pomona Enterprises Board of Directors

**From:** Christina Gonzales, Chair, Board of Directors  
Thomas Sekayan, Interim Chief Executive Officer

**Subject:** Recognition of Outgoing Board Members

On behalf of the Board of Directors and executive leadership, we write to formally recognize and express our sincere appreciation for the dedicated service of our outgoing Board members:

1. Interim President Iris Levine, Designated Director;
2. ASI President Amiyah Ellsworth, Designated Director;
3. Sherwin Weerakoon, Student Director;
4. Ruby Suchecki, At-Large Director.

In accordance with the charge set forth in our governing documents, members of the Board are entrusted with providing oversight, stewardship, and strategic guidance to ensure that Cal Poly Pomona Enterprises advances its mission to support and enhance the educational experience of Cal Poly Pomona students. Iris, Amiyah, Sherwin, and Ruby each fulfilled this responsibility with diligence, integrity, and a clear commitment to the organization's purpose.

Throughout their tenure, they upheld the mission by contributing to decisions that strengthen auxiliary services, foster student success, and responsibly manage resources in service to the university community. Their work reflects the Board's role in safeguarding the organization's long-term vitality while ensuring alignment with institutional priorities and student needs.

Each brought forward perspectives that were thoughtful, candid, and impactful. Their contributions strengthened Board deliberations, encouraged meaningful dialogue, and, at times, constructive discord that led to more rigorous analysis and better-informed decisions. This dynamic not only enriched governance practices but also directly enhanced the Bronco Student Experience as is this organization's mission.

Our outgoing Board Directors demonstrated a clear understanding of their responsibility to act in the best interests of this non-profit organization, exercising sound judgment and a collaborative spirit in fulfilling their fiduciary and advisory roles. Their service has left a meaningful and lasting impact on the Board and the broader Cal Poly Pomona Enterprises community.

We extend our deepest gratitude for their time, insight, and unwavering commitment to the mission and values of the organization. Please join us in thanking Iris Levine, Amiyah Ellsworth, Sherwin Weerakoon, and Ruby Suchecki for their outstanding service.

Sincerely,

*Christina Gonzales*

Chair, CPP Enterprises Board of Directors

*Thomas Sekayan*

Interim Chief Executive Officer

**Cal Poly Pomona Foundation, Inc.**  
**Meeting of the Board of Directors, Meeting #412**  
**February 17, 2026**  
**2:00 PM**  
**Kellogg West Hotel & Conference Center**  
**Minutes**



*Notice is hereby given that the meeting of the Board of Directors was held in person and by video teleconference on Tuesday, February 17, 2026, at 2:00 pm to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at: [https://cppenterprises.org/wp-content/uploads/00\\_Board-Agenda\\_09-17-25-Posted-Agenda-Pkg.pdf](https://cppenterprises.org/wp-content/uploads/00_Board-Agenda_09-17-25-Posted-Agenda-Pkg.pdf)*

**Present:** Dr. Alison Baski, Mayra Brown, Michelle Cardona, Amiyah Ellsworth, Erica Frausto-Aguado Dr. Terri Gomez, Christina Gonzales (Chair), April Jimenez- Valadez, Dr. Peter Hanink, Dr. Iris Levine John McGuthry, Madison Navarro, Cynthia Nelson Dr. Phyllis Nelson, Dr. Maryann Tolano-Leveque Lowell Overton, Stephanie Pastor, Monique Robles, Dr. David Speak, Dr. Homeyra Sadaghiani Frances Teves, Sherwin Weerakoon, Kris Zoleta.

**Absent:** Madison Navarro, Ruby Suhecki.

**Staff:** Shari Benson, Claudia Burciaga-Ramos, Lisa Coats, Juan Hernandez, Tariq Marji, Thomas Sekayan

**Guest:** Margie Ferree Jones

**I. CHAIR'S REPORT**

Chair Christina Gonzales called the meeting to order at 2:09 p.m. and noted that no members of the public were present.

**II. GENERAL UPDATES**

CEO's Report

Thomas Sekayan reported that overall financial performance remains stable and aligned with projections, with most divisions meeting or exceeding targets. The Kellogg West renovation is delayed due to pending fire safety approvals; with reopening now expected by Commencement, impacting near-term performance. The Bronco Bookstore is currently underperforming, largely due to increased costs tied to the Instant Access Complete (IAC) program. A planned \$35 per-term fee increase beginning Fall 2026 is projected to generate approximately \$1.8 million annually. Efforts are also underway to shift toward higher-margin products and limit course material adoptions to required items. Filming revenue at Lanterman is slightly below target but remains overall favorable. CPPE Housing continues to perform well, with the \$4.5 million bond interest for the Current Apartments effectively offset through strong collections and expense management. Looking ahead, capital requests will face increased scrutiny. The Innovation Village covered parking project has been deferred following the acquisition of the Current Apartments. Dining operations are intentionally absorbing short-term margin pressure to maintain student affordability. Additionally, Grants Administration has launched a six-month review of post-award operations to enhance service effectiveness and reduce administrative burden.

Under CFO Juan Hernandez's leadership, financial performance is closely monitored through monthly division reviews to proactively address risks. Thomas also announced the retirement of Clint Aase, Director of the Bronco Bookstore, after 24 years of service, with Suzanne Donnelly serving as Acting Director during a national search.

Leadership continues to advance a mission-centered operational realignment focused on student affordability, strategic resource allocation, and strengthened university partnerships.

The Kellogg West branding strategy, including a potential Marriott affiliation, was endorsed in January 2026, with a Board briefing to follow. Priorities: finalizing next year's budgets, mitigate margin pressures, complete Kellogg West renovations, and support year-end functions, including CPPE's \$100,000 contribution. Board Discussion: capital risk tolerance and key financial assumptions for next year's budget. CPPE remains financially stable, aligned, and well positioned for long-term success.

**III. CONSENT ACTION ITEMS**

- Approval of Minutes – #411 December 9, 2025
- Investment Portfolio Report Q2 2025-2026
- Single Audit Review

Dr. David Speak made a motion to approve the consent items as presented, it was seconded by Monique Robles. Motion passed unanimously

#### IV. **ACTION ITEMS**

##### **KW Hotel Brand Franchise Update**

Thomas Sekayan shared that we have a strong opportunity to pursue branding for Kellogg West. Currently, Kellogg West materially underperforms compared to branded competitors. Market occupancy for Los Angeles East averages 67.5%, while Kellogg West's historical occupancy was 23.6% during the last full year with all 87 rooms in service. With the full inventory returning in March 2026, this is an important moment to reposition the property. The underperformance is driven largely by our current positioning as an independent property rather than by market weakness. Without integration into a major brand loyalty or points system, it is difficult to compete for demand. A brand affiliation would provide a structured pathway to improve occupancy and revenue while supporting the educational mission of the Collins College of Hospitality Management. Next steps, pending Board authorization: apply to become a Series by Marriott property, complete the interview process in Bethesda, Maryland, and satisfy the Property Improvement Plan (PIP), including renovation of the remaining 36 rooms.

##### **Collins College Perspective**

Margie Ferree Jones, Dean of Collins College of Hospitality Management, highlighted the College's strong philanthropic foundation, noting that all facilities were built through private support. She emphasized the importance of industry partnerships and aligning curriculum with current hospitality practices to ensure students are workforce ready. Approximately 30–35% of students are interested in lodging careers, and strengthening ties with Kellogg West would expand on-campus experiential learning. Currently, many students work at nearby hotels such as the Sheraton Fairplex Hotel & Conference Center and properties operated by Hilton. Dean Jones noted that 55% of students are first-generation and must complete 800 required industry hours, making accessible on-campus employment critical. She also highlighted recent support, including a \$3 million gift from Larry Shapnick and Jo Shapnick, along with funding from the Marriott Foundation and the state. She expressed support for exploring brand affiliation with Marriott International at Kellogg West to enhance student learning, brand exposure, and operational performance.

Bill Nazur, Kellogg West General Manager, shared that since his arrival approximately 15 months ago, he has focused on addressing foundational issues in anticipation of broader improvements. Portions of the property had not received meaningful interior investment for some time, limiting both functionality and appeal. While we have explored opportunities with various brands, the condition of the building has historically made it difficult to participate in certain programs. For that reason, it has been especially valuable to engage directly with members of the campus community and students, gaining insight into their experiences and expectations as we look toward future enhancements.

Juan Hernandez, CFO, presented a financial comparison of current performance versus a branded scenario. The unbranded property operates at 36.8% occupancy with approximately \$1.55M in annual room revenue. Under the proposed Marriott ("Los Angeles East") scenario, occupancy is projected at 55% with \$2.41M in room revenue. Total Year 1 revenue projections (including room and food and beverage revenues) increase from \$5.3M (unbranded) to \$6.9M (Marriott). The total requested for the Marriott Branding investment is \$2M for upgrading of the remaining 36 rooms in the Hillside building. Previously \$3M was incurred to renovate the 51 rooms in the Crestview building that were damaged due to a roof leak. For the purposes of this analysis the \$3M spent on the Crestview rooms was excluded from current decision making, as those costs are already incurred and would not be an additional investment needed at this time. Thomas stated that the request is to authorize submission of a franchise application to Series by Marriott, proceed with capital planning for the remaining 36 rooms and PIP, and negotiate final franchise terms.

Dr. David Speak made a motion to approve the KW Hotel Brand franchise as presented, it was seconded by Kris Zoleta, the motion passed unanimously.

##### **Capital Budget FY 25/26 0.49:58 start**

Juan Hernandez presented the proposed FY 2026–2027 Capital Budget totaling approximately \$5.8 million, comprised of \$4.7 million in new requests and \$1.125 million in carryover projects. He reviewed key categories including Administration, Student Housing, University Village, Dining Services, Kellogg West, Information Systems, and Real Estate. Major items discussed included deferred maintenance projects, health and safety improvements, scheduled renewals, IT system refreshes, Dining Services upgrades, and Kellogg West capital needs, including the Marriott branding investment. Juan noted that management conducted a line-by-line review to prioritize mission-critical projects and reduce carryover balances.

Dr. David Speak made a motion to approve the Capital Budget Fy 25/26 as presented, it was seconded by Monique Robles. Motion passed unanimously

##### **Nominating Committee Appointment**

Chair Christina Gonzales stated that pursuant to Article VI, Section 2 of the Bylaws, the Chair of the Board of Directors shall select and appoint three (3) Board members to serve on a Nominating Committee to propose a slate of Officers for the Board, and in preparation for the election of Board Officers for the 2026–2027 term at the May 2026 Annual Board Meeting, she hereby appoint the following directors to serve on the Nominating Committee:

- Dr. Terri Gomez
- Dr. Peter Hanink
- Dr. Homeyra Sadaghiani

Dr. Phyllis Nelson motioned to approve the Nominating Committee Appointment as presented, it was seconded by Dr. David Speak, the motion passed unanimously

**V. CONSENT INFORMATION ITEM**

Budget Assumptions for FY 26/27

Juan Hernandez presented preliminary FY 2026–2027 budget assumptions for informational purposes. He outlined key planning considerations, including projected enrollment levels, anticipated wage and benefit cost increases, ongoing inflationary pressures affecting goods and services, and continued investment in deferred maintenance and capital renewals.

The proposed budget framework is based on conservative revenue projections, disciplined expense management, and continued prioritization of mission-critical operations. Future projections reflect lessons learned from recent enrollment volatility and are structured to maintain adequate reserves and liquidity.

Dr. Speak asked if the increase in bed counts for The Current happens only 2030/31. Juan explained that there is a 50 bed increase in 2028/29 and an additional increase in FY2030/2031 to get us to 890 beds once we confirm we can meet the code requirements; we have not gone through that route yet, this is just for information purposes.

**VI. INFORMATION & DISCUSSION ITEM**

**Financial Highlights: Q2 2025-2026**

Juan Hernandez reviewed the highlights of the Q2 financial performance, noting that while several operational areas continued to experience pressure from enrollment sensitivity, inflationary costs, and timing-related revenue variances, overall companywide results remained favorable due largely to strong investment returns. He reviewed Commercial Services performance, including trends across Dining Services, Kellogg West, Housing, and the Bronco Bookstore, explaining that Kellogg West revenues continued to be impacted by room closures associated with ongoing renovations, while Housing reflected softness related to unit vacancies and non-cash accounting adjustments. Dining Services performance was discussed in the context of changing student traffic patterns and vendor cost increases. Bookstore results were influenced by continued margin compression tied to Instant Access Complete (IAC) and publisher pricing structures. Support Programs were also reviewed, with Juan explaining that timing of support program revenue recognition and expenditures contributed to quarterly variances. Research and CPGE programs were noted as performing favorably overall, helping offset underperformance in other areas.

On a consolidated basis, Juan reported that Enterprise’s combined operational and investment activity resulted in positive net performance for the quarter, exceeding budget primarily due to investment gains. Committee members discussed enrollment trends, expense containment strategies, and the importance of continued monitoring of cash flow and liquidity. No formal action was taken.

**Bylaw Review**

Shari Benson provided a brief overview of the CPPE reporting structure based on a letter received from Shannon R. Boyce of Littler. The letter addressed the Enterprise reporting structure, the scope of responsibilities of the Board Chair, and the reporting relationship for the Executive Director (CEO). CPPE is a separate legal auxiliary organization established under California law, including the Corporations Code, Education Code, and applicable CSU regulations. While it supports university functions, it is not a campus department and operates independently. The Board of Directors exercises full corporate authority and must act collectively. Board officers are elected annually, with required positions including Chair, Vice-Chair, Secretary, and Treasurer. The Board Chair is responsible for general supervision, direction, and control of the corporation in accordance with the bylaws. This role includes presiding over the Board and Executive Committee meetings and maintaining ultimate responsibility for organizational affairs and personnel, including oversight of the Executive Director. Regarding committees and delegation of authority, the Board may delegate certain responsibilities; however, such delegation must be explicit and formally documented, typically through Board resolutions. While both the Executive Committee and Personnel Committee exist, their authority and responsibilities have not been clearly defined. Notably, there is no documented delegation designating an alternative supervisor for the Executive Director. As a result, there is a need to formally define and document the roles, responsibilities, and authority of both the Personnel Committee and the Executive Committee.



Chair Gonzales emphasized the importance of ensuring that all Board members are aligned, particularly as the organization moves forward with the search for a new CEO. She invited questions, noting that it is easy to lose track of what is outlined in the bylaws and the expectations they establish. She further stressed the need for the Board to act collectively in all decisions and discussions. Maintaining this unified approach will help ensure consistency, clarity, and alignment as the Board moves forward.

**VII. CLOSED SESSION**

There was motion to move to a close session made by Dr. Phyllis Nelson, and it was seconded by Dr. David Speak, with no opposition, the motion was approved.

Dr. Phyllis Nelson made a motion to hire Scion to help recruit firms for the CEO position, Kris Zoleta seconded the motion, there was no opposition, the motion was approved unanimously.

**VIII. OPEN FORUM**

Dr. David Speak motion to move back into open session; Dr. Phyllis Nelson seconded the motion; motion approved.

**IX. ADJOURNMENT**

A motion to adjourn was made by Dr. Phyllis Nelson and seconded by Dr. David Speak; the meeting was adjourned at 3:47 pm.

Respectfully submitted,

---

Dr. Alison Baski, Secretary/Treasurer

***Next Board Meeting #413 – May 5, 2026, at 2:00 p.m. at Kellogg West Valley Vista Conference Room***



# Memorandum

Date: May 5, 2026  
To: Board of Directors  
From: Michelle Cardona, Chair, Finance & Investment Committee  
Juan Hernandez, Chief Financial Officer

**Subject: INVESTMENT PORTFOLIO REPORT – 3<sup>rd</sup> Quarter 2025-2026**

The Foundation's General Investment Policy 131 requires a comprehensive quarterly report of the investment portfolio's performance be provided to the members of the Finance & Investment Committee and Board of Directors at each regularly scheduled meeting. This quarter's results were impacted by the strong performance in equities driven by positive economic conditions and easing inflation without significantly impacting employment.

## **GENERAL INVESTMENT PORTFOLIO**

The General Investment Portfolio ("Portfolio") has a current total market value of \$55.3M as of March 31, 2026. The majority portion managed by Graystone Consulting has a current market value of \$50.5M with 19.8% Fixed Income, 62.3% Equities, 16.5% Alternatives, and less than 1.4% Cash. All allocations are within current policy ranges. The return over the last quarter was (-2.33%) (net), and 12.84% for last year (3/31/25-3/31/26). Additional information is included in the report provided by Graystone. As of quarter end, the preferred savings account at Morgan Stanley had a balance of \$4.5 million yielding 3.27% as of 3/31/26. Additional information is included in the report provided by Graystone.

Management received capital call notices and has contributed \$236,250 against its commitment of \$250,000 to Capital Partners IV and \$707,625 against its commitment of \$750,000 to Capital Private Equity Partners VII. The Capital Balance is valued at \$95,271. The Commonfund Summary Investment and Performance Reports are available for further details.

## **PROPOSED ACTION:**

Management and the Finance and Investment Committee have reviewed the comprehensive quarterly investment report, believe the report is in compliance with the investment policy, and recommends the approval of the quarterly Investment Report – 3rd Quarter 2025-2026.

**BE IT RESOLVED** that the Board of Directors accepts the recommendation of the Finance and Investment Committee and approves the Investment Portfolio Report – 3rd Quarter 2025–2026 as presented.

**PASSED AND ADOPTED THIS 5th DAY OF MAY 2026.**

By: \_\_\_\_\_  
Dr. Alison Baski, Secretary/Treasurer  
Board of Directors

# Cal Poly Pomona Foundation



**Andrew B. Price, CIMA®** (310) 788-2043  
Managing Director, Wealth Management  
Institutional Consulting Director  
andrew.price@msgraystone.com

**Karin Longhurst, CTFA** (310) 788-2156  
Senior Vice President, Wealth Management  
Senior Institutional Consultant  
karin.longhurst@msgraystone.com

## Portfolio Review As of March 31, 2026

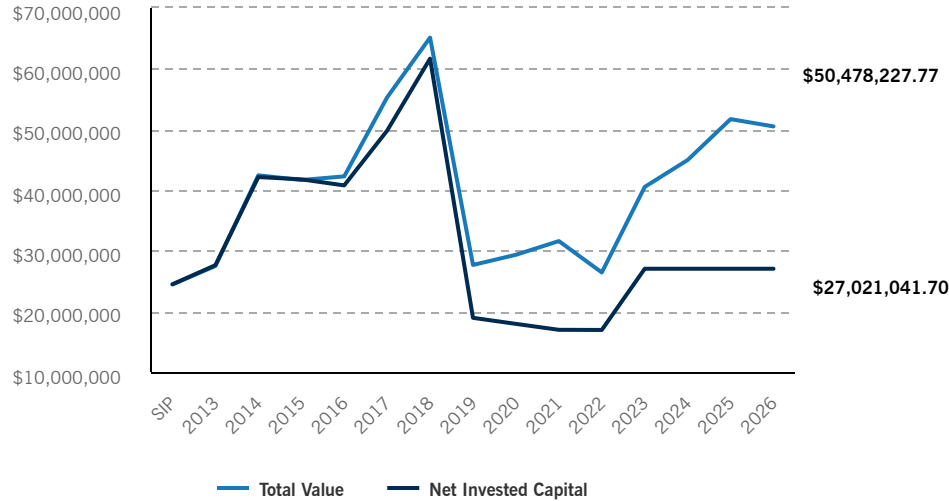
1999 Avenue of the Stars, Suite 2400  
Los Angeles, CA 90067

# Investment Summary Dollar Weighted Returns

OCIO - Cal Poly Pomona Foundation

Data as of March 31, 2026

## TOTAL VALUE VS. NET INVESTED CAPITAL

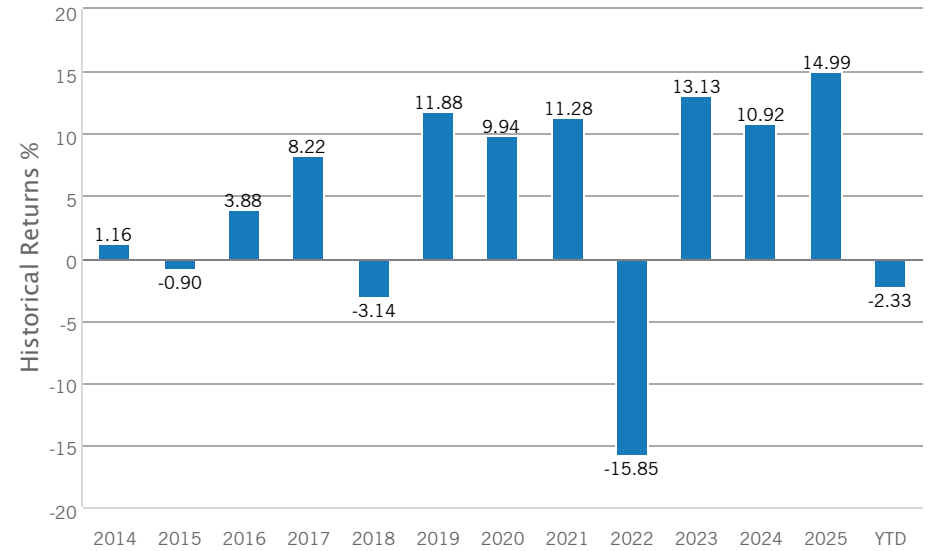


Does not include Performance Ineligible Assets.

## DOLLAR-WEIGHTED RETURN % (NET OF FEES)

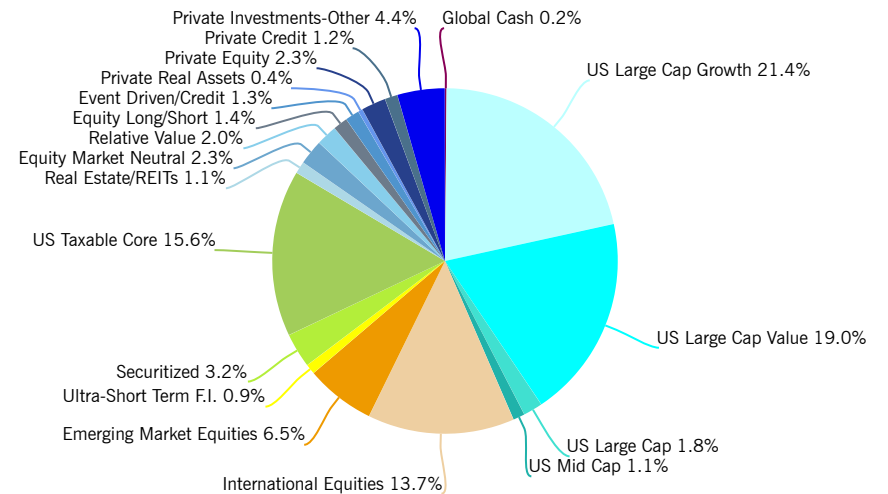
	Quarter to Date (\$) 12/31/25-03/31/26	Year to Date (\$) 12/31/25-03/31/26	Performance Inception (\$) 03/04/13-03/31/26
<b>Beginning Total Value</b>	<b>51,683,421</b>	<b>51,683,421</b>	<b>24,450,830</b>
Net Contributions/Withdrawals	0	0	2,570,212
Investment Earnings	-1,205,193	-1,205,193	23,457,186
<b>Ending Total Value</b>	<b>50,478,228</b>	<b>50,478,228</b>	<b>50,478,228</b>
<b>DOLLAR WEIGHTED RATE OF RETURN (%)</b> (Annualized for periods over 12 months)			
Return % (Net of Fees)	-2.33	-2.33	4.14

## DOLLAR-WEIGHTED PERIOD RETURN % (NET OF FEES)



Does not include Performance Ineligible Assets.

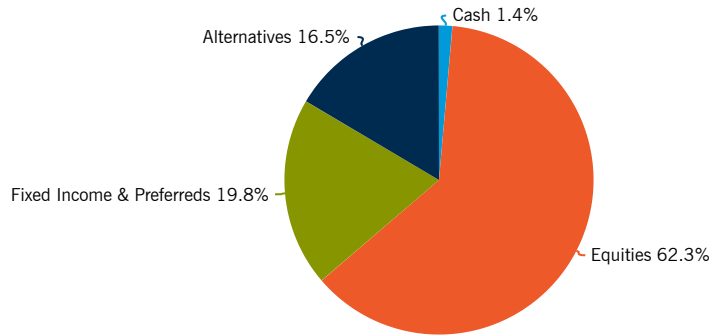
## ASSET ALLOCATION



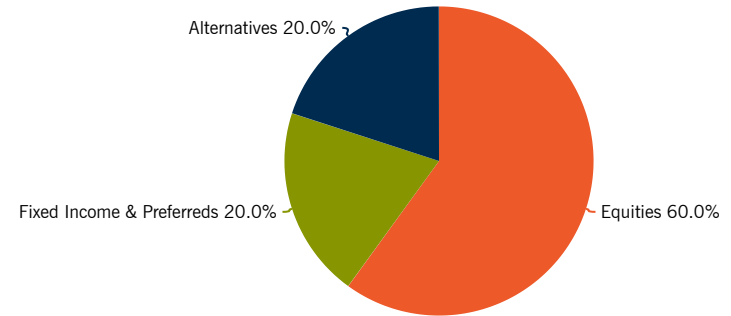
# Asset Allocation: Actual vs. Target

## ACTUAL VS. TARGET

**Actual**



**Target**



## ASSET ALLOCATION: ACTUAL VS. TARGET WITH MIN-MAX RANGE

Asset Class	Actual 03/31/2026		Target		Difference		Min-Max Range (%)
	(\$)	(%)	(\$)	(%)	(\$)	(%)	
Cash	700,544.10	1.39	0.00	0.00	700,544.10	1.39	-
Equities	31,505,472.55	62.35	30,320,032.62	60.00	1,185,439.93	2.35	35 - 65
Fixed Income & Preferreds	9,988,014.43	19.77	10,106,677.54	20.00	-118,663.11	-0.24	15 - 45
Alternatives	8,339,356.62	16.50	10,106,677.54	20.00	-1,767,320.92	-3.50	10 - 30
<b>Total Assets</b>	<b>50,533,387.70</b>	<b>100.00</b>	<b>50,533,387.70</b>	<b>100.00</b>			

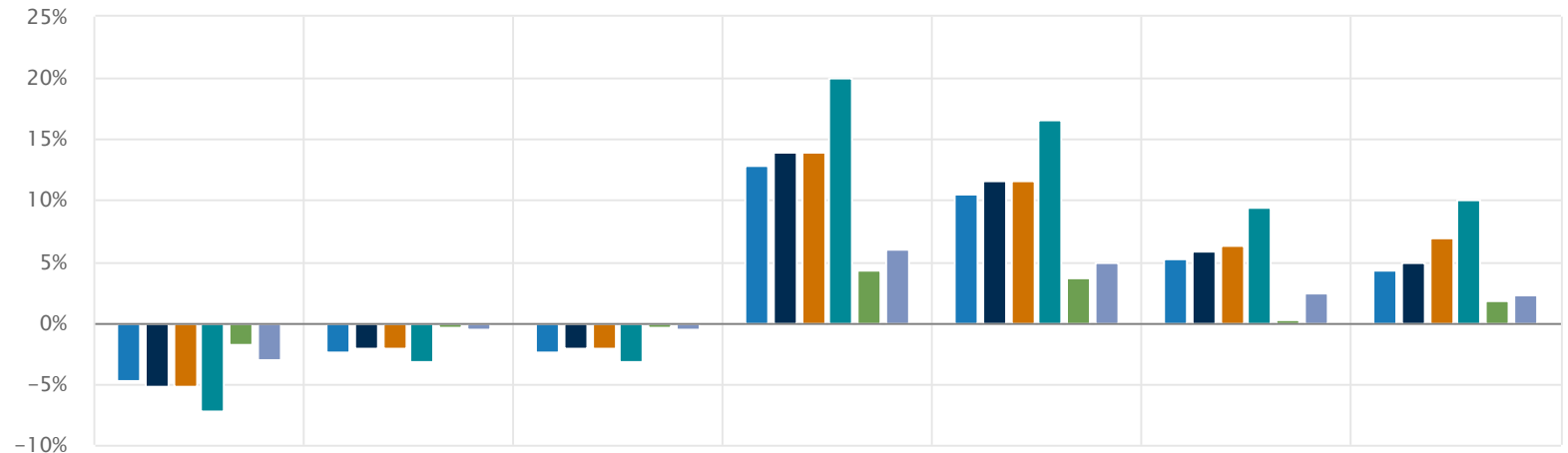
Target Allocation as determined by you and your Financial Advisor for this account only. Total Value and % of Portfolio are based on US Dollar values.

# Time Weighted Performance Summary

OCIO - Cal Poly Pomona Foundation

Data as of March 31, 2026

## RETURN % (NET OF FEES) VS. BENCHMARKS (ANNUALIZED)



	Month to Date 02/28/26 - 03/31/26	Quarter to Date 12/31/25 - 03/31/26	Year to Date 12/31/25 - 03/31/26	Last 12 Months 03/31/25 - 03/31/26	Last 3 Years 03/31/23 - 03/31/26	Last 5 Years 03/31/21 - 03/31/26	Performance Inception 03/04/13 - 03/31/26
Beginning Total Value (\$)	53,008,541.08	51,683,421.06	51,683,421.06	44,734,117.86	27,604,771.23	29,813,003.56	24,450,830.11
Net Contributions/Withdrawals (\$)	0.00	0.00	0.00	6.92	10,091,948.43	9,090,550.75	2,570,211.59
Investment Earnings (\$)	-2,530,313.32	-1,205,193.30	-1,205,193.30	5,744,102.98	12,781,508.10	11,574,673.46	23,457,186.07
Ending Total Value (\$)	50,478,227.77	50,478,227.77	50,478,227.77	50,478,227.77	50,478,227.77	50,478,227.77	50,478,227.77
Return % (Net of Fees)	-4.77	-2.33	-2.33	12.84	10.53	5.26	4.36
Cal Poly Pomona - Blended Benchmark (%)	-5.25	-2.02	-2.02	13.95	11.65	5.87	5.00
Cal Poly Pomona Policy BM (%)	-5.25	-2.02	-2.02	13.95	11.65	6.36	6.99
MSCI AC World Net (%)	-7.18	-3.20	-3.20	20.01	16.61	9.49	10.08
Bloomberg US Aggregate (%)	-1.76	-0.05	-0.05	4.35	3.64	0.31	1.87
HFRX Global Hedge Fund (%)	-2.95	-0.57	-0.57	5.97	4.97	2.49	2.28

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

## Memorandum



**Date:** May 5, 2026

**To:** Board of Directors

**From:** Dr. Phyllis Nelson, Chair - Personnel Committee  
Shari Benson, Chief Human Resources Officer

**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 2025.

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 Alcohol and Drug Use to be consistent with the Campus policy, 2) clarified CalPERS retirement plan for 62 based on changes in CalPERS, and 3) clarified usage of sick leave per California updates effective October 2025.

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

### **PROPOSED ACTION:**

The Personnel Committee recommends the following resolution to update the Employee Handbook.

**BE IT RESOLVED**, that the Board of Directors has reviewed and approves the updates to the Cal Poly Pomona Enterprises Employee Handbook as presented, and authorizes and directs the CEO and CHRO 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 5<sup>th</sup> DAY OF MAY 2026.**

---

Dr. Alison Baski, Secretary/Treasurer  
Board of Directors

**Employee Handbook Changes/Revision 2026**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>COMMENTS</b>
6	40 - Hour Benefitted Employees	Remove 40 hours statement	Allows flexibility for scheduling and remove misinterpretation of guaranteed hours
6	Employee Status	32 hour update	Remove, this classification being phased out
15	Benefits	Update Flex Dollars	Update language indicating that some funds will be forfeited, check Benefit Guide for further information
15	Benefits	Cal PERS	Update language to include those in new program (62 retirement age)
16	Vac Time Usage	Remove "generally"	System does not allow for time before 6 mos
		Update additional reasons for usage	Paid Sick Leave (LC 230.2): Policies must be updated to include an employee's right to use paid sick leave and take protected unpaid leave if they or a family member is a victim of certain crimes and needs to attend related judicial proceedings. This includes proceedings such as a delinquency hearing, a post-arrest release decision, a plea, a sentencing, or any proceeding where the victim's rights are at issue. The definition of a "victim" for this purpose is broad, covering individuals who suffer harm from various felonies.
17	Sick Time Usage		Eff Oct 1 2025 1) An employee (including one who is a victim of any crime) is appearing in court as a witness to comply with a subpoena or other court order (California Government Code section 12945.8(a)(2)); and
17	Sick Time Usage	Add two additional provisions	2) An employee is serving on an inquest jury or trial jury (California Government Code section 12945.8(a)(1)).
45	Absences	Update to reflect requirement for note 3 days	Add clarity for employees/managers
39	Alcohol/Drug Use Policy	Updated to coincide with Campus Polcy 1.5	Policy did not address inapplicable code and not in alignment with Campus policy which names Auxiliary as part
14	Benefits	Updated Language to note Grants/Campus funding affected by Funding	Clarify to ease confusion when a benefit is not offered due to funding (ie: FLPP)





Employee Handbook – Effective May, 2026

## TABLE OF CONTENTS

	PAGE
INTEGRATION CLAUSE AND THE RIGHT TO REVISE .....	1
DISCRIMINATION, HARASSMENT AND RETALIATION POLICY.....	2
Prohibited Harassment.....	2
Sexual Harassment Defined.....	3
Other Types of Harassment.....	3
Abusive Conduct Prevention .....	4
Protection Against Retaliation.....	4
Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure ....	4
Disability and Accommodation.....	4
Religious Accommodation.....	5
STATEMENT OF AT-WILL EMPLOYMENT STATUS .....	5
SECTION 2 .....	6
RECRUITMENT AND EMPLOYMENT PRACTICES .....	6
JOB OPENINGS .....	6
HIRING PROCEDURE.....	6
IMMIGRATION LAW COMPLIANCE .....	6
REGULAR FULLY BENEFITTED EMPLOYEES.....	6
MANAGEMENT COMPENSATION PLAN (MCP) .....	6
PART TIME EMPLOYEES .....	6
TEMPORARY EMPLOYEES.....	7
STUDENT EMPLOYEES.....	7
WORK STUDY STUDENT EMPLOYEES.....	7
GRANT/CONTRACT EMPLOYEES AND EMPLOYEES FUNDED THROUGH STATE OR UNIVERSITY SOURCES .....	7
EMPLOYMENT OF RELATIVES/DATING AND ROMANTIC RELATIONSHIPS.....	7
SECTION 3 .....	8

**TABLE OF CONTENTS**

(CONTINUED)

	<b>PAGE</b>
JOB DUTIES AND CLASSIFICATIONS .....	8
POSITION DESCRIPTIONS .....	8
CLASSIFICATIONS .....	8
RECLASSIFICATIONS .....	8
PROMOTIONS .....	8
TRANSFERS.....	8
DEMOTIONS.....	8
IDENTIFYING EXEMPT AND NONEXEMPT POSITIONS.....	8
SECTION 4 .....	9
WORKING HOURS AND SCHEDULES .....	9
WORK SCHEDULES .....	9
REST AND MEAL PERIODS .....	9
Meal Breaks .....	9
Rest Breaks .....	10
RESPONSIBILITIES.....	10
SECTION 5 .....	11
COMPENSATION GUIDELINES.....	11
PAY GRADES.....	11
PAY PERIODS.....	11
TIMEKEEPING REQUIREMENTS.....	11
Exempt Employees .....	12
HOLIDAY PAY.....	12
PERSONAL HOLIDAY PAY.....	13
OVERTIME PAY .....	13
WORKWEEK AND WORKDAY .....	14
JURY DUTY PAY (Benefitted Employees ONLY).....	14

**TABLE OF CONTENTS**

(CONTINUED)

	<b>PAGE</b>
ADVANCES.....	14
SECTION 6 .....	14
EMPLOYEE BENEFITS .....	14
BENEFIT ELIGIBILITY .....	14
RETIREMENT PLANS .....	14
MEDICAL, DENTAL, AND VISION COVERAGE .....	15
FLEX DOLLARS .....	15
GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE .....	15
VACATION ACCRUAL .....	15
VACATION ACCRUAL MAXIMUM .....	16
SICK LEAVE .....	16
Eligibility.....	16
Annual Accrual of Paid Sick and Safe Time.....	16
Reasons Sick and Safe Time May Be Used.....	17
Requesting Paid Sick and Safe Time .....	18
Rate of Pay for Sick and Safe Time .....	18
Carryover .....	18
Separation from Employment .....	18
Confidentiality .....	18
Effect on Other Rights and Policies .....	18
No Discrimination or Retaliation .....	18
HOLIDAYS .....	19
CONTINUATION OF MEDICAL, DENTAL AND VISION INSURANCE .....	19
COBRA .....	19
SECTION 7 EMPLOYEE DEVELOPMENT .....	19
EDUCATIONAL ASSISTANCE PROGRAM .....	19

## TABLE OF CONTENTS

(CONTINUED)

	PAGE
SEMINARS, LECTURES AND TRAINING PROGRAMS .....	19
SECTION 8 .....	20
PERFORMANCE EVALUATIONS .....	20
PERFORMANCE EVALUATIONS .....	20
SECTION 9 .....	20
TRAVEL ON ENTERPRISES BUSINESS.....	20
TRAVEL .....	20
USE OF PERSONAL VEHICLE .....	20
USE OF ENTERPRISES VEHICLE .....	21
COMMERCIAL TRANSPORTATION GUIDELINES .....	21
MEALS AND LODGING.....	21
EXPENSE/TRIP REPORTS.....	21
SECTION 10 .....	21
LEAVES OF ABSENCE .....	21
BEREAVEMENT LEAVE.....	21
PREGNANCY AND PREGNANCY-RELATED DISABILITIES LEAVE AND ACCOMMODATION (PDL)...	22
Pregnancy Disability Leave .....	22
Reasonable Accommodation for Pregnancy-Related Disabilities .....	22
Advance Notice and Medical Certification .....	22
Duration.....	23
Benefits .....	23
Integration With Other Benefits .....	23
Reinstatement.....	23
LACTATION ACCOMMODATION .....	24
FAMILY LEAVE (FMLA AND CFRA) .....	25
Family and Medical Leave.....	25

**TABLE OF CONTENTS**

(CONTINUED)

	<b>PAGE</b>
<i>Employee Eligibility</i> .....	25
<i>Reasons for Leave</i> .....	25
<i>Definitions</i> .....	26
<i>Length of Leave</i> .....	27
<i>Intermittent or Reduced Schedule Leave</i> .....	28
<i>Notice and Certification</i> .....	28
<i>Recertification After Grant of Leave</i> .....	29
<i>Qualifying Exigency Leave Requirements</i> .....	29
<i>Failure to Provide Notice or Certification and to Return from Leave</i> .....	30
<i>Compensation During Leave</i> .....	30
<i>Benefits During Leave</i> .....	30
<i>Job Reinstatement</i> .....	30
<i>Confidentiality</i> .....	31
<i>Fraudulent Use of FMLA/CFRA Leave Prohibited</i> .....	31
<i>Nondiscrimination</i> .....	31
<i>Additional Documentation</i> .....	31
PAID FAMILY LEAVE (PFL) .....	31
Amount and Duration of Benefits.....	32
CRIME VICTIM LEAVE.....	32
REPRODUCTIVE LEAVE .....	33
LEAVE TO ATTEND JUDICIAL PROCEEDINGS RELATED TO CERTAIN FELONIES .....	33
LEAVE TO ATTEND COURT PROCEEDINGS FOR SERIOUS CRIMES .....	34
WITNESS SUBPOENA.....	34
MILITARY LEAVE .....	34
PERSONAL LEAVE .....	35
MEDICAL LEAVE .....	35

**TABLE OF CONTENTS**

(CONTINUED)

	<b>PAGE</b>
ORGAN OR BONE MARROW DONOR.....	35
Bone Marrow Donor Leave .....	35
ORGAN DONOR LEAVE.....	35
TIME OFF TO VOTE.....	36
ELECTION OFFICER LEAVE .....	36
CIVIL AIR PATROL LEAVE .....	36
SECTION 11 .....	37
TERMINATIONS AND REDUCTIONS IN WORK FORCE .....	37
LAYOFF (REDUCTIONS IN WORK FORCE) .....	37
SEASONAL/TEMPORARY LAYOFF .....	37
JOB ABANDONMENT.....	37
RESIGNATIONS .....	38
SECTION 12 .....	38
WORKPLACE CONSIDERATIONS.....	38
SMOKE FREE WORKPLACE .....	38
SAFE PRACTICES .....	38
ILLNESS AND INJURY PREVENTION PROGRAM .....	39
Drug Use/Distribution/Possession/Impairment .....	39
Alcohol Use/Distribution/Possession/Impairment.....	39
Alcohol Consumption at Work-Related Events & Conferences.....	39
Prescription and Over-the-Counter Drugs.....	40
Counseling and Rehabilitation .....	40
SOLICITATION AND DISTRIBUTION OF LITERATURE .....	40
KEYS.....	41
PHOTO IDENTIFICATION .....	41
PROPERTY, SECURITY, PRIVACY AND SEARCHES POLICY .....	41

**TABLE OF CONTENTS**

(CONTINUED)

	<b>PAGE</b>
SECURITY CAMERAS.....	42
VOICEMAIL, E-MAIL, WEB CONFERENCING, AND COMPUTER DATA STORAGE SYSTEMS .....	42
UNIFORM AND EQUIPMENT ISSUANCE AGREEMENT .....	43
SECTION 13 .....	44
STANDARDS OF CONDUCT.....	44
PERSONAL STANDARDS .....	44
Religious, Medical and Disability Accommodations.....	45
CUSTOMER RELATIONS.....	45
REPORTING ABSENCES OR TARDINESS .....	45
ATTENDANCE AND PUNCTUALITY .....	46
CHILDREN IN THE WORKPLACE.....	46
CONFIDENTIALITY/TRADE SECRETS .....	46
CONFLICT OF INTEREST .....	47
PROHIBITED CONDUCT .....	48
DISCIPLINARY ACTION.....	48
BUSINESS CONDUCT AND ETHICS.....	48
WORKPLACE VIOLENCE.....	49
PAY TRANSPARENCY NONDISCRIMINATION PROVISION .....	49
WHISTLE BLOWER PROTECTION .....	49
COOPERATION DURING AN INVESTIGATION.....	50
NON-RETALIATION .....	50
SECTION 14 .....	50
CONFLICT RESOLUTION .....	50
SECTION 15 .....	50
PERSONNEL RECORDS.....	50
RIGHT TO REVIEW .....	50



**TABLE OF CONTENTS**

(CONTINUED)

	<b>PAGE</b>
EMPLOYEE REFERENCES OR VERIFICATIONS .....	50
CHANGE OF PERSONAL RECORD INFORMATION.....	51
SECTION 16 .....	51
MISCELLANEOUS PROGRAMS AND RECREATIONAL ACTIVITIES .....	51
403(B) TAX DEFERRED ANNUITIES .....	51
457(B) PLANS .....	51
USE OF CAMPUS FACILITIES.....	51
EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT .....	52

## 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' CEO or authorized representative designated by the 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 CEO or the authorized representative designated by the 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

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.

For purposes of this policy, discrimination on the basis of "national origin" also includes harassment 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 and based on 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. All such harassment is prohibited.

This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, clients, vendors, customers, or any other third party interacting with the Company ("third parties") and prohibits proscribed harassing conduct by any employee or third party of the Enterprises, including nonsupervisory employees, supervisors and managers. If such harassment occurs on the Company's premises or is directed toward an employee or a third party interacting with the Company, the procedures in this policy should be followed.

### **Sexual Harassment Defined**

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if the Company had no knowledge of such conduct.

### **Other Types of Harassment**

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- 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 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://calcivilrighta.ca.gov>

### **Disability and Accommodation**

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat

to the health and/or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The Company will evaluate information obtained from the employee, and possibly the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or others, the Company will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work to accommodate a disability should speak to Human Resources.

### **Religious Accommodation**

The Company will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company.

The Company has developed an accommodation process to assist employees, management, and Human Resources. Through this process, the Company establishes a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human Resources to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

### **STATEMENT OF AT-WILL EMPLOYMENT STATUS**

All employment with Cal Poly Pomona Enterprises, Inc. is at-will and shall continue only upon the mutual consent of the Enterprises and the employee. This means that an employee may terminate his or her employment with the Enterprises at any time with or without cause or prior notice and the Enterprises has similar rights. There is no promise that employment will continue for a set period of time, nor is there any promise that employment will terminate only under particular circumstances. No employee or representative of the Enterprises has authority to make promises, representations or agreements inconsistent with this policy of at-will employment, other than the Enterprises' CEO or the Chair of the Enterprises Board of Directors, and the CEO and/or Chair or an authorized representative may do so only pursuant to a written agreement signed by the employee and the 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

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 on additional job boards 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 to be considered for a position. Positions within the same job family and within the specific unit do not require posting.

#### HIRING PROCEDURE

The CEO or the Associate 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.

#### REGULAR FULLY BENEFITTED EMPLOYEES

Certain positions and/or classifications are identified as “Fully Benefitted” status. Fully 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. “Fully 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 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 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 less than 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 40-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 COO and/or 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.

#### REST AND MEAL PERIODS

The Company complies with federal and state legal requirements concerning meal and rest breaks. The Company recognizes that employees perform at their best when they have the rest and nourishment they need. This policy explains when the Company expects employees to take meal and rest breaks.

#### Meal Breaks

The Company provides at least a 30-minute meal period to employees who work more than five hours and a second 30-minute meal period to employees who work more than 10 hours in a workday, unless they have elected to waive a meal period in accordance with the Company’s policy and state law. Employees are relieved of all of their duties during meal periods and are allowed to leave the premises.

The Company provides meal periods as follows:

Number of Actual Hours Worked Per Shift	# Meal Periods	Comments
0 to ≤ 5.0	0	An employee who does not work more than five hours in a workday is not provided with a meal period.
> 5.0 to ≤ 10.0	1	An employee who works more than five hours in a workday, but who does not work more than ten hours in a workday, is provided with a 30-minute meal period available before working more than five hours, subject to any meal period waiver in effect.

> 10.0	2	An employee who works more than ten hours in a workday is provided with a second 30-minute meal period available before working more than ten hours, subject to any meal period waiver in effect. The meal period waiver will be invalidated if the employee works more than 12 hours.
--------	---	--

The Company does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must record the start and stop times of their meal periods.

**Rest Breaks**

Employees are authorized and permitted to take a 10-minute paid rest break for every four hours worked, or major fraction thereof. Employees are relieved of all of their duties during rest periods and are allowed to leave the premises. The Company authorizes and permits rest breaks as follows:

Number of Actual Hours Worked Per Shift	# of 10 Minute Rest Breaks	Comments
0 to < 3.5	0	A non-exempt employee who works less than 3.5 hours in a workday is not entitled to a rest break.
3.5 to ≤ 6	1	A non-exempt employee who works between 3.5 and 6 hours in a workday is entitled to one 10-minute rest break.
> 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.

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

## 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 COO and/or the 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.

#### 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 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 3:00PM 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**

(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 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**

(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 COO, CHRO and/or 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 (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 OFFER 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.

#### **Funding-Related Benefit Limitations**

Consistent with California law, benefit eligibility for employees assigned to grant-funded or campus-specific program positions is determined by the terms of the funding source and organizational policy. The organization reserves the right to amend, reduce, or discontinue benefits as required by funding constraints or legal requirements.

#### **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, 52 or 62 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 ([www.calpers.ca.gov](http://www.calpers.ca.gov)).

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. Based on election, some 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.

**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:

<i>Schedule/Service Time</i>	<i>Annual Amount</i>	<i>Max Accrual</i>	<i>Per Hour</i>	<i>Per Week Cap</i>
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



<i>Schedule/Service Time</i>	<i>Annual Amount</i>	<i>Max Accrual</i>	<i>Per Hour</i>	<i>Per Week Cap</i>
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. 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 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 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.

- Benefitted nonexempt employees accrue sick leave credit at .04615 hour for every hour worked. Exempt employees accrue 1.846 hours of sick leave credit for every full work week worked.
- Part-time employees, seasonal, temporary, and student workers, accrue 2.66 hours per pay period to an annual max of 40 hours. The employee must be employed for at least 30 days and satisfy a 90-day employment period before taking any sick leave. A maximum of 40 hours of unused time will carry over to the following year. 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. 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 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.
- When the employee is serving on an inquest or trial jury and the jury obligation exceeds the company paid time policy and/or if the employee does not qualify for paid jury duty.
- When time off is needed to attend hearing, post-arrest release decision, a plea, sentencing or any proceedings where the victim's rights are at issue.

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.

### **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)). 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.

## **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.

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 COO or 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 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 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.

For purposes of this policy, employees are "disabled by pregnancy" when, in the opinion of their health care provider, they cannot work at all or are unable to perform any one or more of the essential functions of their job or to perform them without undue risk to themselves, the successful completion of their pregnancy or other persons as determined by a health care provider. The term "disabled" also applies to certain pregnancy-related conditions, such as severe morning sickness or the need to take time off for prenatal or postnatal care, bed rest, post-partum depression and the loss or end of pregnancy (among other pregnancy-related conditions that are considered to be disabling).

### **Reasonable Accommodation for Pregnancy-Related Disabilities**

Any employee who is affected by pregnancy may also be eligible for a temporary transfer or another accommodation. Employees are "affected by pregnancy" if they are pregnant or have a related medical condition and their health care provider has certified that it is medically advisable for the employee to temporarily transfer or to receive some other accommodation.

The Company will provide a temporary transfer to a less-strenuous or -hazardous position or duties or other accommodation to an employee affected by pregnancy if:

- The employee requests a transfer or other accommodation;
- The request is based upon the certification of a health care provider as "medically advisable"; and
- The transfer or other requested accommodation can be reasonably accommodated pursuant to applicable law.

No additional position will be created, and the Company will not terminate another employee, transfer another employee with more seniority, or promote or transfer any employee who is not qualified to perform the new job as a part of the accommodation process.

Examples of reasonable accommodation include: (1) modifying work schedules to provide earlier or later hours; (2) modifying work duties, practices or policies; (3) providing time off; (4) providing furniture (such as stools) and modifying equipment and devices; and (5) providing additional break time for lactation or trips to the restroom. If time off or a reduction in hours is granted as a reasonable accommodation, the Company will consider the reduced hours/time off as pregnancy disability leave and deduct those hours from an employee's four-month leave entitlement.

### **Advance Notice and Medical Certification**

To be approved for a pregnancy disability leave of absence, a temporary transfer or other reasonable accommodation, employees must provide the Company with:

- 30 days' advance notice before the leave of absence, transfer or reasonable accommodation is to begin, if the need is foreseeable;
- As much notice as is practicable before the leave, transfer or reasonable accommodation when 30 days' notice is not possible; and

- A signed medical certification from their health care provider that states that they are disabled due to pregnancy or that it is medically advisable for them to be temporarily transferred or to receive some other requested accommodation.

The Company may require employees to provide a new certification if they request an extension of time for their leave, transfer or other requested accommodation.

Failure to provide the Company with reasonable advance notice may result in the delay of leave, transfer or other requested accommodation.

### **Duration**

The Company will provide employees with pregnancy disability leave for a period not to exceed four months. The four months is defined as the number of days (and hours) the employee would normally work within four calendar months or 17.33 workweeks. This leave may be taken intermittently or on a continuous basis, as certified by the employee's health care provider.

The Company may require an employee to temporarily transfer to an available alternative position to meet the medical need of the employee to take intermittent leave or work on a reduced schedule as certified by the employee's health care provider. The employee must be qualified for the alternative position, which will have an equivalent rate of pay and benefits, but not necessarily equivalent job duties.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of pregnancy disability leave time the employee has available unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work.

The length of the transfer or other accommodation will depend upon the period of time for which it is medically advisable.

### **Benefits**

The Company will maintain an employee's health insurance benefits during an employee's pregnancy disability leave for a period of up to four months (as defined above) on the same terms as they were provided prior to the leave time. If employees take additional time off following a pregnancy disability leave that qualifies as leave under the California Family Rights Act (CFRA), the Company will continue their health insurance benefits for up to a maximum of 12 workweeks in a 12-month period.

In some instances, the Company may recover premiums it paid to maintain health insurance benefits if an employee fails to return to work following pregnancy disability leave for reasons other than taking additional leave afforded by law or Company policy or not returning due to circumstances beyond the employee's control.

### **Integration With Other Benefits**

Pregnancy disability leaves and accommodations that require employees to work a reduced work schedule or to take time off from work intermittently are unpaid. Employees may use their accrued vacation or sick leave benefits during the unpaid leave of absence, if applicable. However, use of sick leave or vacation benefits will not extend the available leave of absence time. Sick leave or vacation leave hours will not accrue during any unpaid portion of the leave of absence, and employees will not receive pay for official holidays that are observed during their leave of absence except during those periods when they are substituting vacation or sick leave for unpaid leave.

Any State Disability Insurance for which employees are eligible may be integrated with accrued vacation or sick leave benefits so that they do not receive more than 100 percent of their regular pay.

### **Reinstatement**

If the employee and the Company have agreed upon a definite date of return from the leave of absence or transfer, the employee will be reinstated on that date if they notify the Company that they are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement,



the employee will be returned to work within two business days, where feasible, after notifying the Company of their readiness to return.

Before employees will be allowed to return to work in their regular job following a leave of absence or transfer, they must provide Human Resources with a certification from their health care provider that they can perform safely all of the essential duties of the position, with or without reasonable accommodation. If employees do not provide such a release prior to or upon reporting for work, they will be sent home until a release is provided. This time before the release is provided will be unpaid.

Employees will be returned to the same position upon the conclusion of their leave of absence or transfer unless the position ceases to exist. In cases where the employee's position no longer exists, the Company will provide a comparable position on the scheduled return date or within 60 calendar days of that return date. However, employees will not be entitled to any greater right to reinstatement than if they had not taken the leave.

To the extent required by law, some extensions beyond an employee's pregnancy disability leave entitlement may be granted when the leave is necessitated by an employee's injury, illness or "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law.

The Company will not discriminate against or retaliate against employees because they request or make use of leave, a transfer or other accommodations in accordance with this policy. This policy does not limit a pregnant employee's rights under any other policy or laws protecting gender, pregnancy and childbirth, or health conditions related to pregnancy or childbirth.

Employees who have questions about this policy or who wish to request leave, transfer or other reasonable accommodation under this policy should contact Human Resources.

#### **LACTATION ACCOMMODATION**

Employees have the right to request lactation accommodation. The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has need to express milk. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the lactation break time will be unpaid for nonexempt employees.

Employees will be relieved of all work-related duties during any unpaid break. When unpaid breaks or additional time are required, employees should work with their supervisor regarding scheduling and reporting the extra break time.

Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

The Company will provide employees with the use of a room or other location to express milk in private. The lactation room or other location will not be a bathroom and will be safe, clean, free from hazardous materials, in close proximity to the employee's work area, shielded from view and free from intrusion by co-workers and/or the public. This location may be the place where the employee normally works, if applicable. The lactation room or other location will include a surface on which to place a breast pump or other personal items, a place to sit and electricity or alternative devices (e.g., an extension cord or charging station) needed to operate an electric or battery powered breast pump. Lactating employees who pump breastmilk will also have access to a sink with running water and a refrigerator or alternative cooling device suitable for storing milk in close proximity to their workspace.

A room or other location identified for lactation may also be used for other purposes. However, during times when an employee is using the location for lactation purposes, that use will take precedence over all other uses. Employees who have questions or concerns related to lactation room scheduling conflicts should contact their supervisor or a Human Resources representative. Any non-exempt employee who is not provided with a break as requested to express milk, should immediately contact Human Resources.

Lactation is considered a pregnancy-related condition under California law.

Employees who wish to request lactation accommodation should contact Human Resources. If the Company cannot provide break time or a location that complies with this Lactation Accommodation policy, the employee requesting the accommodation will be notified in writing.

The Company will not discriminate or retaliate against an employee who requests or uses a lactation accommodation in accordance with this policy or otherwise exercises their rights under California's lactation accommodation law. Employees who feel their lactation accommodation rights have been violated can file a complaint with the California Labor Commissioner's Office.

## **FAMILY LEAVE (FMLA AND CFRA)**

### **Family and Medical Leave**

The Company will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws have different names, the Company refers to the federal Family and Medical Leave Act (Fed-FMLA) and the California Family Rights Act (CFRA) collectively as "FMLA Leave." In any case, employees will be eligible for the most generous benefits available under applicable law.

### ***Employee Eligibility***

To be eligible for FMLA/CFRA Leave, employees must: (1) have been employed by the Company for a total of at least 12 months (not necessarily consecutive); (2) have worked at least 1,250 hours during the previous 12 months immediately prior to the start of the leave; and (3) (Fed-FMLA only) have worked at a location where at least 50 employees are employed by the Company within 75 miles of the employee's worksite, as of the date the leave is requested. Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify for Leave, they should contact Human Resources.

### ***Reasons for Leave***

Federal and state laws allow Family Leave for various reasons. Because employees' legal rights and obligations may vary depending upon the reason for the Leave, it is important to identify the purpose or reason for the leave. Fed-FMLA leave and CFRA leave run concurrently except for the following reasons: to care for a child without regard to age or dependency status, registered domestic partner, a child of a registered domestic partner, grandparent, grandchild, parent-in-law, sibling or designated person(s) (CFRA only), incapacity due to pregnancy or prenatal care as a serious health condition (Fed-FMLA only), qualifying exigency leave as defined under the FMLA (Fed-FMLA only), qualifying exigency leave as defined under the CFRA (CFRA only) and military caregiver leave (Fed-FMLA only). Additionally, CFRA coverage for an employee's own serious health condition that also constitutes a disability under the California's Fair Employment and Housing Act (FEHA) is separate and distinct from FEHA protections. If the employee cannot return to work at the expiration of the CFRA leave, the Company will engage the employee in the interactive process to determine whether an extension of the leave would be a reasonable accommodation under the FEHA Act.

FMLA Leave may be used for one of the following reasons:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, child, parent and for CFRA Leave: registered domestic partner, child of a registered domestic partner, grandparent, grandchild, or sibling) with a serious health condition (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's or parent's "covered active duty" as a member of the military reserves, National Guard or Armed Forces or as defined under the

CFRA, related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States (Qualifying Exigency Leave); or

- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember" (Military Caregiver Leave).

### **Definitions**

**"Child,"** for purposes of Bonding Leave and Family Care Leave, means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis, and for Fed-FMLA only, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability, at the time that FMLA Leave is to commence. "Child," for purposes of Qualifying Exigency Leave and Military Caregiver Leave, means a biological, adopted or foster child; stepchild; legal ward; or a child for whom the person stood in loco parentis, and who is of any age.

**"Parent,"** for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term includes a parent-in-law for CFRA leave only. For Qualifying Exigency Leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self-care as defined by the FMLA.

**"Covered Active Duty"** means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.

**"Covered Servicemember"** means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties; or (2) a person who, during the five years prior to the treatment necessitating the leave, served in the active military, Naval or Air Service, and who was discharged or released under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five-year period for covered veteran status, the period between October 28, 2009, and March 8, 2013, is excluded.

**"Spouse"** means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state. For purposes of CFRA leave, a spouse includes a registered domestic partner or same-sex partners in marriage.

**"Key employee"** means a salaried Fed-FMLA Leave eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite at the time of the FedFMLA leave request.

**"Designated Person(s)"** means any individual related by blood or whose association with the employee is equivalent of a family relationship.

**"Serious health condition"** means an illness, injury, impairment or physical or mental condition that involves either:

- Inpatient care (including, but not limited to, substance abuse treatment) in a hospital, hospice or residential medical care facility, including any period of incapacity (that is, inability to work, attend school or perform other regular daily activities) or any subsequent treatment in connection with this inpatient care; or

- Continuing treatment (including, but not limited to, substance abuse treatment) by a health care provider that includes one or more of the following:
  - o A period of incapacity (that is, inability to work, attend school or perform other regular daily activities due to a serious health condition, its treatment or the recovery that it requires) of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves treatment two or more times via an in-person visit to a health care provider, or at least one visit to a health care provider that results in a regimen of continuing treatment under the supervision of the health care provider.
  - o Any period of incapacity due to pregnancy or prenatal care (under the Fed-FMLA, but not the CFRA).
  - o Any period of incapacity or treatment for incapacity due to a chronic serious health condition that requires periodic visits to a health care provider, continues over an extended period of time and may cause episodic incapacity.
  - o A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as Alzheimer's, a severe stroke and the terminal stages of a disease.
  - o Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider either for (a) restorative surgery after an accident or other injury; or (b) a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

**"Serious injury or illness"** in the case of a current member of the Armed Forces, National Guard or Reserves is an injury or illness incurred by a covered servicemember in the line of duty on active duty (or that preexisted the member's active duty and was aggravated by service in the line of duty on active duty) in the Armed Forces that may render him or her medically unfit to perform the duties of his or her office, grade, rank or rating. In the case of a covered veteran, "serious injury or illness" means an injury or illness that was incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) and that manifested itself before or after the member became a veteran.

**"Qualifying exigency"** for Fed-FMLA is defined by the Department of Labor and for CFRA is defined by the California Unemployment Insurance Code and generally includes events related to short-notice deployment, military ceremonies, support and assistance programs, changes in childcare, school activities, financial and legal arrangements, counseling and post-deployment activities. Qualifying Exigency Leave may also be used to spend up to 15 days with military members who are on short-term, temporary, rest and recuperation leave during their period of deployment.

### ***Length of Leave***

If the reason for leave is common to both Fed-FMLA and CFRA and, therefore, running concurrently, the maximum amount of FMLA Leave will be 12 workweeks in any 12-month period. If the reason for leave is not common to both Fed-FMLA and CFRA and, therefore, not running concurrently, then an eligible employee may be entitled to additional leave under applicable law.

The applicable "12-month period" utilized by the Company is the rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Under this method the 12-month period is measured backward from the day the employee uses any FMLA leave.

The maximum amount of Fed-FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A "single 12-month period" begins on the date of the employee's first use of such leave and ends 12 months after that date.

If both spouses work for the Company and are eligible for leave under this policy, under the Fed-FMLA, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

When CFRA leave is for the birth or placement of a child and both parents work for the Company, they will each be allowed up to 12 weeks of CFRA leave within 12 months of the child's birth or placement.

To the extent required by law, leave beyond an employee's FMLA Leave entitlement will be granted when the leave is necessitated by an employee's work-related injury or illness, a pregnancy-related disability or a "disability" as defined under the Americans with Disabilities Act (ADA) and/or the Fair Employment and Housing Act (FEHA). When the reason for CFRA leave was the employee's serious health condition, which also constitutes a "disability" under the FEHA and the employee cannot return to work at the conclusion of the CFRA leave, the Company will engage in an interactive process to determine whether an extension of leave would constitute a reasonable accommodation under the FEHA.

### ***Intermittent or Reduced Schedule Leave***

Under some circumstances, employees may take FMLA Leave intermittently, which means taking leave in blocks of time or reducing the employee's normal weekly or daily work schedule. An employee may take leave intermittently or on a reduced schedule whenever it is medically necessary to care for the employee's child, parent or spouse with a serious health condition or because the employee has a serious health condition. The medical necessity of the leave must be determined by the health care provider of the person with the serious health condition.

Intermittent or reduced schedule leave may also be taken for absences where the employee or his or her family member is incapacitated or unable to perform the essential functions of the job because of a chronic serious health condition, even if the person does not receive treatment by a health care provider.

Leave due to military exigencies may also be taken on an intermittent basis.

Leave taken intermittently may be taken in increments of no less than one hour. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Please contact Human Resources prior to scheduling medical treatment. If FMLA Leave is taken intermittently or on a reduced schedule basis due to planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

If an employee using intermittent leave or working a reduced schedule finds it physically impossible to start or stop work mid-way through a shift in order to take CFRA leave and is therefore forced to be absent for the entire shift, the entire period will be counted against the employee's CFRA entitlement. However, if there are other aspects of work that the employee is able to perform that are not physically impossible, then the employee will be permitted to return to work, thereby reducing the amount of time to be charged to the employee's CFRA entitlement.

CFRA leave for Bonding Leave does not have to be taken in one continuous period of time, but the minimum duration is two weeks. However, the Company will grant a request for CFRA leave lasting less than two weeks' twice during the 12-week period. Additional requests for Bonding Leave lasting less than two weeks may be directed to Human Resources and will be considered on a case-by-case basis depending on the needs of the Company. If the request is granted, the Company may require the employee to transfer temporarily to an available alternative position. Bonding Leave must be concluded within one year of the birth or placement of the child.

If employees have been approved for intermittent leave and they request leave time that is unforeseeable, they must specifically reference either the qualifying reason for leave or the need for FMLA Leave at the time they call off.

### ***Notice and Certification***

#### **Bonding, Family Care, Serious Health Condition and Military Caregiver Leave Requirements**

Employees are required to provide:

- When the need for the leave is foreseeable, 30 days' advance notice or such notice as is both possible and practical if the leave must begin in fewer than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for leave is not foreseeable, notice within the time prescribed by the Company's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health Care Provider form); • Periodic recertification (as allowed by law); and
- Periodic reports during the leave.

In addition to other notice provisions, employees requesting leave for CFRA qualifying reasons must respond to any questions designed to determine whether an absence is potentially qualifying for leave under this policy. Failure to respond to permissible inquiries regarding the leave request may result in denial of CFRA leave protections. Similarly, an employee or the employee's spokesperson may be required to provide additional information needed to determine whether a requested leave qualifies for Fed-FMLA protections. An employee's failure to adequately explain the reason for the leave may result in the denial of Fed-FMLA protections.

Certification forms are available from Human Resources. At the Company's expense, we may require a second or third medical opinion regarding the employee's own serious health condition for Fed-FMLA purposes and, for CFRA purposes, the employee's own serious health condition or the serious health condition of an employee's family member. In limited cases, we may require a second or third opinion regarding the injury or illness of a Covered Servicemember. Employees are expected to cooperate with the Company in obtaining additional medical opinions that we may require.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt the Company's operation. Please contact Human Resources prior to scheduling planned medical treatment.

If an employee does not produce the certification as requested, the FMLA leave will not be protected.

### ***Recertification After Grant of Leave***

In addition to the requirements listed above, if an employee's Fed-FMLA leave is certified, the Company may later require medical recertification in connection with an absence that the employee reports as qualifying for Fed-FMLA leave. For example, the Company may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee encounters complications); or (3) the Company receives information that casts doubt upon the employee's stated reason for the absence. In addition, the Company may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the Company will be at the employee's expense.

In addition to the requirement listed above, a recertification under the CFRA may only be requested at the expiration of the time period in the original certification for time off for the employee's own serious health condition.

If an employee does not produce the recertification as requested, the leave will not be CFRA protected.

### ***Qualifying Exigency Leave Requirements***

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances;

- A copy of the covered servicemember's active-duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the servicemember's leave; and
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from Human Resources.

#### ***Failure to Provide Notice or Certification and to Return from Leave***

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at the leave's expiration and has not obtained an extension of the leave, the Company may presume that the employee does not plan to return to work and has voluntarily terminated his or her employment.

#### ***Compensation During Leave***

Generally, FMLA/CFRA Leave is unpaid. However, employees may be eligible to receive benefits through state-sponsored programs or the Company's sponsored wage-replacement benefit programs. Employees may also choose to use accrued vacation and sick leave, to the extent permitted by law and the Company's policy. If employees elect to have wage-replacement benefits and accrued paid leave integrated, the integration will be arranged such that employees will receive no greater compensation than their regular compensation during this period. The use of paid benefits will not extend the length of FMLA/CFRA Leave.

#### ***Benefits During Leave***

The Company will continue making contributions to employees' group health benefits during their leave on the same terms as if the employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking leave for a reason that is common to both Fed-FMLA and CFRA and, therefore, leave is running concurrently, will generally be provided with group health benefits for a 12-workweek period. When employees take leave for a reason that is not common to both Fed-FMLA and CFRA and, therefore, leave is running consecutively, the Company will continue the employee's health insurance benefits for up to a maximum of 12 workweeks in a 12-month period during each applicable leave. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Company may recover premiums it paid on an employee's behalf to maintain health coverage if the employee fails to return to work following Leave.

An employee's length of service will remain intact, but benefits such as vacation and sick leave will not accrue while on unpaid FMLA/CFRA Leave.

#### ***Job Reinstatement***

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If an employee becomes unqualified during leave as a result of not attending a necessary course, or renewing a license, the employee will be given a reasonable opportunity to fulfill those conditions upon returning to work. Further, the Company may grant an employee's request to work a different shift, in a different or better position, or in a different location, that is better suited to the employee's personal needs upon returning from leave. The Company will also consider a reasonable accommodation under the FEHA if the employee is returning from leave for his or her own serious health condition. However, employees have no greater right to reinstatement than if they had been continuously employed rather than taken leave. For example, if an employee would have been laid off or his or her position would have been eliminated even if he or she had not gone on leave, then the employee will not be entitled to reinstatement. However, if an employee has been replaced or the employee's position was restructured to accommodate the employee absence, the employee is entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee is able to resume work. For an employee on intermittent or reduced schedule Leave, such a release may be required up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent or reduced schedule leave.

For Fed-FMLA purposes only, key employees may be subject to reinstatement limitations in some circumstances. If employees are considered a "key employee," those employees will be notified of the possible limitations on reinstatement at the time the employee requests a leave of absence, or when leave begins, if earlier.

### ***Confidentiality***

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

### ***Fraudulent Use of FMLA/CFRA Leave Prohibited***

An employee who fraudulently obtains FMLA Leave from the Company is not protected by the Fed-FMLA's or the CFRA's job restoration or maintenance of health benefits provisions. In addition, the Company will take all available appropriate disciplinary action against an employee due to such fraud.

### ***Nondiscrimination***

The Company takes its Leave obligations very seriously and will not interfere with, restrain or deny the exercise of any rights provided by the Fed-FMLA or the CFRA. We will not terminate or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to the Fed-FMLA or CFRA. If an employee believes that his or her Fed-FMLA or CFRA rights have been violated in any way, he or she should immediately report the matter to Human Resources.

### ***Additional Documentation***

The Company's "Employee Rights and Responsibilities" notice provides additional details regarding employees' rights and responsibilities under the Fed-FMLA and CFRA. Employees may obtain a copy of the "Employee Rights and Responsibilities" notice from Human Resources.

Employees should contact Human Resources as to any Fed-FMLA or CFRA questions they may have.

### **PAID FAMILY LEAVE (PFL)**

Employees may be eligible for up to eight weeks of state-provided paid family leave (PFL) insurance benefits when they take time off for one of the following purposes:

- To bond with a child during the first 12 months after the child's birth or after the placement of a child for adoption or foster care with the employee;
- To care for an immediate family member (spouse, registered domestic partner, child, parent, grandparent, grandchild, sibling and parent-in-law defined by the PFL law) who is seriously ill and requires care; or
- To participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child or parent in the U.S. Armed Forces.

The PFL benefits described in this policy are a state-provided partial wage replacement benefit, not a protected leave of absence. To obtain approval for a leave of absence for the reasons set forth above, employees must contact their 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 can be 70 to 90 percent of the employee's wages earned 5 to 18 months before the start of the claim start date for up to 8 weeks within any 12-month period.

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.

Additionally, an employee who is a victim may take time off for any of the following reasons: (1) to seek medical attention for injuries caused by the crime or abuse; (2) to obtain services from a domestic violence shelter, program, rape crisis center or victim services organization or agency as a result of the crime or abuse; (3) to obtain psychological counseling or mental health services related to an experience of crime or abuse; and (4) to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

If the reason for the leave is also covered by the federal Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), the leave pursuant to this policy and FMLA/CFRA will run concurrently. Additionally, the length of leave under this policy is limited to that provided under the FMLA. For example, an employee is not entitled

to time off due to reasons in this policy if they have already exhausted the maximum 12 weeks of leave under the FMLA.

Employees may use accrued vacation in order to receive compensation during the leave of absence.

Employees may also be entitled to a reasonable accommodation under the Company's Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking policy and to additional leave under the Company's Leave to Attend Court Proceedings Related to Certain Felonies policy and Leave to Attend Court Proceedings for Serious Crimes policy. Employees should consult those policies and/or Human Resources for additional information. The Company will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, the Company will notify the employee before any information is released.

The Company will not discriminate or retaliate against any employee because of the employee's status as a victim of crime or abuse, if the employee provides the Company notice of such status, the Company has actual knowledge of such status, or the employee takes or requests leave in accordance with this policy.

Employees who have questions about this policy or who wish to request a leave of absence under this policy should contact their Human Resources representative.

## **REPRODUCTIVE LEAVE**

The Enterprises will provide leave to employees that would have been the parent of a child born or adopted. Eligible employees can receive up to five (5) days of leave for a reproductive loss event. Employees can, but do not have to, take their leave days consecutively. This means they can choose to take all five days at once or break up the days over a longer period, as long as their leave is completed within three months of the reproductive loss event. To be eligible, the employee must have worked for at least 30 days.

When a single reproductive loss event occurs over several days, the law treats it as one event. If an employee experiences more than one reproductive loss event in a year, they are entitled to no more than 20 days of reproductive loss leave in that one-year period unless an individual employer's leave policy provides for more time.

## **DEFINITIONS**

A reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption – for example, if a birth mother or legal guardian breaches or dissolves an adoption agreement, or if an adoption is not finalized for another reason
- Failed surrogacy – for example, if a surrogate breaches or dissolves a surrogacy agreement, or if an embryo transfer fails
- Unsuccessful assisted reproduction – for example, a failed intrauterine insemination or embryo transfer

## **LEAVE TO ATTEND JUDICIAL PROCEEDINGS RELATED TO CERTAIN FELONIES**

The Company prohibits discrimination against an employee who wishes to take time off from work to attend judicial proceedings related to certain violent, serious or theft/embezzlement related felonies committed against the employee, the employee's immediate family member, the employee's registered domestic partner or a child of the employee's registered domestic partner.

"Immediate family member" is defined as an employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

Before an employee may be absent from work to attend a judicial proceeding, the employee must give the employer a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee must provide within reasonable time documentation evidencing the judicial proceeding from (1) the court or government agency setting the hearing; (2) the district attorney or prosecuting attorney's office; or (3) the victim/witness office that is advocating on behalf of the victim.

Confidentiality of the situation, including an employee's request for the time off, will be maintained to the greatest extent possible.

Employees may use accrued benefits, such as vacation time or sick leave, in order to receive compensation during the time taken off from work.

### **LEAVE TO ATTEND COURT PROCEEDINGS FOR SERIOUS CRIMES**

The Company prohibits discrimination against an employee who is a victim of certain serious criminal offenses and wishes to take time off to appear in court to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, or post-conviction release decision or any proceeding in which a right of the victim is at issue.

A "victim" means any employee who suffers direct or threatened physical, psychological or financial harm as a result of the commission or attempted commission of a serious criminal offense. The term "victim" also includes the employee's spouse, registered domestic partner, parent, child, sibling or guardian.

Before employees may take time off under this policy, they must provide the Company with reasonable advance notice of their intention to take time off, unless the advance notice is not feasible. If an employee must take an unscheduled absence due to victimization from a serious criminal offense, the employee must provide the Company with a certification within a reasonable time. The types of certification to account for an unscheduled absence include: a police report indicating the employee was a victim of one of the specified serious criminal offenses; a court order protecting or separating the employee from the perpetrator of one or more of the specified offenses, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or documentation from a medical professional, domestic violence counselor or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries resulting in victimization from one of the specific serious criminal offenses.

Confidentiality of the situation, including an employee's request for the time off, will be maintained to the greatest extent possible.

Employees may use accrued benefits, such as vacation or sick leave, in order to receive compensation during the time taken off from work.

### **WITNESS SUBPOENA**

If an employee is subpoenaed as a witness for The California State University System or the Cal Poly Pomona Enterprises, Inc., the employee is paid their regular salary. All court fees (except travel and/or subsistence) received by the employee are to be reimbursed to the Enterprises. When an employee is requested to appear in court for personal reasons, vacation leave must be used for the time off.

### **MILITARY LEAVE**

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) provides rights to military personnel including the right to take military leave, and reemployment and benefit related rights. To verify eligibility under this program, an employee should provide a copy of the military orders and verification the active duty was served. Please contact Enterprises Human Resources for complete information related to employer and employee requirements for military leave.

## **PERSONAL LEAVE**

A request for an unpaid personal (non-medical or non-work related) leave may be submitted in written form to the respective unit manager for consideration. The Enterprises has sole discretion to grant or deny the request. Length of employment, and needs of the department, among other factors, will be considered on a case-by-case basis in determining approval or denial of such requests. A completion of a "Request for Leave of Absence" form is required and all available vacation time must be used before any type of unpaid leave will be approved. Reinstatement following personal leave is not guaranteed.

## **MEDICAL LEAVE**

Employees who believe they need a medical leave should request one. Determinations regarding to grant the leave, the length of leave, reinstatement following the leave and continuation of benefits will be made in accordance with applicable law. Medical certification of the need for leave may be required. Leave under this policy runs concurrently with leave under applicable local, state or federal law.

## **ORGAN OR BONE MARROW DONOR**

### **Bone Marrow Donor Leave**

Eligible employees who undergo a medically necessary procedure to donate bone marrow to another person will be provided with five workdays off in any one-year period, without a loss in pay. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins leave. Employees may take leave in one or more periods, as long as the leave does not exceed five days in any one-year period.

Employees are eligible for leave if they have worked for the Company for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must provide verification from a physician detailing the purpose and length of leave, including the medical necessity for the donation.

Employees must use all available accrued sick or vacation concurrently with this time off. If an employee does not have enough earned sick leave or vacation time to cover the leave period, the remaining days of leave will be paid by the Company. Use of this leave will not be counted against any available leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of, salary adjustments, sick leave, vacation, annual leave or seniority.

While on bone marrow donor leave, the Company will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they did not take a leave. For example, if an employee on bone marrow donor leave would have been laid off had they not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

The Company will not retaliate or tolerate retaliation against any employee for requesting or taking bone marrow donor leave in accordance with this policy.

## **ORGAN DONOR LEAVE**

Eligible employees who undergo a medically necessary procedure to donate an organ to another person will be provided with up to 30 workdays off, without a loss in pay, and an additional 30 workdays off without pay, in any one-year period. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins leave. Employees may take leave in one or more periods, as long as the leave does not exceed 60 days in any one-year period.

Employees are eligible for leave if they have worked for the Company for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must provide verification from a physician detailing the purpose and length of leave, including the medical necessity for the donation.

Employees must use all available accrued sick leave or vacation concurrently with this time off for up to two weeks of the 30-workday paid leave period. If an employee does not have enough earned sick leave or vacation time to cover the two-week period, then any remaining days of paid leave will be paid by the Company, up to 30 workdays. Use of this leave will not be counted against any available leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of, salary adjustments, sick leave, vacation, annual leave or seniority.

While on organ donor leave, the Company will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they did not take a leave. For example, if an employee on organ donor leave would have been laid off had they not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

The Company will not retaliate or tolerate retaliation against any employee for requesting or taking organ donor leave in accordance with this policy.

#### **TIME OFF TO VOTE**

The Company encourages all employees to fulfill their civic responsibilities and to vote in official public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employees who do not have sufficient time outside of working hours to vote in a statewide public election, while the polls are open, may take up to two hours off from work, without loss of pay. Any additional time off will be without pay. Employees must take the time off at the beginning or end of their regular work schedule, whichever allows the most free time for voting and the least amount of time off from work, unless mutually agreed otherwise.

Employees must provide at least two working days' notice of the need for leave when, on the third working day prior to the election day, the employee knows or has reason to believe they will need time off to vote on election day. Otherwise, employees must give reasonable notice of the need to have time off to vote.

#### **ELECTION OFFICER LEAVE**

The Company will not terminate, suspend or otherwise discriminate against employees who miss work to serve as an election officer on Election Day.

Time off under this policy will be unpaid.

The Company asks that employees provide reasonable advance notice of the need for time off to serve as an election official, so that the time off can be scheduled to minimize disruption to normal work schedules.

Proof of having served as an election official may be required.

#### **CIVIL AIR PATROL LEAVE**

The Company will not terminate or discriminate against an employee who is a volunteer member of the Civil Air Patrol or prevent a member from performing service as part of the California Wing of the Civil Air Patrol during an emergency operational mission. Additionally, the Company will not retaliate against an employee for requesting or taking Civil Air Patrol leave in accordance with this policy.

The Company will provide eligible employees with up to 10 days per year of leave, but no more than three days at a time, unless the emergency is extended by the entity in charge of the operation and the Company approves the extension. To be eligible for leave, employees must have been employed by the Company for at least 90 days

immediately preceding the start of the leave and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible. The Company may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for leave. The Company may deny leave if the employee fails to provide the required certification.

Leave taken under this policy is unpaid except that exempt employees will be paid when required by applicable law. Employees will not be required to exhaust accrued vacation or sick leave or any other type of accrued leave prior to taking unpaid civil air patrol leave but may choose to use such benefits during leave to receive pay.

Following leave, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of the Civil Patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay or other benefits.

## **SECTION 11**

### **TERMINATIONS AND REDUCTIONS IN WORK FORCE**

All employment with the Enterprises is at-will and can be terminated at any time, with or without cause or prior notice by either the employee or the Enterprises.

#### **LAYOFF (REDUCTIONS IN WORK FORCE)**

Under some circumstances the Enterprises may need to restructure or reduce its work force. If it becomes necessary to restructure our operations or reduce the number of employees, the Enterprises will provide advance notice, if possible, to help minimize the impact on those affected. Generally, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff.

In determining which employees will be subject to layoff, the Enterprises will consider, among other things, unit operational requirements, the skill of each individual impacted, their respective productivity, ability/knowledge, and past work performance and, where feasible, the employee's length of service.

The Enterprises' Layoff Policy, Policy #208, outlines specific procedures to be followed. The Policy is designed to help provide stability of employment within the limits of projected financial resources and the service needs of the campus community. Complete information to this policy may be obtained from the Human Resources Department.

#### **SEASONAL/TEMPORARY LAYOFF**

During the summer, extended break periods and other times employees may be placed on "temporary layoff". These layoffs are based on work available, the skills and qualifications needed for the available work and length of service.

Those employees eligible for medical, dental and vision benefits will continue to be eligible for group coverage under the Enterprises programs during the seasonal/temporary layoff. Employees are required to continue to pay their portion of any monthly premiums for continued coverage. An employee's accrued vacation time and personal holiday will be used during periods of temporary layoff. Vacation time or sick leave does not accrue during periods of layoff.

#### **JOB ABANDONMENT**

Failure to report to work on any scheduled day or during any scheduled period is unacceptable, and unless later excused, will result in disciplinary action. An absence of three scheduled workdays or more constitutes job abandonment and is considered a voluntary resignation.

All Enterprises owned property, keys, uniforms, identification badges, parking permits, etc. must be returned immediately upon separation of employment.

## **RESIGNATIONS**

As at “at-will” employer, employees can determine when/if they wish to resign from employment. At-will employment means that the employee is free to leave their jobs at any time and employers are likewise free to terminate the employee at any time for any lawful reason—or even for no reason. Written notice of resignation would be appreciated.

All Enterprises owned property, keys, uniforms, identification badges, parking permits, etc., must be returned on the last day of employment or sooner if requested by the Enterprises. A "Separation" Form should be completed and signed during the exit interview with the Human Resources Department.

## **SECTION 12**

### **WORKPLACE CONSIDERATIONS**

#### **SMOKE FREE WORKPLACE**

Smoking is prohibited on all university property, indoors and outdoors, as well as in all Enterprises facilities and vehicles. Violation will result in disciplinary action up to and including citation and/or termination. For purposes of this policy, smoking includes the use of electronic smoking devices, such as electronic cigarettes, cigars, pipes or hookahs, that create an aerosol or vapor. Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

#### **SAFE PRACTICES**

It is the policy of the Enterprise to protect employees from injury and illness in the workplace, to provide a safe and healthy work environment for all employees. It is the duty of each employee to comply with all safety rules and standards. The following may not contain every rule of safe practice but is a general guideline of what is expected for safe conduct and behavior. If in doubt about how to perform a job safely, ask a qualified person or contact Human Resources.

Supervisors and Managers will enforce safe practices and will insist that employees follow all Enterprise, State, and Federal safety standards and take action as necessary to ensure compliance. Employees who fail to follow safe practices will be subject to disciplinary action, up to and including termination.

- Employees should immediately report all on the job injuries, accidents or near misses, no matter how slight.
- Employees should cooperate with and assist in investigation of accidents to identify the causes and to help prevent reoccurrence.
- Employees should promptly report to a manager or supervisor all observed unsafe acts, practices, or conditions and inspect all equipment prior to use and report any unsafe conditions to a manager.
- Employees are expected to keep work areas clean and orderly at all times.
- Employees may not engage in any horseplay or distract other employees while working.
- Employees must obey all safety rules, work instructions, and follow the motor vehicle law if driving a company vehicle.
- Employees are expected to wear personal protective equipment (PPE) when working in hazardous areas, and/or as required by a supervisor.

## **ILLNESS AND INJURY PREVENTION PROGRAM**

Every employee is responsible for the safety of him/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must always stay vigilant and follow policy. To help promote the concept of a safe workplace, the Enterprises maintains an Injury and Illness Prevention Program (IIPP). The IIPP is available for review in each work location and is posted under the Human Resources section of the Enterprises' website.

Any work-related injury, illness, or unsafe condition must be reported to the employee's supervisor immediately. Unless it is an emergency, a "Medical Service Order" signed by the supervisor must be taken to the medical facility in order to receive treatment.

To return to work the employee must have a release from a physician and must follow any work restrictions until authorized to return to full duty. The employee is expected to keep the Human Resources Department informed of the progress of the injury.

## **POLICY ON ALCOHOL AND OTHER DRUGS**

This policy is created to comply with the Drug-Free Workplace and Drug-Free Schools & Communities Act Amendments of 1989, which requires the Enterprises to adopt and implement a program to prevent the unlawful use and/or abuse of drugs or alcohol by employees and to set forth standards to provide a safe, healthy and productive work environment.

Each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off.

### **Drug Use/Distribution/Possession/Impairment**

The Company strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. To the extent permitted by state and local law, this policy also prohibits the use of marijuana and marijuana products.

California's Compassionate Use of Act conflicts with federal laws governing controlled substances. The California State University, including Cal Poly Pomona receives federal funding in the form of student financial aid and grants that would be in jeopardy if those federal laws did not take precedence in our policies. Thus, the manufacture, possession, or use of marijuana on/off campus while on company business or working violates the CSU Student Code. Thus, the California Compassionate Use Act does not apply.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

### **Alcohol Use/Distribution/Possession/Impairment**

All employees are prohibited from coming onto company premises or reporting to work with alcohol in their systems. Additionally, employees may not distribute, dispense or consume alcohol while at work. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

### **Alcohol Consumption at Work-Related Events & Conferences**

Notwithstanding the Company's prohibition on alcohol use during work, employees attending Company-approved, bona fide business events or conferences where alcohol is served may consume alcohol in moderation when such



attendance is within the scope of their job duties. This limited exception does not alter the Company's expectations regarding safety, professionalism, and compliance with all applicable laws and policies. Employees must remain fit for duty, exercise sound judgment, and must not become impaired or engage in any conduct that could endanger themselves or others or adversely affect the Company's operations or reputation. Under no circumstances may an employee report to work duties or Company premises while impaired.

### **Prescription and Over-the-Counter Drugs**

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor or Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

The Company reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect the ability to perform safely. The Company will comply with all requirements pertaining to providing reasonable accommodation to the extent required by applicable law.

The Company's general prohibition against the possession or use of marijuana at work applies regardless of whether an employee is certified to use marijuana for medical reasons under state law. Unless otherwise required by law, the Company will not accommodate the use or possession of marijuana by individuals who are medically authorized to use marijuana as a matter of state law but will offer such individuals alternative accommodations related to any underlying disability. Employees who have any questions regarding the Company's position concerning medical marijuana in a particular location should contact Human Resources.

### **Counseling and Rehabilitation**

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Company will be provided an opportunity to pursue counseling and rehabilitation. The Company will make available to these employees' information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. Health insurance may cover the costs of such services, but costs not covered must be paid by the employee. The employee cannot return to work until released by a treatment provider to do so, and upon receiving a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

### **SOLICITATION AND DISTRIBUTION OF LITERATURE**

The Company has established the following rules applicable to all employees and nonemployees that govern solicitation, distribution of written material and access to Company property:

- Employees may engage in solicitation activities only during nonworking times. No employee may engage in solicitation during their own working time or during the working time of the employee or the employees at whom such activity is directed;
- Employees may distribute or circulate any written or printed material only in non-work areas, during non-working times. No employee may distribute or circulate any written or printed material in work areas at any time, or during their own working time or the working time of the employee or employees at whom such activity is directed;
- Nonemployees are not permitted to solicit or to distribute written material for any purpose on Company property; and

- Off-duty employees are not permitted in work areas.

Strict compliance with these rules is required.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for the Company; it does not include break periods, meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for the Company.

## **KEYS**

Employees must follow security policies and procedures regarding all keys issued to them. The loss or misplacement of a key must be reported immediately. On the last day of employment, an employee must return all keys to the Human Resources Department.

## **PHOTO IDENTIFICATION**

Unless otherwise notified, all employees are required to have a Cal Poly Bronco ID Card. ID cards are useful for borrowing books or other materials from the library, purchasing discount tickets for various venues, utilizing a meal plan, and spending available Bronco Bucks ID cards are issued by the Admissions and Outreach Department (Enrollment Services). Please contact Enrollment Services at [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu) or extension 4811 for a current schedule. On the last day of employment, an employee must return their Bronco I.D. to the Human Resources Department or reporting manager.

## **PROPERTY, SECURITY, PRIVACY AND SEARCHES POLICY**

Desks, storage areas, work areas, lockers, file cabinets, credenzas, all computer systems/hardware, office telephones, certain cell phones such as those provided by Enterprises, transmission radios, fax machines, copiers, Enterprises owned vehicles, and all other Enterprises property must be used and maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes except as provided in this policy. The Enterprises reserves the right, at all times, and without prior notice, to inspect and search any and all Enterprises property for the purpose of determining whether this policy or any other Enterprises policy has been violated or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. At least two employees must be present during any inspection.

The Enterprises' computer systems and other technical resources, including any voicemail, E-mail, or Internet access, cell phones, printers, tablets, smart devices and the like, are provided for the use in the pursuit of the Enterprises' business and are to be reviewed, monitored and used primarily in that pursuit, except as provided in this policy. As a result, computer data, voicemail and E-mail are readily available to numerous people. If, during this course of your employment, you perform or transmit work on the Enterprises' computer systems or other technical resources, your work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the Enterprises.

The Enterprises recognizes that employees may occasionally find it necessary to use the Enterprises' telephones for personal business. Such calls must be kept to a minimum and must be made only during break or lunch periods. All personal calls out of the local zone area and out-of-state telephone calls must be reported to your supervisor in a timely manner and charges remitted promptly. Each individual unit may have more specific policies or procedures in addition to this general policy.

Employees of the Enterprises are not permitted to use Enterprises' equipment for non-Enterprises purposes without permission from their direct supervisors or as set forth herein. The employee has no right of privacy as to any information or file maintained in or on the Enterprises' property or transmitted or stored through the Enterprises' computer systems, voice mail, E-mail, Internet access or other technical resources. For purposes of inspecting, investigating or searching employee's computerized files or transmissions, voice mail, or E-mail, Internet access or any other technical resources, the Enterprises may override any applicable passwords or codes in accordance with the best interests of the Enterprises, its employees, its clients, customers and visitors, all Enterprises documents and

communications are the property of the Enterprises and may be reviewed and used for purposes that the Enterprises considers appropriate.

Only Enterprises employees may access files or programs, whether computerized or not, that they have permission to enter. Prior authorization must be obtained before any Enterprises property may be removed from the premises. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of the Enterprises, or improper use of information obtained by authorized or unauthorized means, may be grounds for disciplinary action, up to and including discharge.

## **SECURITY CAMERAS**

Security cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Security cameras are placed in various locations throughout Enterprises and serve three main objectives:

1. **Personal Safety:** We capture video and store it on a remote device so that if something unsafe or inappropriate occurs, the video may capture details of the event and thereby assist toward understanding what transpired and/or to assist in an investigation.
2. **Property Protection:** We will capture video and store it on a remote device so that if property is reported stolen or damaged, the video may provide a record of events to assist in the investigation.
3. Common examples of where security cameras will be placed include seating areas for customers, entryways, sales areas and where cash is handled.
4. **Routine monitoring:** There may be live video stream in areas which may be monitored by an authorized staff member during operating hours.

Guidelines:

- Information obtained from the cameras will be used for law enforcement purposes, University judicial functions and customer insight and analytics.
- Cameras will be located to limit intrusions to personal privacy. No audio shall be recorded.
- Bathrooms, lactation areas and/or dressing rooms will not be monitored by security cameras.
- Cameras may be used to monitor cashiers and sales transactions.
- Typically, video camera installations will be visible.
- All recording or monitoring of activities of individuals or groups will be conducted in a manner consistent with University policy, and state and federal law.
- All individuals with access to security cameras must be pre-approved and shall only utilize the system for work purposes. All applicable legal, ethical, and policy rules must be followed when using monitoring equipment.
- Requests for video footage, and questions about this policy, should be directed to the respective unit Director.
- Breaches of this policy may result in disciplinary action, in accordance with applicable employment standards.

## **VOICEMAIL, E-MAIL, WEB CONFERENCING, AND COMPUTER DATA STORAGE SYSTEMS**

The following are guidelines for all computer equipment including voicemail, E-mail, web conferencing services, computer systems usage and other electronic equipment, as well as an advisory concerning Enterprises' access to and disclosure of messages and information stored on these systems.

All above listed equipment used by the Enterprises are provided solely to further the Enterprises' business operations in conjunction with California State Polytechnic University, Pomona. These systems and the information stored thereon are owned and belong to the Enterprises. Although employee passwords may be used for company-oriented security reasons, the use of such passwords is not intended to assure employees that communications generated by or stored on these systems will be kept confidential. The Enterprises maintains the right to access these systems and

to retrieve information stored thereon at any time, and all employee passwords must be made known to the Enterprises upon demand. Passwords/pass codes are the property of the Enterprises and should be kept to work-appropriate language. These systems should not be used for personal communications.

Once again, employees should keep in mind that messages and all other data stored on the Enterprises' voicemail, E-mail, web conferencing, and computer systems are subject to access by the Enterprises at any time and is not to be considered confidential or private. We ask you to exercise good judgment in using these systems.

The appropriate use of the Enterprises' voicemail, E-mail, web conferencing, computer systems and other electronic equipment are as follows:

- Voicemail, E-mail messages, web conference recordings, and other computer-stored data are considered business records and can be subpoenaed (and electronically retrieved, even after you "delete" them). Therefore, nothing should be included that you would not consider putting in a memo format.
- Employees should delete unwanted voicemail and E-mail messages as soon as practical and should log off when not using the computer system.
- Employees should exercise good judgment in the use of E-mail distribution lists; these lists are developed for the convenience of the addresses and unnecessary or frivolous messages should not be sent, thereby cluttering up user screens.

Although it is not possible to provide an exhaustive list of all types of misuse of company property, the following are some examples in which company property **must not** be used:

- Any illegal, discriminatory, threatening, harassing, abusive or offensive comments.
- Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.) or any activity that violates Enterprises' rules or applicable law.
- Anything relating to such materials considered obscene, harassing, discriminatory, violent or threatening, including downloading or forwarding of same.
- Messages or other communications violating a company policy or contrary to supervisory instructions.

Any violations of these guidelines for use or other provisions of this policy may result in disciplinary actions, up to and including possible termination.

As previously noted, the Enterprises' voicemail, E-mail, computer systems and other electronic equipment are provided to facilitate the conduct of its business. All messages and other communications generated through and/or stored on these systems are considered business records. Employees who use the voicemail, E-mail, and/or computer systems should understand that information stored on these systems cannot be considered confidential or private. The Enterprises reserves the right to access any voicemail, E-mail and other computer-stored information at any time in the service of its legitimate business interests.

Employees should understand that the "delete" function of the Enterprises' voicemail, E-mail and/or computer systems does not necessarily "make the message or other information disappear." While deletions may occur at the user level, copies may remain on one of the system back-up files.

Under certain conditions, employees will need to communicate with clients and other external users via voicemail, E-mail and/or on the Internet. Employees are cautioned to exercise an additional level of discretion and sound judgment when communicating with third parties via these systems.

#### **UNIFORM AND EQUIPMENT ISSUANCE AGREEMENT**

Uniforms (i.e., specific hats, shirts, aprons, etc.) or equipment items may be provided by the Enterprises to employees in certain working areas. Uniforms of a selected type may be provided at no cost to the employee when the employee is required to wear such specific items. Other company or departmental dress code requirements will be the responsibility of the employee.

It is also the employee's responsibility for the maintenance, laundry and/or care of uniforms. Uniforms must always be kept neat and clean, and all equipment must be kept in working order.

For employees who are CalPERS Classic members, \$4.50 will be reported to CalPERS as "Special Compensation" on a pay period basis. For additional information please contact Human Resources.

Employees will be asked to review and sign the Uniform and Equipment Issuance Agreement upon receipt of uniform and/or equipment items. This Issuance Agreement explains procedures for replacement of lost, destroyed or damaged uniforms or equipment, replacing normal wear and tear items, cleaning and caring of articles and returning of items upon separation where applicable.

## **SECTION 13**

### **STANDARDS OF CONDUCT**

#### **PERSONAL STANDARDS**

Each employee is a representative of the Enterprises in the eyes of our customers and the campus community. It is important that each employee use good judgment and common sense in their dress and appearance. In the interest of presenting a professional image, employees must observe good personal hygiene and report to work properly groomed and wearing attire/footwear appropriate for the workplace and in a manner that is consistent with their responsibilities or service. Clothing should also be neat, clean and wrinkle-free.

Avoid clothing that can create a safety hazard, is a distraction in the workplace, or is offensive to others. Although it is not possible to provide an exhaustive list of all types of inappropriate attire, the following are some examples which will be considered non-service-oriented garments: overly torn jeans, sweatpants, short-shorts, extremely short dresses or skirts, spaghetti straps, tank tops, halter tops, tops with shoulders revealed, revealing or low-cut garments, garments containing offensive language or pictures, clothing with undergarments visible, flip-flop/ shower shoes, or other unsafe footwear.

Employees are required to wear their Enterprise Foundation-provided name badge while working unless instructed otherwise by their supervisor during specific instances.

It is the expectation of unit Managers/Supervisors to ask employees inappropriately groomed or dressed to clock out and return with acceptable grooming and/or attire. Alternatively, the employee may purchase additional unit components where available. If an employee is in dispute with the determination, the employee may appeal to the CEO, COO, CHRO, or designee. Determinations made by the CEO or designee as to clothing or personal grooming shall be final.

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 COO or 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.

## **Medical Documentation**

Employees who are absent from work for three (3) or more consecutive days/shifts due to illness or injury may be required to provide medical documentation that the employee was unable to work during the period of absence and whether any work restrictions or accommodations are required upon return. Documentation should be submitted on or before returning to work, unless circumstances make this impracticable. In such cases, documentation must be provided as soon as reasonably possible. Consistent with California law, the company will not require a doctor's note for a single day's use of paid sick time.

All medical information will be maintained in a confidential file, separate from personnel records.

This policy does not limit rights under:

- California Paid Sick Leave Law (Healthy Workplaces, Healthy Families Act)
- California Family Rights Act (CFRA)
- Family and Medical Leave Act (FMLA)
- Pregnancy Disability Leave (PDL)
- Disability Accommodation Requirements

When an absence qualifies for a protected leave, documentation will be handled in accordance with specific requirements of that leave.

If an employee fails to provide medical documentation for a non-protected leave, the absence may be deemed unexcused, and the employee may be subject to corrective action consistent with Company policy.

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.

### **ATTENDANCE AND PUNCTUALITY**

Employees are expected to be punctual and adhere to their schedule. Tardiness and unplanned absences are problematic for co-workers and often negatively impact the services we provide to our customers.

Employees are expected to report to work fully prepared for their job duties by the beginning of their scheduled shift. Employees are also expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized Enterprises business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Tardiness may not be "made up" by adding time onto the end of a scheduled shift or onto another day. Excessive absenteeism (unexcused) may be grounds for corrective discipline and/or up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis.

An employee's supervisor may provide more detailed Unit Standards regarding attendance and punctuality according to procedures established by the respective division/department. Employees will be provided with the Unit Standard for attendance and punctuality during their unit orientation process.

### **CHILDREN IN THE WORKPLACE**

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief planned in a fashion that limits disruption to the workplace and takes place in public areas. While children are in the workplace, they must always be directly supervised by the host/parent. Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. If frequency, length or nature of visits become problematic, the employee will be advised of the situation and will be expected to take corrective action.

### **CONFIDENTIALITY/TRADE SECRETS**

The Company's confidential and proprietary information is vital to its current operations and future success. Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information.

In no event should employees disclose or reveal confidential information within or outside the Company without proper authorization or purpose.

"Confidential Information" refers to a piece of information, or a compilation of information, in any form (on paper, in an electronic file, or otherwise), related to the Company's business that the Company has not made public or authorized to be made public, and that is not generally known to the public through proper means.

By way of example, confidential or proprietary information includes, but is not limited to, nonpublic information regarding the Company's business methods and plans, databases, systems, technology, intellectual property, knowhow, marketing plans, business development, products, services, research, development, inventions, financial statements, financial projections, financing methods, pricing strategies, customer sources, employee health/medical records, system designs, customer lists and methods of competing. Additionally, employees who by virtue of their performance of their job responsibilities have the following information, should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: social security numbers, driver's license or resident identification numbers, financial account, credit or debit card numbers,

security and access codes or passwords that would permit access to medical, financial or other legally protected information.

Confidential Information does not include information lawfully acquired by non-management employees about wages, hours or other terms and conditions of employment, if used by them for purposes protected by §7 of the National Labor Relations Act such as joining or forming a union, engaging in collective bargaining, or engaging in other concerted activity for their mutual aid or protection. Nothing in this Employee Handbook prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing Confidential Information which the employee acquired through lawful means in the course of employment to a governmental authority in connection with any communication or report, or from filing, testifying or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law or regulation to the Securities and Exchange Commission, the Department of Labor, or any other appropriate government authority.

Further, employees are hereby notified that under the 2016 Defend Trade Secrets Act (DTSA): (1) no individual will be held criminally or civilly liable under Federal or State trade secret law for the disclosure of a trade secret (as defined in the Economic Espionage Act) that: (A) is made in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and made solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal so that it is not made public; and, (2) an individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court or arbitration proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by order in that proceeding.

## **CONFLICT OF INTEREST**

All employees must conduct themselves in such a way as to avoid actual or potential conflicts of interest. The following are examples of prohibited conflicts of interest in any aspect of their jobs:

- Acting as a director, officer, consultant, agent or employee of a supplier, customer, competitor or any entity that engages in business with the Company;
- Owning a material interest in or being a creditor of or having other financial interest in a supplier, customer, competitor or any entity that engages in business with the Company;
- Receiving from or giving to any supplier, customer or competitor gifts, gratuities, special allowances, discounts or other advantages not generally available to employees of the Company;
- Having any significant direct or indirect personal interest in a business transaction involving the Company;
- Conducting outside activities that materially detract from or interfere with the full and timely performance of an employee's job duties for the Company;
- Influencing commercial transactions involving purchases, contracts or leases in a way that would have a negative impact on the Company or its business.

If an employee has, or is considering the assumption of, a financial interest or outside employment relationship that might involve a conflict of interest, or if the employee is in doubt concerning the proper application of this policy, they should promptly discuss the matter with Human Resources and refrain from exercising responsibility on the Company's behalf in any manner that might reasonably be considered to be affected by any adverse interest.

Failure to disclose the fact of a conflict or potential conflict may constitute grounds for disciplinary action.

This policy in no way prohibits employee affiliations or activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.



## **PROHIBITED CONDUCT**

Like all organizations, the Enterprises wants to provide a safe and secure work environment. For this reason, it may be helpful to identify some further examples of types of conduct that are impermissible and that may lead to disciplinary action, including termination of employment. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some common examples:

- Theft, dishonesty, including fraudulent or destructive use of Enterprises or University property.
- Fraud in securing Enterprises employment.
- Falsification of time records.
- Falsification of individual's application required by the Enterprises.
- Unlawful conduct during working hours or on Enterprises premises.
- Conviction of any felony the prohibits employment on campus or around minors.
- Unsatisfactory performance.
- Violation of the Attendance Policy.
- Failure to comply with management directions regarding job duties.
- Physical fighting, intimidating, threatening other persons or provoking such action.
- Unsafe or hazardous work actions.
- Violation of unit or Enterprises policies or procedures.
- Bearing of firearms or other weapons while on campus.
- Making threats or engaging in violent activities.
- Any action that affects the welfare of other employees or the service of the Enterprises.
- Frequent or repetitive non-compliance with Enterprises or Unit (divisional/departmental) Standards.

It should be remembered that employment continues only upon the mutual consent of the employee and the Enterprises. Accordingly, either the employee or the Enterprises can terminate the employment relationship at will, at any time, either with or without cause or advance notice. Nothing in this policy is intended or should be construed to alter at-will employment.

## **DISCIPLINARY ACTION**

Disciplinary action may consist of verbal warning, written warning, suspension and/or immediate discharge, or any combination of these steps, depending on the specific situation, in any order in the Enterprises' sole discretion. For example, in one situation a verbal warning is appropriate and given to the employee, while in another situation, no verbal warning is given but instead, the employee is immediately suspended.

## **BUSINESS CONDUCT AND ETHICS**

No employee may accept a personal gift or gratuity having a value of more than \$25 from any vendor, supplier or other person doing business with the Enterprises as it may give the appearance of influence regarding their business decision, transaction or service. Employees who may receive premiums, samples or free specials as a result of buying or business activities is required to turn such items over to their unit manager for disposition.

Expenses paid by such persons, vendors or suppliers for business trips or any other item of value must be discussed with Enterprises senior management in advance of receipt. Vendors, suppliers and all other persons doing business with the Enterprises should be advised of this policy against the receipt of gifts or gratuities.

The Enterprises' Ethics Policy is based on three fundamental elements: (1) to create and maintain a culture of honesty and high ethics, (2) to evaluate the risks of fraud and implement the processes, procedures and controls needed to eliminate or reduce the opportunities for fraud, and (3) to develop an appropriate oversight process. It is the

responsibility of the entire Enterprises management team to implement and monitor these activities. A complete copy of the Enterprises' Ethics Policy may be obtained by viewing it on the Enterprises' website.

## **WORKPLACE VIOLENCE**

*(Zero Tolerance)*

The Enterprises is dedicated in providing a safe workplace for all employees and the campus community. The Enterprises and the University have a zero tolerance for all threats or acts of violence. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. The complete policy is available on the Enterprises' website.

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Enterprises will actively intervene at any indication of a possibly hostile or violent situation.

Human Resources takes reasonable risk reduction measures by conducting background investigations and reference checks on new full-time employees and those in sensitive positions to help reduce the risk of hiring individuals with a history of violent behavior.

The Enterprises participates in the University's proactive program in establishing a climate in which individuals know how and when to respond to the threat of violence.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment, expulsion from the University or civil or criminal prosecution, as appropriate. Non-employees engaged in violent acts on the campus will be reported to the proper authorities and fully prosecuted.

## **PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

Enterprises will not discharge or in any other manner discriminate against current employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay 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, any employee working in Human Resources, any employee involved in budgeting or accounting) 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.

**Employees who believe they have been subject to harassment or discrimination under any of the above areas should contact the Chief Human Resources Officer, 909-869-2948, or Chief Executive Officer.**

## **WHISTLE BLOWER PROTECTION**

Enterprises employees are prohibited from engaging in any improper governmental activities or activities that create significant threats to the health and/or safety of the campus community in the performance of their work duties. Enterprises employees and applicants for Enterprises employment should be free to report waste, fraud, abuse of authority, violation of law or threat to public health at the Enterprises without fear of retribution. No individual who makes a protected disclosure or participates in an investigation concerning allegations of improper governmental activity or the existence of a condition that may significantly threaten the health or safety of employees or the public shall for that reason be subjected to personnel action in addition to any penalty or civil liability provided by law. Employees or applicants for employment who believe that they have suffered reprisal, retaliation, threats, coercion or similar acts for having made a protected disclosure may file a written retaliation complaint with their supervisor, manager or directly with the Enterprises Human Resources Department at extension 2958, 2953 or 4378. The complaint alleging retaliation must be signed by the complainant and contain a sworn statement that the contents of the written complaint are true or believed by the complainant to be true, under penalty of perjury.

## **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-RETALIATION**

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 itself is 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 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 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 eligible to elect pre-tax payroll contributions at their discretion 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 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 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.

# Memorandum



**Date:** May 5, 2026  
**To:** Board of Directors  
**From:** Dr. Phyllis Nelson, Chair – Personnel Committee  
Shari Benson, Chief Human Resources Officer  
**Subject:** Longevity Pay Plan Eligible Contribution – Participants Deferred Compensation Account  
**Attached:** FLPP Calculation 2026

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 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 2026, there are twelve (12) benefited employees that are eligible to participate. The amount is \$43,642 and has been accounted for in the budget.

**PROPOSED ACTION:** The Personnel Committee and Management are recommending that the Board of Directors approve the annual funding of the Foundation Longevity Pay Plan Program as presented.

**BE IT RESOLVED,** that the Board of Directors has reviewed and approved the resolution to fund the Foundation Longevity Pay Plan program with a contribution amount of \$43,642 (net of adjustments), and authorizes and directs the CEO and CHRO to take all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF MAY 2026**

---

Dr. Alison A. Baski, Secretary/Treasurer  
Board of Directors

## Memorandum

**Date:** May 5, 2026

**To:** Board of Directors

**From:** Dr. Phyllis Nelson, Chair – Personnel Committee  
Shari Benson, Chief Human Resources Officer

**Subject:** Update to Policy 126 – Executive Compensation

**Attached:** Current Policy 126 – Executive Compensation  
Revised Policy 126 – Executive Compensation

The corporate policy governing the organization’s Executive Compensation (Policy 126) has been updated to reflect current practices and responsibilities. The changes were made to ensure that appropriate actions are taken in regard to Executive Compensation and how compensation is determined. The revised policy was reviewed by the Board Chair.

**PROPOSED ACTION:**

The Personnel Committee and Management recommend the following resolution to update Policy 126 – Executive Compensation.

**BE IT RESOLVED** that the Board of Directors approves the updates to Policy 126 – Executive Compensation as presented and authorizes and directs the Chair, CEO and CHRO to take any all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF MAY 2026.**

---

Dr. Alison A. Baski, Secretary/Treasurer  
Board of Directors

## POLICIES AND PROCEDURES

### CORPORATE POLICY

---

**Subject:** Executive Compensation Policy

**Policy No.:** 126

**Date:** April 1, 2026

**Revision:** 2

**Last Revision Date:** September 9, 2009

---

- A. PURPOSE
  - B. POLICY
  - C. COMPENSATION CONSIDERATIONS
  - D. DOCUMENTATION
  - E. IMPLEMENTATION
- 

#### A. PURPOSE

This policy governs the compensation program for the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO). The policy establishes principles, structure and controls to attract, retain and motivate leaders. It is set to align pay and performance.

The compensation (including benefits) of the organization's CEO and CFO are subject to this policy.

#### B. POLICY

In reviewing and approving the compensation of the CEO and CFO, the Board of Directors or a delegated committee of the Board will utilize the following process:

1. *Neutral/Impartial Decision Makers.* The compensation must be approved in advance prior to any compensation adjustments by individuals who do not have a conflict of interest in respect to the compensation, who will not benefit from participating in the compensation arrangement, do not receive compensation or other payments by participating and have no financial interest affected by the compensation decision(s).
2. *Comparable Data:* When compensation changes are being considered, a review of comparable data must be reviewed to demonstrate the fair market value of the compensation and that the compensation is reasonable based on information gathered. This data may include:
  - a. Studies by independent firms;
  - b. Salary surveys;
  - c. Information obtained via IRS 990 filings;
  - d. Data obtained from nearby non-profits;
  - e. Cost of living data in the location of those subject to this policy.
3. *Performance:* In addition to comparable value, the pay will be determined by the Enterprises' financial performance and achievement of expectations/goals as determined by the Chair (in consultation with the Board).

#### C. COMPENSATION CONSIDERATIONS

For determining if the compensation is reasonable, the Board of Directors/committee must consider all benefits paid to the individual including but not limited to base salary, retirement benefits, welfare benefits (medical, dental, vision, life insurance, etc.) and any other payments.



**D. DOCUMENTATION**

The approving body must document how the decision was reached, including the data on which the decision was based on. The documentation must note the terms of the compensation, the date it was approved, the effective date and those present during the discussion.

**E. IMPLEMENTATION**

The Board shall undertake this review process upon the hiring of a new employee for positions referenced above, and upon the modification of the compensation for such position, but in no case less than annually. There is no guarantee of a compensation adjustment.



# Memorandum

Date: May 5, 2026

To: Board of Directors

From: Michelle Cardona, Chair – Finance & Investment Committee  
Juan Hernandez, Chief Financial Officer

Attached: 990 Tax Forms and Supporting Schedules

**Subject: INCOME TAX RETURN FORM 990 & 990-T Review (FY 2025)**

The Foundation is required to annually file the following Federal returns:

Form 990 Return of Organization Exempt from Income Tax  
Form 990-T Exempt Organization Business Income Tax Return

In addition, the Foundation must also file the corresponding State returns:

Form 199  
Form 109  
Form RRF-1 Annual Registration Renewal Fee Report to Attorney General of California

CohnReznick LLP was hired to prepare the documents prior to Management's review.

Form 990 Review Policy #124 provides the governing guidelines for this review before finalizing and filing the returns as per Part VI, Section B on the 990 form that requests confirmation whether the organization has provided a copy of the form to all members of its governing body before filing.

Accordingly, we have provided all members of the board with a copy of Form 990 and supporting schedules the following link: [https://cppenterprises.org/wp-content/uploads/C1\\_Cal-Poly-Pomona-Foundation-Inc.-2025-Draft-Tax-Return.pdf](https://cppenterprises.org/wp-content/uploads/C1_Cal-Poly-Pomona-Foundation-Inc.-2025-Draft-Tax-Return.pdf)

**Recommended Action:** Management and the Finance & Investment Committee recommend approval of the Income Tax Return Form 990, 990-T, and supporting documents.

**Be it resolved that** the Board of Directors accepts the recommendation of the Finance & Investment Committee and approve the Income Tax Return Form 990, 990-T, and all supporting schedules as presented.

**PASSED AND ADOPTED THIS 5th DAY MAY 2026.**

By: \_\_\_\_\_  
Dr. Alison Baski, Secretary/Treasurer  
Board of Directors

# Memorandum

Date: May 5, 2026

To: Board of Directors

From: Dr. Phyllis Nelson, Chair – Personnel Committee  
Shari Benson, Chief Human Resources Officer

Attached: PARS Yearly Activity

**Subject: PARS Vacation/Sick Leave Conversion Program**

The PARS Vacation/Sick Leave Conversion Program provides eligible employees with a supplemental retirement plan as part of the overall company benefits program. It allows eligible employees to convert a portion of unused leave balances to cash and then contribute those funds directly into the employees PARS 457(b) individual account. The percentage of participation is fully elective by an eligible employee and the option to convert occurs on an annual basis. A regular, full-time benefited employee is eligible to participate in the Conversion Program once they have completed at least 4 years of full-time service.

Employees who desire to convert vacation time must have at least 160 hours of accrued vacation and have taken a minimum of 40 hours of vacation over the previous 12 months of employment preceding the current plan year. A maximum conversion of 100 hours of vacation time may occur. The resulting vacation balance may not fall below 160 hours due to converting hours.

Employees who desire to convert sick leave must have more than 320 hours of sick leave available and then may convert up to 100 sick leave hours for hours greater than 320. A sick leave balance may not fall below 320 hours due to converting hours.

The annual renewal of this employee benefit is designed to ensure that the financial obligations of the organization are being met prior to Board approval. The annual forecast for 2025-2026 currently shows a net surplus of almost \$3.8M after all annual financial obligations are paid. This compares to an estimate of \$289,730 in eligible contributions for FY 25/26. Any converted vacation or sick will not result in an additional expense as those balances have already been accrued.

Eligible employees will be invited to an online training session delivered by representatives from John Hancock and PARS to learn about the advantages and disadvantages of converting leave with the program, along with investment information.

**PROPOSED ACTION:**

Management and the Personnel Committee are recommending the Board of Directors approve the annual renewal of the PARS Vacation/Sick Leave Conversion Program.

**BE IT RESOLVED**, that the Board of Directors has reviewed and approved the PARS Vacation/Sick Leave Conversion Plan for fiscal year 25/26, as presented.

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF MAY 2026**

By: \_\_\_\_\_  
Dr. Alison Baski, Secretary/Treasurer  
Board of Directors



# Memorandum

Date: May 5, 2026

To: Finance & Investment Committee

From: Thomas Sekayan, Interim Chief Executive Officer  
Juan Hernandez, Chief Financial Officer

Attached: 2026-2027 Statement of Activities (Proposed Budgets by Unit)  
2026-2027 Approved Capital Budget

**Subject: Proposed Operating & Capital Budgets 26/27 & Proforma**

Pursuant to the provisions of the *Compliance Guide for California State University Auxiliary Organizations Section 11.7* and in accordance with *Foundation Policy #118 – Budget Process*, Management is presenting the Foundation’s annual budgets for review and approval by the governing Board before the start of the fiscal year. The Operating Budgets include: Commercial Services (Bookstore, Dining Services, Kellogg West, Student Housing and Real Estate); Support Activities (Bronco One Card Office, Research Office, Agriculture Enterprises, and Continuing Education); Designated Gifts, Reserves; and Other Administrative Activities.

Operating Budget includes:

- Total Revenue of \$99.2M; of which \$79M relates to Commercial Services, \$16.8M to Support Activities and \$.5M to Other Administrative Activities.
- Total Expenses of \$96.3M; of which \$76.3M relates to Commercial Services, \$16.9M to Support Activities, \$0.6M to Designated Gifts, and \$2.3M to Other Administrative Activities.
- Budgeted surplus for the year is \$2.9M including Investments and \$0.2M excluding them.

Capital Budget for the fiscal year 2026-2027, which was approved by the Board at the February 17th meeting, remains unchanged at \$4.7M in new requests.

**WHEREAS**, the Finance & Investment Committee has reviewed and discussed the proposed operating budget, capital budget, forecast, proforma, and reserves pursuant to Budget Process Policy No. 118, and

**BE IT RESOLVED**, the Board accepts the recommendation of Management and the Finance & Investment Committee to approve the Proposed Operating and Capital Budgets for fiscal year 2026-27 for Commercial Services, Supplemental Programs, Designated Gifts, and Administrative activities with the associated proforma.

**PASSED AND ADOPTED THIS 5th DAY OF MAY 2026.**

By: \_\_\_\_\_  
Dr. Alison Baski, Secretary/Treasurer  
Board of Directors

Division	Project Name	Carryover to Proposed Budget Year	2026-2027 Requested Budget	Purpose	Category
<b>ADMINISTRATION</b>					
	FOUNDATION ADMINISTRATION	\$ -	\$ 70,000	~ 10 cubicles, walls, and access doors	Health & Safety
	FOUNDATION ADMINISTRATION	\$ -	\$ 550,000	Emergency and unanticipated needs	Programmatic
<b>ADMINISTRATION Total</b>		<b>\$ -</b>	<b>\$ 620,000</b>		
<b>ARGICULTURE</b>					
	FARM STORE AT KELLOGG RANCH	\$ 35,000	\$ -	Resurface the Farm Store roof	Deferred Maintenance
	ORNAMENTAL HORTICULTURE	\$ -	\$ 35,000	Forklift	Deferred Maintenance
	ORNAMENTAL HORTICULTURE	\$ -	\$ 35,000	Pallet Racks for Greenhouse Storage	Programmatic
<b>ARGICULTURE Total</b>		<b>35,000</b>	<b>70,000</b>		
<b>BRONCO BOOKSTORE</b>					
	BRONCO BOOKSTORE	\$ 25,000	\$ -	back office carpet and employee area updates	Deferred Maintenance
<b>BRONCO BOOKSTORE Total</b>		<b>\$ 25,000</b>	<b>\$ -</b>		
<b>CPGE</b>					
	CPGE-ADMINISTRATION	\$ -	\$ 11,000	CTTi (CPGE) Restroom painting, sinks, etc.	Deferred Maintenance
	CPGE-ADMINISTRATION	\$ -	\$ 23,000	CTTi - parking lot slurry and restriping project (50% of \$46K)	Deferred Maintenance
	CPGE-ADMINISTRATION	\$ -	\$ 29,660	CTTi Bldg. 220A, B, C (CPGE) Refinish walkways with slip resistant deck treatment	Deferred Maintenance
<b>CPGE Total</b>		<b>\$ -</b>	<b>\$ 63,660</b>		
<b>CPPE Student Housing</b>					
	THE CURRENT HOUSING	\$ 150,000	\$ -	Security fencing for acquired property	Scheduled Renewals/Security
	THE CURRENT HOUSING	\$ -	\$ 100,000	New request: Additional funds for security fencing for acquired property	Health & Safety
	UNIVERSITY VILLAGE	\$ 25,000	\$ -	Enlarge trash enclosure to fit dumpster and recycling	Health & Safety
	UNIVERSITY VILLAGE	\$ 7,270	\$ -	Treads: repair stairwells for safety	Health & Safety
	UNIVERSITY VILLAGE	\$ 37,000	\$ -	Boiler replacement	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ 81,930	\$ -	HVAC replacement	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ 108,000	\$ -	Furniture Replacement : apartments & shared spaces	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ 126,233	\$ -	Lighting: degrading street lights and building lights	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ -	\$ 20,000	remidiation of elevator wall	Health & Safety
	UNIVERSITY VILLAGE	\$ -	\$ 15,000	Landscaping: Phase III planters	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ -	\$ 25,000	Drainage wall	Health & Safety
	UNIVERSITY VILLAGE	\$ -	\$ 30,000	Rec Center flooring	Health & Safety
	UNIVERSITY VILLAGE	\$ -	\$ 40,000	New vehicle	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ -	\$ 40,000	Replace Ducts	Deferred Maintenance
	UNIVERSITY VILLAGE	\$ -	\$ 125,000	Phase III vanity replacement	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ -	\$ 135,000	Boiler replacement	Scheduled Renewals/Security
	UNIVERSITY VILLAGE	\$ -	\$ 220,000	HVAC replacement	Deferred Maintenance
	UNIVERSITY VILLAGE	\$ -	\$ 300,000	Parking Lot Repair	Deferred Maintenance
<b>CPPE Student Housing Total</b>		<b>\$ 535,433</b>	<b>\$ 1,050,000</b>		
<b>DINING SERVICES</b>					

HIBACHI SAN	\$	225,000	\$	-	cyclical programmatic refresh of retail locations	Programmatic
CAMPUS CENTER OVERHEAD	\$	25,000	\$	-	cyclically replace ice and dishwasher machines in building 97	Deferred Maintenance
CAMPUS CENTER OVERHEAD	\$	30,000	\$	-	CCMP (floor) - health and safety enhancements for lease operations	Health & Safety
CARL'S JR	\$	-	\$	75,000	cyclical programmatic refresh of retail location	Programmatic
CENTERPOINTE DINING COMMONS	\$	-	\$	80,000	Modifications and upgrade of equipment	Deferred Maintenance
INNOVATION BREW WORKS	\$	-	\$	80,000	IBW Exhaust modifications	Health & Safety
<b>DINING SERVICES Total</b>	<b>\$</b>	<b>280,000</b>	<b>\$</b>	<b>235,000</b>		
<b>EMPLOYMENT SERVICES</b>						
EMPLOYMENT SERVICES	\$	45,000	\$	-	Kronos Timeclocks+interfaces+equipment	Programmatic
<b>EMPLOYMENT SERVICES Total</b>	<b>\$</b>	<b>45,000</b>	<b>\$</b>	<b>-</b>		
<b>KELLOGG WEST</b>						
K.W. ROOM REVENUE	\$	35,000	\$	-	KW Freezer Replacement due to end-of-life	Deferred Maintenance
K.W. ROOM REVENUE	\$	45,000	\$	-	Kitchen Hood modifications due to potential fire hazard	Health & Safety
K.W. ROOM REVENUE	\$	90,000	\$	-	Upgrade to old Audio Visual systems within the conference center	Deferred Maintenance
K.W. ROOM REVENUE	\$	-	\$	230,000	Conference Center Lobby Elevator	Deferred Maintenance
K.W. ROOM REVENUE	\$	-	\$	150,000	Buildings 76A and 78 Boiler Replacements	Deferred Maintenance
K.W. ROOM REVENUE	\$	-	\$	20,000	New Equipment for Gym	Programmatic
K.W. ROOM REVENUE	\$	-	\$	15,000	Laundry Equipment Purchase - 4 washer/dyer combos	Programmatic
K.W. ROOM REVENUE	\$	-	\$	2,000,000	KW Marriott Branding Investment	Programmatic
<b>KELLOGG WEST Total</b>	<b>\$</b>	<b>170,000</b>	<b>\$</b>	<b>2,415,000</b>		
<b>MARKETING Total</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>		
<b>MIS</b>						
FOUNDATION MIS	\$	35,000	\$	-	OneSolution system upgrade and improvements	Programmatic
FOUNDATION MIS	\$	-	\$	20,000	Clover Hardware Refresh for End of Life equipment.	Scheduled Renewals/Security
FOUNDATION MIS	\$	-	\$	20,000	UKG Timeclock refresh. Replacing 4 remaining clocks that will be out of support by end of	Scheduled Renewals/Security
FOUNDATION MIS	\$	-	\$	20,000	Disk to Disk backup server for Foundation servers ro replace out dated server.	Scheduled Renewals/Security
FOUNDATION MIS	\$	-	\$	35,000	Workstation refresh for outdated hardware that no longer meets our updated hardware ba	Scheduled Renewals/Security
<b>MIS Total</b>	<b>\$</b>	<b>35,000</b>	<b>\$</b>	<b>95,000</b>		
<b>REAL ESTATE &amp; FACILITIES</b>						
CENTER FOR TRAINING TECH INCUB	\$	-	\$	15,000	CTTi Restroom painting, sinks, etc.	Deferred Maintenance
CENTER FOR TRAINING TECH INCUB	\$	-	\$	30,000	CTTi parking lot slurry and restriping	Deferred Maintenance
CENTER FOR TRAINING TECH INCUB	\$	-	\$	76,000	CTTi 220A, B, C Refinish walkways with slip resistant deck treatment	Deferred Maintenance
BUILDING 97 OPERATIONS	\$	-	\$	17,000	Bldg. 97 Water Source Heat Pump Replacement	Deferred Maintenance
FOUNDATION MAINTENANCE	\$	-	\$	30,000	Used Service Truck	Scheduled Renewals/Security
<b>REAL ESTATE &amp; FACILITIES Total</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>168,000</b>		
<b>Grand Total</b>	<b>\$</b>	<b>1,125,433</b>	<b>\$</b>	<b>4,716,660</b>		

**Total including prior year carryovers** \$ 5,842,093

## **Board Resolution to Continue Participation in the CSURMA AORMA Programs**

This Resolution of the Board of Directors of The Cal Poly Pomona Foundation, Inc. approves the revised Auxiliary Organizations Risk Management Alliance (AORMA) Programs Participation Agreement.

WHEREAS, the Board of Directors has received information regarding revisions to the AORMA Programs Participation Agreement; and

WHEREAS, the Board of Directors desires to continue the organization's participation in the AORMA Programs administered through the California State University Risk Management Authority (CSURMA).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of The Cal Poly Pomona Foundation, Inc. hereby authorizes the Executive Director, or designee, to:

1. Execute the revised AORMA Programs Participation Agreement; and
2. Take any additional actions and execute any documents necessary to effect and maintain participation in the CSURMA AORMA Programs.

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by the Board of Directors of The Cal Poly Pomona Foundation, Inc. at a meeting held on May 5, 2026 (date), at which a quorum was present and acting throughout.

\_\_\_\_\_  
Signature

May 5, 2026  
Date

Dr. Alison A. Baski  
Name

Secretary/Treasurer, Board of Directors  
Title

**CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY  
(CSURMA)**

**AMENDED PARTICIPATION AGREEMENT  
FOR THE  
AUXILIARIES ORGANIZATIONS RISK MANAGEMENT ALLIANCE (AORMA)  
COVERAGE PROGRAMS**

We, The Cal Poly Pomona Foundation, Inc., signatory to the California State University Risk Management Authority ("CSURMA") Joint Exercise of Powers Agreement, have agreed by action of our Board of Directors to continue participation in the following CSURMA AORMA Coverage Programs, hereinafter referred to as "AORMA PROGRAM(S)".

- AORMA Liability Coverage Program
- AORMA Property Coverage Program
- AORMA Crime Coverage Program
- AORMA Workers' Compensation Coverage Program

As evidenced by the authorized signatures on Page 4 of this document, we agree to continue our participation in the AORMA PROGRAMS checked above and be referred to as a "Program Participant."

We understand and agree that this Amended Participation Agreement supersedes and replaces the prior Participation Agreement we entered into. We further understand and agree that this Amended Participation Agreement pertains only to the AORMA PROGRAMS listed above and not to any other program operated by CSURMA.

We understand that the following requirements were met and that insurance coverage through the AORMA PROGRAMS is currently in effect and will continue to be in effect:

- 1) All applicable participation fees have been paid by Program Participant.
- 2) We have executed this Amended Participation Agreement for the CSURMA AORMA COVERAGE PROGRAMS.
- 3) We are a member of the Joint Powers Authority. This means we:
  - a) Have been approved membership by the Executive Committee;
  - b) Have executed the Joint Exercise of Powers Agreement; and,
  - c) Have executed a "Resolution to Join" in accordance with the Joint Exercise of Powers Agreement.



- 4) We received underwriting approval by the AORMA Committee and/or the Executive Committee.

**MINIMUM TIME OF PARTICIPATION AND NOTICE OF WITHDRAWAL:**

- 1) The Program Year for AORMA PROGRAMS is from July 1 to June 30.
- 2) A Program Participant is prohibited from withdrawing from any AORMA PROGRAM until it has participated in the subject program for three full Program Years. If a Program Participant joins mid-term it would be three full Program Years plus the partial first Program Year in which the Program Participant joins.
- 3) A Program Participant may withdraw only at the end of a Program Year, provided it has given CSURMA at least six (6) month prior written notice of its intent to withdraw.
- 4) Subject to its sole and unrestricted discretion, the AORMA Committee may allow a Program Participant to rescind its notice of withdraw up to 45 days prior to the end of the Program Year.

**RESPONSIBILITIES OF PROGRAM PARTICIPANTS:**

It is understood that as a Program Participant we are required to do the following:

- 1) Take such action, including providing the AORMA PROGRAMS' staff with such statistical and loss experience data and other information, as is necessary to carry out the CSURMA AORMA PROGRAMS as required by the CSURMA Joint Exercise of Powers Agreement, Bylaws and the policies established by the AORMA Committee, CSURMA Executive Committee and/or the CSURMA Board of Directors,
- 2) Pay the AORMA PROGRAMS, when due, any and all premium taxes and fees. Withdrawal does not relieve a Program Participant from liability for monies owed,
- 3) Fully cooperate with CSURMA AORMA PROGRAMS' staff or their representatives in determining the causes of loss and in the investigation, adjudication and settlement of claims,
- 4) Comply with Section 19, "Responsibilities of the Members," of the CSURMA Joint Exercise of Powers Agreement.

**RESPONSIBILITY FOR PROGRAM EXPENSES:**

- 1) We understand and agree that Program Participants are responsible for their share of the AORMA PROGRAMS' expenses. A Program Participant's share of the

program costs shall be reflected, as accurately as possible, within its Program Fee, which is based upon the AORMA PROGRAMS' budgetary needs, and any other expenses deemed necessary by the AORMA Committee, CSURMA Executive Committee and/or the CSURMA Board of Directors.

- 2) We understand and agree that the Program Participants are responsible for their share of all AORMA PROGRAM expenses, including the following:

Projected losses, margin for contingency, claims adjusting and legal fees, loss control services, general administration, excess or reinsurance premium cost, and costs for any other services as identified by the AORMA Committee, CSURMA Executive Committee and/or the CSURMA Board of Directors pursuant to the authority provided to them under the CSURMA Joint Exercise of Powers Agreement and/or Bylaws.

- 3) A Program Participant's share of the AORMA PROGRAM's costs shall be reflected, as accurately as possible, within its Deposit Premiums which is based upon the AORMA PROGRAM's budgetary needs, prior claims experience, actuarial projections for future years' losses and any other expenses deemed necessary by the Board of Directors, CSURMA Executive Committee, or the AORMA Committee.

- 4) The withdrawal or termination of a Program Participant from the AORMA PROGRAMS shall not terminate the responsibility to continue to contribute to its share of financial obligations incurred by CSURMA by reason of the Program Participant's previous participation. It is the policy of the AORMA Committee, CSURMA Executive Committee and/or Board of Directors that members who withdraw or are terminated from one or more AORMA PROGRAM(S) remain subject to assessments described here and in the CSURMA Joint Exercise of Powers Agreement, Bylaws, Memorandums of Coverage and other governing documents policy and procedures. Furthermore, members that withdraw or are terminated from one or more AORMA PROGRAM are not eligible for any dividends or return of unencumbered surplus that may be declared.

\* \* \* \* \*

We acknowledge and agree that this Participation Agreement shall automatically conform to any amendments made to the CSURMA Joint Exercise of Powers Agreement or Bylaws which affect the conditions of participation in the AORMA PROGRAMS and that any such amendments do not require our agreement or consent. Any other amendments to this Participation Agreement shall require a two-thirds vote of the members of the CSURMA Executive Committee and/or the Board of Directors of the CSURMA.

In recognition of the above, this Participation Agreement is executed on May 5, 2026  
(date).

The Cal Poly Pomona Foundation, Inc.  
Auxiliary Organization Program Participant

\_\_\_\_\_  
Name

Secretary/Treasurer, Board of Directors  
Title



# Memorandum

Date: May 5, 2026  
To: Board of Directors  
From: Dr. Terri Gomez, Nominating Committee Chair  
Thomas Sekayan, Acting Chief Executive Officer  
Subject: **Election of Officers for 2026-2027**

Per Article VI, Section 2 of the Bylaws, Christina Gonzales, Chair of the Board, nominated Dr. Terri Gomez (Nominated Committee Chair), Stephanie Pastor, and Dr. Homeyra Sadaghiani to serve on the Nominating Committee for 2026-2027. The Board approved the nomination.

The Nominating Committee met and voted on May 1, 2025, and selected the following slate of officers as nominees for the 2026-2027 Board of Directors.

Chair	Christina Gonzales
Vice-Chair	John McGuthry
Secretary/Treasurer	Dr. Alison Baski

Each officer nominee has indicated their desire to serve. The new Board Officers will take their seats beginning July 1, 2026, to serve for the 2026-2027 fiscal year.

## **PROPOSED ACTION:**

The Nominating Committee recommends approval of the slate of officers as presented.

**THEREFORE, BE IT RESOLVED** that the Board of Directors elects the slate of Board officers presented by the Nominating Committee for the fiscal year 2026-2027, effective July 1, 2026, for a term of one year.

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF MAY 2026.**

---

Dr. Alison Baski, Secretary/Treasurer  
Board of Directors



**Cal Poly Pomona Enterprises  
Statement of Activities (P&L Report)  
For Period Ending 03/31/2026**

REVENUES		EXPENSES - Payroll		EXPENSES - Other				EXPENSES - Total		SURPLUS/(DEFICIT)			
FY 25-26 YTD		FY 25-26 YTD		FY 25-26 YTD				FY 25-26 YTD		FY 25-26 YTD			
Actual	Budget	Actual	Budget	Admin Fees	Other Expenses	Total Other Expenses	Budget	Actual	Budget	Actual	Budget	\$ Variance	
<b>Commercial Services</b>													
Dining Services	\$17,114,878	\$17,379,255	\$6,082,408	\$6,215,332	\$1,112,481	\$9,363,145	\$10,475,625	\$10,612,724	\$16,558,034	\$16,828,056	\$556,844	\$551,199	\$5,645
Bookstore	\$14,916,095	\$14,033,617	\$1,127,105	\$1,256,499	\$924,622	\$12,723,344	\$13,647,966	\$12,376,422	\$14,775,072	\$13,632,921	\$141,023	\$400,696	(\$259,673)
Kellogg West	\$2,044,024	\$2,990,844	\$1,520,712	\$1,536,878	\$132,862	\$1,451,937	\$1,584,799	\$1,690,041	\$3,105,511	\$3,226,919	(\$1,061,487)	(\$236,075)	(\$825,412)
CPPE Student Housing	\$18,251,466	\$17,511,681	\$2,498,708	\$2,878,048	\$1,186,345	\$12,351,454	\$13,537,799	\$10,753,227	\$16,036,507	\$13,631,275	\$2,214,959	\$3,880,406	\$1,665,447
Real Estate/Rentals	\$5,654,611	\$6,579,854	\$451,221	\$519,054	\$255,713	\$3,362,197	\$3,617,910	\$4,733,582	\$4,069,131	\$5,252,636	\$1,585,480	\$1,327,218	\$258,262
<b>Total Commercial Services</b>	<b>\$57,981,073</b>	<b>\$58,495,251</b>	<b>\$11,680,155</b>	<b>\$12,405,811</b>	<b>\$3,612,023</b>	<b>\$39,252,077</b>	<b>\$42,864,099</b>	<b>\$40,165,996</b>	<b>\$54,544,254</b>	<b>\$52,571,807</b>	<b>\$3,436,819</b>	<b>\$5,923,444</b>	<b>(\$2,486,625)</b>
<b>Other Activities</b>													
Investments	\$2,696,941	\$1,847,250	\$0	\$0	\$0	\$94,617	\$94,617	\$80,028	\$94,617	\$80,028	\$2,602,324	\$1,767,222	\$835,102
Administration	\$387,993	\$487,507	\$5,107,494	\$5,534,914	(\$4,849,846)	\$976,633	(\$3,873,213)	(\$3,789,074)	\$1,234,281	\$1,745,840	(\$846,288)	(\$1,258,333)	\$412,045
<b>Total Other Activities</b>	<b>\$3,084,934</b>	<b>\$2,334,757</b>	<b>\$5,107,494</b>	<b>\$5,534,914</b>	<b>(\$4,849,846)</b>	<b>\$1,071,250</b>	<b>(\$3,778,596)</b>	<b>(\$3,709,046)</b>	<b>\$1,328,898</b>	<b>\$1,825,868</b>	<b>\$1,756,036</b>	<b>\$508,889</b>	<b>\$1,247,147</b>
<b>Total Commercial Services + Other Activities</b>	<b>\$61,066,007</b>	<b>\$60,830,008</b>	<b>\$16,787,649</b>	<b>\$17,940,725</b>	<b>(\$1,237,823)</b>	<b>\$40,323,327</b>	<b>\$39,085,503</b>	<b>\$36,456,950</b>	<b>\$55,873,153</b>	<b>\$54,397,675</b>	<b>\$5,192,855</b>	<b>\$6,432,333</b>	<b>(\$1,239,478)</b>
<b>Designated Funds</b>													
Annual Designated	\$46,883	\$0	\$41,781	\$0	\$0	\$807,436	\$807,436	\$1,619,294	\$849,217	\$1,619,294	(\$802,334)	(\$1,619,294)	\$816,960
<b>Total Designated Funds</b>	<b>\$46,883</b>	<b>\$0</b>	<b>\$41,781</b>	<b>\$0</b>	<b>\$0</b>	<b>\$807,436</b>	<b>\$807,436</b>	<b>\$1,619,294</b>	<b>\$849,217</b>	<b>\$1,619,294</b>	<b>(\$802,334)</b>	<b>(\$1,619,294)</b>	<b>\$816,960</b>
<b>Support Activities</b>													
Bronco One Card	\$324,720	\$426,193	\$185,458	\$222,280	\$21,107	\$116,944	\$138,051	\$138,637	\$323,510	\$360,917	\$1,210	\$65,276	(\$64,066)
Research Office	\$2,787,840	\$2,200,411	\$86,426	\$238,086	\$846,104	\$1,132,710	\$1,978,814	\$1,862,911	\$2,065,239	\$2,100,997	\$722,600	\$99,414	\$623,186
Agriculture	\$3,244,443	\$4,145,388	\$1,459,871	\$1,644,896	\$129,407	\$2,721,450	\$2,850,857	\$2,460,041	\$4,310,728	\$4,104,937	(\$1,066,285)	\$40,451	(\$1,106,736)
College of P&GE	\$2,877,750	\$2,192,385	\$1,436,567	\$1,264,508	\$129,488	\$857,076	\$986,564	\$1,097,294	\$2,423,130	\$2,361,802	\$454,620	(\$169,417)	\$624,037
Support Programs	\$4,556,956	\$3,217,833	\$1,425,492	\$1,271,259	\$111,718	\$3,156,498	\$3,268,216	\$1,946,565	\$4,693,708	\$3,217,824	(\$136,752)	\$9	(\$136,761)
<b>Total Support Activities</b>	<b>\$13,791,708</b>	<b>\$12,182,210</b>	<b>\$4,593,814</b>	<b>\$4,641,029</b>	<b>\$1,237,823</b>	<b>\$7,984,678</b>	<b>\$9,222,501</b>	<b>\$7,505,448</b>	<b>\$13,816,315</b>	<b>\$12,146,477</b>	<b>(\$24,607)</b>	<b>\$35,733</b>	<b>(\$60,340)</b>
<b>Grants+Transfers</b>													
Grants and Contracts	\$20,215,400	\$16,699,202	\$0	\$0	\$0	\$20,252,182	\$20,252,182	\$16,699,202	\$20,252,182	\$16,699,202	(\$36,781)	\$0	(\$36,781)
Vesting Grant Assets	\$0	\$0	\$0	\$0	\$0	(\$1,070,339)	(\$1,070,339)	\$0	(\$1,070,339)	\$0	\$1,070,339	\$0	\$1,070,339
Transfers	\$0	\$0	\$0	\$0	\$0	\$1,528,872	\$1,528,872	\$0	\$1,528,872	\$0	(\$1,528,872)	\$0	(\$1,528,872)
<b>Total Grants+Transfers</b>	<b>\$20,215,400</b>	<b>\$16,699,202</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,710,715</b>	<b>\$20,710,715</b>	<b>\$16,699,202</b>	<b>\$20,710,715</b>	<b>\$16,699,202</b>	<b>(\$495,314)</b>	<b>\$0</b>	<b>(\$495,314)</b>
<b>Total Enterprises Net</b>	<b>\$95,119,999</b>	<b>\$89,711,420</b>	<b>\$21,423,244</b>	<b>\$22,581,754</b>	<b>\$0</b>	<b>\$69,826,155</b>	<b>\$69,826,155</b>	<b>\$62,280,894</b>	<b>\$91,249,399</b>	<b>\$84,862,648</b>	<b>\$3,870,599</b>	<b>\$4,848,772</b>	<b>(\$978,173)</b>



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Dining Services**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Other	\$107,037.75	\$105,044.00	\$108,257.20	\$3,213.20	\$737,706.23	\$706,437.00	\$728,644.99	\$22,207.99
Sales	\$2,404,786.31	\$2,458,997.00	\$2,485,152.21	\$26,155.21	\$16,318,631.71	\$16,672,818.00	\$16,386,232.88	(\$286,585.12)
<b>Total REVENUE</b>	<b>\$2,511,824.06</b>	<b>\$2,564,041.00</b>	<b>\$2,593,409.41</b>	<b>\$29,368.41</b>	<b>\$17,056,337.94</b>	<b>\$17,379,255.00</b>	<b>\$17,114,877.87</b>	<b>(\$264,377.13)</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	\$805,633.24	\$776,960.00	\$753,914.41	(\$23,045.59)	\$4,961,081.87	\$5,119,603.00	\$5,152,130.87	\$32,527.87
<b>Total COST OF SALES</b>	<b>\$805,633.24</b>	<b>\$776,960.00</b>	<b>\$753,914.41</b>	<b>(\$23,045.59)</b>	<b>\$4,961,081.87</b>	<b>\$5,119,603.00</b>	<b>\$5,152,130.87</b>	<b>\$32,527.87</b>
<b>GROSS PROFIT</b>	<b>\$1,706,190.82</b>	<b>\$1,787,081.00</b>	<b>\$1,839,495.00</b>	<b>\$52,414.00</b>	<b>\$12,095,256.07</b>	<b>\$12,259,652.00</b>	<b>\$11,962,747.00</b>	<b>(\$296,905.00)</b>
<i>% Gross Margin</i>	<i>67.9%</i>	<i>69.7%</i>	<i>70.9%</i>		<i>70.9%</i>	<i>70.5%</i>	<i>69.9%</i>	
<b>EXPENDITURES</b>								
Utilities	\$44,445.63	\$75,693.00	\$73,037.33	(\$2,655.67)	\$412,725.09	\$466,983.00	\$437,185.95	(\$29,797.05)
Agr/RE Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$1,368.68	\$0.00	\$0.00	\$0.00
Insurance	\$3,869.04	\$6,232.00	(\$1,652.68)	(\$7,884.68)	\$41,831.66	\$54,480.00	\$39,952.82	(\$14,527.18)
Repairs & Maintenance	\$42,907.02	\$28,854.00	\$50,324.36	\$21,470.36	\$299,938.13	\$244,070.00	\$270,157.30	\$26,087.30
Meals & Refreshments	\$499.78	\$130.00	\$952.89	\$822.89	\$6,667.24	\$1,170.00	\$12,292.89	\$11,122.89
Postage & Freight	\$0.00	\$155.00	\$75.67	(\$79.33)	\$4,799.41	\$1,120.00	\$4,263.67	\$3,143.67
Advertising	\$3,138.56	\$798.00	\$4,518.94	\$3,720.94	\$21,826.32	\$11,489.00	\$17,930.04	\$6,441.04
Rent/Commissions	\$36,151.62	\$42,802.00	\$40,229.32	(\$2,572.68)	\$292,709.91	\$271,763.00	\$278,017.26	\$6,254.26
Services	\$47,613.76	\$64,209.00	\$53,296.82	(\$10,912.18)	\$501,508.54	\$558,226.00	\$476,105.21	(\$82,120.79)
Supplies	\$85,736.70	\$79,520.00	\$74,349.81	(\$5,170.19)	\$626,173.77	\$613,177.00	\$610,061.14	(\$3,115.86)
Telephone	\$4,595.19	\$4,411.00	\$19,433.20	\$15,022.20	\$47,846.45	\$36,700.00	\$88,954.39	\$52,254.39
Travel	\$0.00	\$0.00	\$859.04	\$859.04	\$9,044.62	\$8,600.00	\$7,270.71	(\$1,329.29)
Laundry	\$6,795.44	\$9,230.00	\$9,798.96	\$568.96	\$59,510.18	\$66,759.00	\$76,095.65	\$9,336.65
Other	\$61,613.17	\$70,421.00	\$58,627.08	(\$11,793.92)	\$455,236.41	\$535,815.00	\$456,336.50	(\$79,478.50)
Administrative Fees	\$164,833.45	\$166,340.00	\$168,281.91	\$1,941.91	\$1,108,437.59	\$1,126,469.00	\$1,112,480.80	(\$13,988.20)
Depreciation	\$28,495.91	\$16,774.00	\$16,945.30	\$171.30	\$224,633.72	\$148,653.00	\$133,976.98	(\$14,676.02)
Interest Expense	\$76,604.17	\$74,792.00	\$74,791.67	(\$0.33)	\$696,354.15	\$680,376.00	\$680,375.01	(\$0.99)
Rental/Land & Building	\$60,471.24	\$62,397.00	\$63,261.91	\$864.91	\$472,768.17	\$491,909.00	\$498,155.61	\$6,246.61
Bank Card Fees	\$32,449.42	\$26,998.00	\$21,966.89	(\$5,031.11)	\$184,907.21	\$175,362.00	\$143,972.52	(\$31,389.48)



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

Dining Services

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>Total EXPENDITURES</b>	<b>\$700,220.10</b>	<b>\$729,756.00</b>	<b>\$729,098.42</b>	<b>(\$657.58)</b>	<b>\$5,468,287.25</b>	<b>\$5,493,121.00</b>	<b>\$5,343,584.45</b>	<b>(\$149,536.55)</b>
<i>% of Revenue</i>	27.9%	28.5%	28.1%		32.1%	31.6%	31.2%	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$654,756.79	\$638,100.00	\$686,438.72	\$48,338.72	\$4,838,576.03	\$5,049,915.00	\$4,992,125.38	(\$57,789.62)
Employee Benefits	\$123,399.01	\$133,594.00	\$135,827.44	\$2,233.44	\$1,102,226.32	\$1,165,417.00	\$1,090,282.93	(\$75,134.07)
<b>Total PAYROLL EXPENSE</b>	<b>\$778,155.80</b>	<b>\$771,694.00</b>	<b>\$822,266.16</b>	<b>\$50,572.16</b>	<b>\$5,940,802.35</b>	<b>\$6,215,332.00</b>	<b>\$6,082,408.31</b>	<b>(\$132,923.69)</b>
<i>% of Revenue</i>	31.0%	30.1%	31.7%		34.8%	35.8%	35.5%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$1,478,375.90</b>	<b>\$1,501,450.00</b>	<b>\$1,551,364.58</b>	<b>\$49,914.58</b>	<b>\$11,409,089.60</b>	<b>\$11,708,453.00</b>	<b>\$11,425,992.76</b>	<b>(\$282,460.24)</b>
<i>% of Revenue</i>	58.9%	58.6%	59.8%		66.9%	67.4%	66.8%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>\$227,814.92</b>	<b>\$285,631.00</b>	<b>\$288,130.42</b>	<b>\$2,499.42</b>	<b>\$686,166.47</b>	<b>\$551,199.00</b>	<b>\$536,754.24</b>	<b>(\$14,444.76)</b>
<i>% Net Margin</i>	9.1%	11.1%	11.1%		4.0%	3.2%	3.1%	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Bookstore**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Other	\$3,071.68	\$2,950.00	\$8,060.59	\$5,110.59	\$149,311.17	\$129,083.00	\$130,506.27	\$1,423.27
Sales	\$835,213.59	\$680,579.00	\$1,006,326.81	\$325,747.81	\$14,026,303.55	\$13,904,534.00	\$14,785,588.82	\$881,054.82
<b>Total REVENUE</b>	<b>\$838,285.27</b>	<b>\$683,529.00</b>	<b>\$1,014,387.40</b>	<b>\$330,858.40</b>	<b>\$14,175,614.72</b>	<b>\$14,033,617.00</b>	<b>\$14,916,095.09</b>	<b>\$882,478.09</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	\$382,263.11	\$404,173.00	\$538,340.28	\$134,167.28	\$10,793,228.46	\$10,824,459.00	\$12,162,696.48	\$1,338,237.48
<b>Total COST OF SALES</b>	<b>\$382,263.11</b>	<b>\$404,173.00</b>	<b>\$538,340.28</b>	<b>\$134,167.28</b>	<b>\$10,793,228.46</b>	<b>\$10,824,459.00</b>	<b>\$12,162,696.48</b>	<b>\$1,338,237.48</b>
<b>GROSS PROFIT</b>	<b>\$456,022.16</b>	<b>\$279,356.00</b>	<b>\$476,047.12</b>	<b>\$196,691.12</b>	<b>\$3,382,386.26</b>	<b>\$3,209,158.00</b>	<b>\$2,753,398.61</b>	<b>(\$455,759.39)</b>
<i>% Gross Margin</i>	<i>54.4%</i>	<i>40.9%</i>	<i>46.9%</i>		<i>23.9%</i>	<i>22.9%</i>	<i>18.5%</i>	
<b>EXPENDITURES</b>								
Utilities	\$5,573.06	\$6,411.00	\$6,411.01	\$0.01	\$57,195.79	\$63,605.00	\$55,147.45	(\$8,457.55)
Agr/RE Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$252.93	\$0.00	\$0.00	\$0.00
Insurance	\$2,747.25	\$3,042.00	(\$4,417.18)	(\$7,459.18)	\$27,748.18	\$27,378.00	\$19,173.44	(\$8,204.56)
Repairs & Maintenance	\$1,584.33	\$1,208.00	\$70.00	(\$1,138.00)	\$8,846.16	\$10,872.00	\$9,154.91	(\$1,717.09)
Meals & Refreshments	\$1,046.44	\$417.00	\$381.57	(\$35.43)	\$4,343.75	\$3,753.00	\$4,921.46	\$1,168.46
Postage & Freight	\$644.99	\$0.00	\$1,738.49	\$1,738.49	\$2,732.19	\$0.00	\$3,545.63	\$3,545.63
Advertising	\$2,050.00	\$750.00	\$459.86	(\$290.14)	\$1,998.13	\$6,750.00	\$2,496.25	(\$4,253.75)
Rent/Commissions	\$1,144.31	\$1,500.00	\$1,315.98	(\$184.02)	\$283,264.99	\$263,500.00	\$136,388.87	(\$127,111.13)
Services	\$4,226.09	\$6,000.00	\$11,114.04	\$5,114.04	\$86,544.44	\$108,745.00	\$89,402.80	(\$19,342.20)
Supplies	\$2,544.96	\$3,084.00	\$3,462.91	\$378.91	\$19,266.99	\$32,256.00	\$24,570.34	(\$7,685.66)
Telephone	\$1,100.75	\$1,275.00	\$1,204.25	(\$70.75)	\$12,198.99	\$11,475.00	\$10,161.25	(\$1,313.75)
Travel	\$2,401.59	\$0.00	\$2,413.24	\$2,413.24	\$2,795.05	\$0.00	\$4,906.71	\$4,906.71
Other	\$3,126.23	\$2,863.00	\$4,058.89	\$1,195.89	\$11,964.33	\$13,526.00	\$14,250.62	\$724.62
Administrative Fees	\$50,438.82	\$38,839.00	\$62,596.34	\$23,757.34	\$869,740.72	\$864,416.00	\$924,621.82	\$60,205.82
Depreciation	\$8,196.36	\$9,613.00	\$7,984.53	(\$1,628.47)	\$73,115.69	\$86,867.00	\$72,378.27	(\$14,488.73)
Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank Card Fees	\$21,493.23	\$8,727.00	\$31,905.39	\$23,178.39	\$88,818.69	\$58,820.00	\$114,149.92	\$55,329.92
<b>Total EXPENDITURES</b>	<b>\$108,318.41</b>	<b>\$83,729.00</b>	<b>\$130,699.32</b>	<b>\$46,970.32</b>	<b>\$1,550,827.02</b>	<b>\$1,551,963.00</b>	<b>\$1,485,269.74</b>	<b>(\$66,693.26)</b>
<i>% of Revenue</i>	<i>12.9%</i>	<i>12.2%</i>	<i>12.9%</i>		<i>10.9%</i>	<i>11.1%</i>	<i>10.0%</i>	





Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Bookstore**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$97,595.18	\$101,389.00	\$116,179.43	\$14,790.43	\$859,975.95	\$934,943.00	\$855,305.32	(\$79,637.68)
Employee Benefits	\$30,119.91	\$34,558.00	\$33,374.34	(\$1,183.66)	\$292,700.28	\$321,556.00	\$271,800.11	(\$49,755.89)
<b>Total PAYROLL EXPENSE</b>	<b>\$127,715.09</b>	<b>\$135,947.00</b>	<b>\$149,553.77</b>	<b>\$13,606.77</b>	<b>\$1,152,676.23</b>	<b>\$1,256,499.00</b>	<b>\$1,127,105.43</b>	<b>(\$129,393.57)</b>
<i>% of Revenue</i>	15.2%	19.9%	14.7%		8.1%	9.0%	7.6%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$236,033.50</b>	<b>\$219,676.00</b>	<b>\$280,253.09</b>	<b>\$60,577.09</b>	<b>\$2,703,503.25</b>	<b>\$2,808,462.00</b>	<b>\$2,612,375.17</b>	<b>(\$196,086.83)</b>
<i>% of Revenue</i>	28.2%	32.1%	27.6%		19.1%	20.0%	17.5%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>\$219,988.66</b>	<b>\$59,680.00</b>	<b>\$195,794.03</b>	<b>\$136,114.03</b>	<b>\$678,883.01</b>	<b>\$400,696.00</b>	<b>\$141,023.44</b>	<b>(\$259,672.56)</b>
<i>% Net Margin</i>	26.2%	8.7%	19.3%		4.8%	2.9%	0.9%	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Kellogg West**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Other	\$0.00	\$1,526.00	\$0.00	(\$1,526.00)	\$0.00	\$13,734.00	\$0.00	(\$13,734.00)
Sales	\$233,751.25	\$451,941.00	\$343,469.39	(\$108,471.61)	\$2,335,589.89	\$2,977,110.00	\$2,044,023.65	(\$933,086.35)
<b>Total REVENUE</b>	<b>\$233,751.25</b>	<b>\$453,467.00</b>	<b>\$343,469.39</b>	<b>(\$109,997.61)</b>	<b>\$2,335,589.89</b>	<b>\$2,990,844.00</b>	<b>\$2,044,023.65</b>	<b>(\$946,820.35)</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	\$20,831.20	\$56,991.00	\$43,751.23	(\$13,239.77)	\$304,277.92	\$398,938.00	\$281,566.46	(\$117,371.54)
<b>Total COST OF SALES</b>	<b>\$20,831.20</b>	<b>\$56,991.00</b>	<b>\$43,751.23</b>	<b>(\$13,239.77)</b>	<b>\$304,277.92</b>	<b>\$398,938.00</b>	<b>\$281,566.46</b>	<b>(\$117,371.54)</b>
<b>GROSS PROFIT</b>	<b>\$212,920.05</b>	<b>\$396,476.00</b>	<b>\$299,718.16</b>	<b>(\$96,757.84)</b>	<b>\$2,031,311.97</b>	<b>\$2,591,906.00</b>	<b>\$1,762,457.19</b>	<b>(\$829,448.81)</b>
<i>% Gross Margin</i>	<i>91.1%</i>	<i>87.4%</i>	<i>87.3%</i>		<i>87.0%</i>	<i>86.7%</i>	<i>86.2%</i>	
<b>EXPENDITURES</b>								
Utilities	\$36,949.01	\$27,375.00	\$27,375.00	\$0.00	\$278,334.75	\$258,815.00	\$214,899.50	(\$43,915.50)
Agr/RE Fees	\$447.20	\$0.00	\$447.20	\$447.20	\$4,024.80	\$0.00	\$3,677.60	\$3,677.60
Insurance	\$6,734.03	\$8,308.00	(\$11,436.62)	(\$19,744.62)	\$68,176.23	\$74,772.00	\$51,436.26	(\$23,335.74)
Repairs & Maintenance	\$20,761.05	\$22,651.00	\$66,112.67	\$43,461.67	\$188,691.60	\$211,076.00	\$425,425.01	\$214,349.01
Meals & Refreshments	\$706.29	\$0.00	\$778.22	\$778.22	\$4,342.23	\$1,000.00	\$2,857.75	\$1,857.75
Postage & Freight	\$69.55	\$30.00	\$33.01	\$3.01	\$1,472.69	\$1,810.00	\$1,458.33	(\$351.67)
Advertising	\$151.98	\$1,950.00	\$5,380.88	\$3,430.88	\$16,364.16	\$17,550.00	\$8,624.38	(\$8,925.62)
Rent/Commissions	\$5,439.86	\$3,392.00	\$5,006.26	\$1,614.26	\$49,170.00	\$30,528.00	\$88,280.40	\$57,752.40
Services	\$12,317.15	\$11,583.00	\$42,204.12	\$30,621.12	\$91,575.87	\$104,247.00	\$98,041.62	(\$6,205.38)
Supplies	\$15,003.02	\$15,158.00	\$32,321.66	\$17,163.66	\$112,465.96	\$129,722.00	\$143,482.21	\$13,760.21
Telephone	\$3,727.00	\$3,928.00	\$14,568.89	\$10,640.89	\$33,868.08	\$35,052.00	\$48,867.52	\$13,815.52
Travel	\$100.00	\$0.00	\$1,227.80	\$1,227.80	\$3,396.80	\$3,250.00	\$4,826.82	\$1,576.82
Laundry	\$5,996.45	\$11,667.00	\$6,743.99	(\$4,923.01)	\$63,280.07	\$92,003.00	\$51,633.43	(\$40,369.57)
Other	\$1,683.02	\$1,887.00	\$1,810.71	(\$76.29)	\$16,732.76	\$17,058.00	(\$76,003.27)	(\$93,061.27)
Administrative Fees	\$13,904.73	\$29,475.00	\$22,325.55	(\$7,149.45)	\$150,524.23	\$194,406.00	\$132,861.57	(\$61,544.43)
Depreciation	\$5,777.74	\$12,523.00	\$7,005.82	(\$5,517.18)	\$51,999.66	\$77,793.00	\$61,380.37	(\$16,412.63)
Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rental/Land & Building	\$0.00	\$0.00	\$7,791.14	\$7,791.14	\$5,727.50	\$0.00	\$22,338.74	\$22,338.74
Bank Card Fees	\$11,457.51	\$4,669.00	\$2,503.08	(\$2,165.92)	\$52,912.01	\$42,021.00	\$19,143.89	(\$22,877.11)



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

Kellogg West

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>Total EXPENDITURES</b>	<b>\$141,225.59</b>	<b>\$154,596.00</b>	<b>\$232,199.38</b>	<b>\$77,603.38</b>	<b>\$1,193,059.40</b>	<b>\$1,291,103.00</b>	<b>\$1,303,232.13</b>	<b>\$12,129.13</b>
<i>% of Revenue</i>	60.4%	34.1%	67.6%		51.1%	43.2%	63.8%	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$113,800.50	\$112,491.00	\$121,777.70	\$9,286.70	\$1,213,877.26	\$1,161,231.00	\$1,214,177.84	\$52,946.84
Employee Benefits	\$35,698.46	\$38,883.00	\$37,842.85	(\$1,040.15)	\$319,246.58	\$375,647.00	\$306,534.32	(\$69,112.68)
<b>Total PAYROLL EXPENSE</b>	<b>\$149,498.96</b>	<b>\$151,374.00</b>	<b>\$159,620.55</b>	<b>\$8,246.55</b>	<b>\$1,533,123.84</b>	<b>\$1,536,878.00</b>	<b>\$1,520,712.16</b>	<b>(\$16,165.84)</b>
<i>% of Revenue</i>	64.0%	33.4%	46.5%		65.6%	51.4%	74.4%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$290,724.55</b>	<b>\$305,970.00</b>	<b>\$391,819.93</b>	<b>\$85,849.93</b>	<b>\$2,726,183.24</b>	<b>\$2,827,981.00</b>	<b>\$2,823,944.29</b>	<b>(\$4,036.71)</b>
<i>% of Revenue</i>	124.4%	67.5%	114.1%		116.7%	94.6%	138.2%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>(\$77,804.50)</b>	<b>\$90,506.00</b>	<b>(\$92,101.77)</b>	<b>(\$182,607.77)</b>	<b>(\$694,871.27)</b>	<b>(\$236,075.00)</b>	<b>(\$1,061,487.10)</b>	<b>(\$825,412.10)</b>
<i>% Net Margin</i>	(33.3%)	20.0%	(26.8%)		(29.8%)	(7.9%)	(51.9%)	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**CPPE Student Housing**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Investment Returns	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,350.00	\$3,500.00	\$7,439.26	\$3,939.26	\$34,093.00	\$31,700.00	\$56,661.41	\$24,961.41
Sales	\$1,517,025.35	\$2,279,956.00	\$2,266,073.45	(\$13,882.55)	\$10,103,296.33	\$17,479,981.00	\$18,194,804.59	\$714,823.59
<b>Total REVENUE</b>	<b>\$1,520,375.35</b>	<b>\$2,283,456.00</b>	<b>\$2,273,512.71</b>	<b>(\$9,943.29)</b>	<b>\$10,137,389.33</b>	<b>\$17,511,681.00</b>	<b>\$18,251,466.00</b>	<b>\$739,785.00</b>
<b>GROSS PROFIT</b>	<b>\$1,520,375.35</b>	<b>\$2,283,456.00</b>	<b>\$2,273,512.71</b>	<b>(\$9,943.29)</b>	<b>\$10,137,389.33</b>	<b>\$17,511,681.00</b>	<b>\$18,251,466.00</b>	<b>\$739,785.00</b>
<i>% Gross Margin</i>	<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>		<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>	
<b>EXPENDITURES</b>								
Utilities	\$95,666.84	\$139,072.00	\$116,467.17	(\$22,604.83)	\$886,673.62	\$1,251,648.00	\$1,288,492.02	\$36,844.02
Insurance	\$23,255.00	\$56,915.00	\$149,739.05	\$92,824.05	\$235,645.52	\$512,235.00	\$595,562.49	\$83,327.49
Repairs & Maintenance	\$41,445.04	\$110,813.00	\$90,378.89	(\$20,434.11)	\$623,835.23	\$977,986.00	\$624,781.15	(\$353,204.85)
Meals & Refreshments	\$624.02	\$0.00	(\$1,866.30)	(\$1,866.30)	\$6,550.90	\$4,300.00	\$3,876.38	(\$423.62)
Postage & Freight	\$150.00	\$71.00	\$71.00	\$0.00	\$1,731.52	\$639.00	\$339.61	(\$299.39)
Advertising	\$141.26	\$835.00	\$5,897.93	\$5,062.93	\$7,740.28	\$7,815.00	\$19,587.10	\$11,772.10
Rent/Commissions	\$217.51	\$584.00	\$207.62	(\$376.38)	\$4,421.05	\$5,256.00	\$2,621.00	(\$2,635.00)
Services	\$49,337.28	\$82,525.00	\$108,846.29	\$26,321.29	\$500,228.77	\$742,725.00	\$729,681.33	(\$13,043.67)
Supplies	\$46,503.80	\$79,241.00	\$69,094.61	(\$10,146.39)	\$437,803.98	\$603,439.00	\$477,106.95	(\$126,332.05)
Telephone	\$30,137.78	\$44,178.00	\$27,378.03	(\$16,799.97)	\$272,961.55	\$397,602.00	\$307,353.10	(\$90,248.90)
Travel	\$0.00	\$0.00	\$527.86	\$527.86	\$169.70	\$0.00	\$527.86	\$527.86
REAL ESTATE FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$7,441.88	\$75,297.00	\$39,362.76	(\$35,934.24)	\$303,995.98	\$641,260.00	\$380,043.12	(\$261,216.88)
Administrative Fees	\$98,824.41	\$148,424.00	\$147,778.32	(\$645.68)	\$658,930.32	\$1,138,255.00	\$1,186,345.29	\$48,090.29
Depreciation	\$138,310.60	\$457,956.00	\$461,862.40	\$3,906.40	\$1,181,861.74	\$4,122,118.00	\$4,115,699.40	(\$6,418.60)
Interest Expense	\$24,162.99	\$23,661.00	\$1,152,814.73	\$1,129,153.73	\$217,466.91	\$212,949.00	\$3,600,410.07	\$3,387,461.07
Bank Card Fees	\$15,513.21	\$15,000.00	\$29,630.74	\$14,630.74	\$110,544.87	\$135,000.00	\$205,372.48	\$70,372.48
<b>Total EXPENDITURES</b>	<b>\$571,731.62</b>	<b>\$1,234,572.00</b>	<b>\$2,398,191.10</b>	<b>\$1,163,619.10</b>	<b>\$5,450,561.94</b>	<b>\$10,753,227.00</b>	<b>\$13,537,799.35</b>	<b>\$2,784,572.35</b>
<i>% of Revenue</i>	<i>37.6%</i>	<i>54.1%</i>	<i>105.5%</i>		<i>53.8%</i>	<i>61.4%</i>	<i>74.2%</i>	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$146,304.67	\$241,870.00	\$205,231.83	(\$36,638.17)	\$1,350,380.13	\$2,266,324.00	\$1,770,731.20	(\$495,592.80)



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**CPPE Student Housing**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
Employee Benefits	\$68,739.10	\$64,585.00	\$95,616.64	\$31,031.64	\$573,197.50	\$611,724.00	\$727,976.87	\$116,252.87
<b>Total PAYROLL EXPENSE</b>	<b>\$215,043.77</b>	<b>\$306,455.00</b>	<b>\$300,848.47</b>	<b>(\$5,606.53)</b>	<b>\$1,923,577.63</b>	<b>\$2,878,048.00</b>	<b>\$2,498,708.07</b>	<b>(\$379,339.93)</b>
<i>% of Revenue</i>	14.1%	13.4%	13.2%		19.0%	16.4%	13.7%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$786,775.39</b>	<b>\$1,541,027.00</b>	<b>\$2,699,039.57</b>	<b>\$1,158,012.57</b>	<b>\$7,374,139.57</b>	<b>\$13,631,275.00</b>	<b>\$16,036,507.42</b>	<b>\$2,405,232.42</b>
<i>% of Revenue</i>	51.7%	67.5%	118.7%		72.7%	77.8%	87.9%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>\$733,599.96</b>	<b>\$742,429.00</b>	<b>(\$425,526.86)</b>	<b>(\$1,167,955.86)</b>	<b>\$2,763,249.76</b>	<b>\$3,880,406.00</b>	<b>\$2,214,958.58</b>	<b>(\$1,665,447.42)</b>
<i>% Net Margin</i>	48.3%	32.5%	(18.7%)		27.3%	22.2%	12.1%	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Real Estate/Rentals**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Investment Returns	\$101,921.88	\$100,773.00	\$101,961.53	\$1,188.53	\$921,760.42	\$900,340.00	\$923,458.65	\$23,118.65
Other	\$383.40	\$25,800.00	\$2,817.61	(\$22,982.39)	\$10,778.18	\$32,157.00	\$6,661.14	(\$25,495.86)
Sales	\$674,776.31	\$589,373.00	\$590,370.18	\$997.18	\$6,223,840.91	\$5,647,357.00	\$4,724,490.74	(\$922,866.26)
<b>Total REVENUE</b>	<b>\$777,081.59</b>	<b>\$715,946.00</b>	<b>\$695,149.32</b>	<b>(\$20,796.68)</b>	<b>\$7,156,379.51</b>	<b>\$6,579,854.00</b>	<b>\$5,654,610.53</b>	<b>(\$925,243.47)</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	(\$70.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total COST OF SALES</b>	<b>(\$70.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$777,151.59</b>	<b>\$715,946.00</b>	<b>\$695,149.32</b>	<b>(\$20,796.68)</b>	<b>\$7,156,379.51</b>	<b>\$6,579,854.00</b>	<b>\$5,654,610.53</b>	<b>(\$925,243.47)</b>
<i>% Gross Margin</i>	<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>		<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>	
<b>EXPENDITURES</b>								
Utilities	\$35,759.49	\$48,830.00	\$45,083.05	(\$3,746.95)	\$428,030.24	\$475,405.00	\$397,647.86	(\$77,757.14)
Insurance	\$11,380.25	\$12,760.00	(\$15,924.98)	(\$28,684.98)	\$114,410.99	\$114,840.00	\$82,696.18	(\$32,143.82)
Repairs & Maintenance	\$15,969.24	\$24,133.00	\$52,551.91	\$28,418.91	\$145,043.83	\$178,201.00	\$158,464.00	(\$19,737.00)
Meals & Refreshments	\$0.00	\$0.00	\$0.00	\$0.00	\$97.94	\$130.00	\$101.16	(\$28.84)
Postage & Freight	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.63	\$24.63
Advertising	\$0.00	\$0.00	\$42.00	\$42.00	\$370.00	\$300.00	\$209.49	(\$90.51)
Rent/Commissions	\$93,386.40	\$68,250.00	\$79,554.82	\$11,304.82	\$854,094.64	\$614,250.00	\$500,852.34	(\$113,397.66)
Services	\$62,541.00	\$91,044.00	\$104,441.56	\$13,397.56	\$710,284.06	\$847,541.00	\$641,829.33	(\$205,711.67)
Supplies	\$5,188.09	\$2,394.00	\$1,422.84	(\$971.16)	\$20,753.35	\$21,490.00	\$14,799.30	(\$6,690.70)
Telephone	\$1,618.53	\$987.00	(\$944.52)	(\$1,931.52)	\$13,735.17	\$8,883.00	\$9,525.99	\$642.99
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$932.96	\$0.00	\$0.00	\$0.00
REAL ESTATE FEES	\$0.00	\$4,500.00	\$2,615.30	(\$1,884.70)	\$1,224.50	\$8,500.00	\$5,248.30	(\$3,251.70)
Other	\$315.01	\$373.00	\$2,969.97	\$2,596.97	\$10,663.46	\$6,038.00	\$7,426.64	\$1,388.64
Administrative Fees	\$36,845.30	\$34,545.00	\$32,877.40	(\$1,667.60)	\$315,280.05	\$314,001.00	\$255,713.08	(\$58,287.92)
Depreciation	\$49,183.15	\$49,853.00	\$52,545.99	\$2,692.99	\$568,077.37	\$446,284.00	\$453,719.56	\$7,435.56
Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$6,799.53	\$0.00	\$0.00	\$0.00
Rental/Land & Building	\$201,264.14	\$158,577.00	\$150,211.48	(\$8,365.52)	\$1,862,187.63	\$1,697,719.00	\$1,089,651.97	(\$608,067.03)
<b>Total EXPENDITURES</b>	<b>\$513,450.60</b>	<b>\$496,246.00</b>	<b>\$507,446.82</b>	<b>\$11,200.82</b>	<b>\$5,051,985.72</b>	<b>\$4,733,582.00</b>	<b>\$3,617,909.83</b>	<b>(\$1,115,672.17)</b>



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Real Estate/Rentals**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<i>% of Revenue</i>	66.1%	69.3%	73.0%		70.6%	71.9%	64.0%	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$28,601.08	\$39,135.00	\$33,887.37	(\$5,247.63)	\$234,096.62	\$364,409.00	\$305,912.26	(\$58,496.74)
Employee Benefits	\$11,637.55	\$16,444.00	\$17,692.29	\$1,248.29	\$100,413.64	\$154,645.00	\$145,308.84	(\$9,336.16)
<b>Total PAYROLL EXPENSE</b>	<b>\$40,238.63</b>	<b>\$55,579.00</b>	<b>\$51,579.66</b>	<b>(\$3,999.34)</b>	<b>\$334,510.26</b>	<b>\$519,054.00</b>	<b>\$451,221.10</b>	<b>(\$67,832.90)</b>
<i>% of Revenue</i>	5.2%	7.8%	7.4%		4.7%	7.9%	8.0%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$553,689.23</b>	<b>\$551,825.00</b>	<b>\$559,026.48</b>	<b>\$7,201.48</b>	<b>\$5,386,495.98</b>	<b>\$5,252,636.00</b>	<b>\$4,069,130.93</b>	<b>(\$1,183,505.07)</b>
<i>% of Revenue</i>	71.3%	77.1%	80.4%		75.3%	79.8%	72.0%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>\$223,462.36</b>	<b>\$164,121.00</b>	<b>\$136,122.84</b>	<b>(\$27,998.16)</b>	<b>\$1,769,883.53</b>	<b>\$1,327,218.00</b>	<b>\$1,585,479.60</b>	<b>\$258,261.60</b>
<i>% Net Margin</i>	28.8%	22.9%	19.6%		24.7%	20.2%	28.0%	



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Investments**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Investment Returns	(\$1,151,004.32)	\$205,250.00	(\$2,429,512.82)	(\$2,634,762.82)	\$1,862,890.26	\$1,847,250.00	\$2,696,940.95	\$849,690.95
<b>Total REVENUE</b>	<b>(\$1,151,004.32)</b>	<b>\$205,250.00</b>	<b>(\$2,429,512.82)</b>	<b>(\$2,634,762.82)</b>	<b>\$1,862,890.26</b>	<b>\$1,847,250.00</b>	<b>\$2,696,940.95</b>	<b>\$849,690.95</b>
<b>GROSS PROFIT</b>	<b>(\$1,151,004.32)</b>	<b>\$205,250.00</b>	<b>(\$2,429,512.82)</b>	<b>(\$2,634,762.82)</b>	<b>\$1,862,890.26</b>	<b>\$1,847,250.00</b>	<b>\$2,696,940.95</b>	<b>\$849,690.95</b>
<i>% Gross Margin</i>	100.0%	100.0%	100.0%		100.0%	100.0%	100.0%	
<b>EXPENDITURES</b>								
Other	\$1,455.76	\$8,892.00	\$1,198.86	(\$7,693.14)	\$68,084.56	\$80,028.00	\$94,616.76	\$14,588.76
<b>Total EXPENDITURES</b>	<b>\$1,455.76</b>	<b>\$8,892.00</b>	<b>\$1,198.86</b>	<b>(\$7,693.14)</b>	<b>\$68,084.56</b>	<b>\$80,028.00</b>	<b>\$94,616.76</b>	<b>\$14,588.76</b>
<i>% of Revenue</i>	(0.1%)	4.3%	0.0%		3.7%	4.3%	3.5%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$1,455.76</b>	<b>\$8,892.00</b>	<b>\$1,198.86</b>	<b>(\$7,693.14)</b>	<b>\$68,084.56</b>	<b>\$80,028.00</b>	<b>\$94,616.76</b>	<b>\$14,588.76</b>
<i>% of Revenue</i>	(0.1%)	4.3%	0.0%		3.7%	4.3%	3.5%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>(\$1,152,460.08)</b>	<b>\$196,358.00</b>	<b>(\$2,430,711.68)</b>	<b>(\$2,627,069.68)</b>	<b>\$1,794,805.70</b>	<b>\$1,767,222.00</b>	<b>\$2,602,324.19</b>	<b>\$835,102.19</b>
<i>% Net Margin</i>	100.1%	95.7%	100.0%		96.3%	95.7%	96.5%	





**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Administration**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Administrative Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$16.00	\$0.00	\$0.00	\$0.00	\$1,316.00	\$2,000.00	\$8,083.37	\$6,083.37
Sales	\$42,018.12	\$42,340.00	\$43,166.66	\$826.66	\$432,226.86	\$485,507.00	\$379,910.00	(\$105,597.00)
<b>Total REVENUE</b>	<b>\$42,034.12</b>	<b>\$42,340.00</b>	<b>\$43,166.66</b>	<b>\$826.66</b>	<b>\$433,542.86</b>	<b>\$487,507.00</b>	<b>\$387,993.37</b>	<b>(\$99,513.63)</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	\$0.00	\$0.00	(\$440.05)	(\$440.05)	\$155.55	\$0.00	\$0.00	\$0.00
<b>Total COST OF SALES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$440.05)</b>	<b>(\$440.05)</b>	<b>\$155.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$42,034.12</b>	<b>\$42,340.00</b>	<b>\$43,606.71</b>	<b>\$1,266.71</b>	<b>\$433,387.31</b>	<b>\$487,507.00</b>	<b>\$387,993.37</b>	<b>(\$99,513.63)</b>
<i>% Gross Margin</i>	<i>100.0%</i>	<i>100.0%</i>	<i>101.0%</i>		<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>	
<b>EXPENDITURES</b>								
Utilities	\$1,892.79	\$2,828.00	\$2,828.00	\$0.00	\$22,326.34	\$25,452.00	\$16,845.30	(\$8,606.70)
Insurance	\$14,520.87	\$22,746.00	\$34,967.77	\$12,221.77	\$221,793.05	\$292,321.00	\$360,591.85	\$68,270.85
Repairs & Maintenance	\$28,964.43	\$31,842.00	\$36,156.17	\$4,314.17	\$302,404.30	\$348,272.00	\$334,343.54	(\$13,928.46)
Meals & Refreshments	\$10,262.36	\$4,533.00	\$2,136.23	(\$2,396.77)	\$46,299.76	\$41,907.00	\$73,977.05	\$32,070.05
Postage & Freight	\$669.01	\$433.00	\$595.06	\$162.06	\$16,593.90	\$4,022.00	\$17,545.51	\$13,523.51
Advertising	\$2,245.92	\$6,682.00	\$52,384.02	\$45,702.02	\$79,042.41	\$66,661.00	\$114,826.19	\$48,165.19
Rent/Commissions	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,395.31)	\$0.00	\$2,235.40	\$2,235.40
Services	(\$28,137.75)	(\$33,611.00)	(\$34,027.57)	(\$416.57)	(\$341,673.05)	(\$282,481.00)	(\$290,377.66)	(\$7,896.66)
Supplies	\$12,526.48	\$10,779.00	\$12,073.28	\$1,294.28	\$79,385.95	\$120,086.00	\$76,848.28	(\$43,237.72)
Telephone	\$7,496.40	\$7,236.00	(\$14,597.25)	(\$21,833.25)	\$64,500.67	\$65,613.00	\$42,631.59	(\$22,981.41)
Travel	\$683.80	\$0.00	\$1,813.67	\$1,813.67	\$6,965.78	\$3,800.00	\$6,385.13	\$2,585.13
Other	\$19,212.98	\$5,677.00	\$38,267.81	\$32,590.81	\$161,995.28	\$55,385.00	\$150,930.67	\$95,545.67
Administrative Fees	(\$484,195.56)	(\$531,395.00)	(\$518,949.33)	\$12,445.67	(\$4,208,948.53)	(\$4,691,339.00)	(\$4,849,845.83)	(\$158,506.83)
Depreciation	\$8,837.75	\$18,824.00	\$6,447.61	(\$12,376.39)	\$80,791.32	\$148,950.00	\$59,761.31	(\$89,188.69)
Interest Expense	(\$4,335.25)	\$0.00	\$0.00	\$0.00	(\$4,335.25)	\$0.00	\$0.00	\$0.00
Rental/Land & Building	\$0.00	\$518.00	\$551.81	\$33.81	\$4,055.74	\$4,717.00	\$4,695.57	(\$21.43)
Bank Card Fees	\$35.06	\$840.00	\$34.23	(\$805.77)	\$7,507.46	\$7,560.00	\$5,393.32	(\$2,166.68)
<b>Total EXPENDITURES</b>	<b>(\$409,320.71)</b>	<b>(\$452,068.00)</b>	<b>(\$379,318.49)</b>	<b>\$72,749.51</b>	<b>(\$3,467,690.18)</b>	<b>(\$3,789,074.00)</b>	<b>(\$3,873,212.78)</b>	<b>(\$84,138.78)</b>



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Administration**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<i>% of Revenue</i>	(973.8%)	(1,067.7%)	(878.7%)		(799.8%)	(777.2%)	(998.3%)	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$370,578.51	\$395,745.00	\$367,787.21	(\$27,957.79)	\$3,219,192.74	\$3,681,914.00	\$3,366,494.88	(\$315,419.12)
Employee Benefits	\$185,455.95	\$200,153.00	\$213,347.22	\$13,194.22	\$1,639,005.63	\$1,853,000.00	\$1,740,999.28	(\$112,000.72)
<b>Total PAYROLL EXPENSE</b>	<b>\$556,034.46</b>	<b>\$595,898.00</b>	<b>\$581,134.43</b>	<b>(\$14,763.57)</b>	<b>\$4,858,198.37</b>	<b>\$5,534,914.00</b>	<b>\$5,107,494.16</b>	<b>(\$427,419.84)</b>
<i>% of Revenue</i>	1,322.8%	1,407.4%	1,346.3%		1,120.6%	1,135.4%	1,316.4%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$146,713.75</b>	<b>\$143,830.00</b>	<b>\$201,815.94</b>	<b>\$57,985.94</b>	<b>\$1,390,508.19</b>	<b>\$1,745,840.00</b>	<b>\$1,234,281.38</b>	<b>(\$511,558.62)</b>
<i>% of Revenue</i>	349.0%	339.7%	467.5%		320.7%	358.1%	318.1%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>(\$104,679.63)</b>	<b>(\$101,490.00)</b>	<b>(\$158,209.23)</b>	<b>(\$56,719.23)</b>	<b>(\$957,120.88)</b>	<b>(\$1,258,333.00)</b>	<b>(\$846,288.01)</b>	<b>\$412,044.99</b>
<i>% Net Margin</i>	(249.0%)	(239.7%)	(366.5%)		(220.8%)	(258.1%)	(218.1%)	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Annual Designated**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Indirect Cost Recoveries	\$2,839.99	\$0.00	\$0.00	\$0.00	\$23,654.50	\$0.00	\$2,672.79	\$2,672.79
Other	\$27,037.38	\$0.00	\$1,702.47	\$1,702.47	\$77,358.41	\$0.00	\$43,710.00	\$43,710.00
Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$500.00	\$500.00
<b>Total REVENUE</b>	<b>\$29,877.37</b>	<b>\$0.00</b>	<b>\$1,702.47</b>	<b>\$1,702.47</b>	<b>\$101,762.91</b>	<b>\$0.00</b>	<b>\$46,882.79</b>	<b>\$46,882.79</b>
<b>GROSS PROFIT</b>	<b>\$29,877.37</b>	<b>\$0.00</b>	<b>\$1,702.47</b>	<b>\$1,702.47</b>	<b>\$101,762.91</b>	<b>\$0.00</b>	<b>\$46,882.79</b>	<b>\$46,882.79</b>
<i>% Gross Margin</i>	<i>100.0%</i>	<i>0.0%</i>	<i>100.0%</i>		<i>100.0%</i>	<i>0.0%</i>	<i>100.0%</i>	
<b>EXPENDITURES</b>								
Repairs & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.90	\$340.90
Meals & Refreshments	\$7,871.32	\$0.00	\$6,018.59	\$6,018.59	\$117,258.60	\$0.00	\$104,601.81	\$104,601.81
Postage & Freight	\$0.00	\$0.00	\$0.00	\$0.00	\$24,706.93	\$0.00	\$80.64	\$80.64
Advertising	\$1,454.27	\$0.00	\$336.56	\$336.56	\$123,989.11	\$27,174.00	\$125,116.33	\$97,942.33
Rent/Commissions	\$56.42	\$0.00	\$3,163.00	\$3,163.00	\$816,802.77	\$0.00	\$239,694.13	\$239,694.13
Services	\$2,266.00	\$176,902.00	\$16,062.00	(\$160,840.00)	\$68,417.36	\$1,592,120.00	\$133,669.86	(\$1,458,450.14)
Supplies	\$907.23	\$0.00	\$2,613.00	\$2,613.00	\$45,224.92	\$0.00	\$43,747.02	\$43,747.02
Telephone	\$11.00	\$0.00	\$0.00	\$0.00	\$31.00	\$0.00	\$10.00	\$10.00
Travel	\$1,429.58	\$0.00	\$2,822.78	\$2,822.78	\$96,787.90	\$0.00	\$14,058.94	\$14,058.94
Laundry	\$225.00	\$0.00	\$42.00	\$42.00	\$225.00	\$0.00	\$42.00	\$42.00
Other	\$27,662.38	\$0.00	\$1,168.45	\$1,168.45	\$246,300.81	\$0.00	\$146,073.90	\$146,073.90
Rental/Land & Building	\$0.00	\$0.00	\$0.00	\$0.00	\$730.00	\$0.00	\$0.00	\$0.00
<b>Total EXPENDITURES</b>	<b>\$41,883.20</b>	<b>\$176,902.00</b>	<b>\$32,226.38</b>	<b>(\$144,675.62)</b>	<b>\$1,540,474.40</b>	<b>\$1,619,294.00</b>	<b>\$807,435.53</b>	<b>(\$811,858.47)</b>
<i>% of Revenue</i>	<i>140.2%</i>		<i>1,892.9%</i>		<i>1,513.8%</i>		<i>1,722.2%</i>	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$3,342.13	\$0.00	\$0.00	\$0.00	\$23,601.86	\$0.00	\$24,086.54	\$24,086.54
Employee Benefits	\$257.67	\$0.00	\$177.81	\$177.81	\$6,573.47	\$0.00	\$17,694.82	\$17,694.82
<b>Total PAYROLL EXPENSE</b>	<b>\$3,599.80</b>	<b>\$0.00</b>	<b>\$177.81</b>	<b>\$177.81</b>	<b>\$30,175.33</b>	<b>\$0.00</b>	<b>\$41,781.36</b>	<b>\$41,781.36</b>
<i>% of Revenue</i>	<i>12.0%</i>		<i>10.4%</i>		<i>29.7%</i>		<i>89.1%</i>	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$45,483.00</b>	<b>\$176,902.00</b>	<b>\$32,404.19</b>	<b>(\$144,497.81)</b>	<b>\$1,570,649.73</b>	<b>\$1,619,294.00</b>	<b>\$849,216.89</b>	<b>(\$770,077.11)</b>
<i>% of Revenue</i>	<i>152.2%</i>		<i>1,903.4%</i>		<i>1,543.4%</i>		<i>1,811.4%</i>	



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

Annual Designated

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
Excess of Revenue and Support Over Expenditures	(\$15,605.63)	(\$176,902.00)	(\$30,701.72)	\$146,200.28	(\$1,468,886.82)	(\$1,619,294.00)	(\$802,334.10)	\$816,959.90
<i>% Net Margin</i>	(52.2%)		(1,803.4%)		(1,443.4%)		(1,711.4%)	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Bronco One Card**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Other	\$0.00	\$8,045.00	\$0.00	(\$8,045.00)	\$0.00	\$72,405.00	\$0.00	(\$72,405.00)
Sales	\$41,243.13	\$31,533.00	\$40,454.62	\$8,921.62	\$383,402.93	\$353,788.00	\$324,719.64	(\$29,068.36)
<b>Total REVENUE</b>	<b>\$41,243.13</b>	<b>\$39,578.00</b>	<b>\$40,454.62</b>	<b>\$876.62</b>	<b>\$383,402.93</b>	<b>\$426,193.00</b>	<b>\$324,719.64</b>	<b>(\$101,473.36)</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	\$1,127.64	\$2,752.00	\$1,724.22	(\$1,027.78)	\$34,594.39	\$24,768.00	\$28,956.54	\$4,188.54
<b>Total COST OF SALES</b>	<b>\$1,127.64</b>	<b>\$2,752.00</b>	<b>\$1,724.22</b>	<b>(\$1,027.78)</b>	<b>\$34,594.39</b>	<b>\$24,768.00</b>	<b>\$28,956.54</b>	<b>\$4,188.54</b>
<b>GROSS PROFIT</b>	<b>\$40,115.49</b>	<b>\$36,826.00</b>	<b>\$38,730.40</b>	<b>\$1,904.40</b>	<b>\$348,808.54</b>	<b>\$401,425.00</b>	<b>\$295,763.10</b>	<b>(\$105,661.90)</b>
<i>% Gross Margin</i>	<i>97.3%</i>	<i>93.0%</i>	<i>95.7%</i>		<i>91.0%</i>	<i>94.2%</i>	<i>91.1%</i>	
<b>EXPENDITURES</b>								
Repairs & Maintenance	\$4,000.00	\$3,167.00	\$4,333.33	\$1,166.33	\$49,932.03	\$48,034.00	\$48,799.97	\$765.97
Meals & Refreshments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,660.91	\$1,660.91
Postage & Freight	\$0.00	\$0.00	(\$8.18)	(\$8.18)	\$7.10	\$0.00	\$3.46	\$3.46
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$165.39	\$0.00	\$506.99	\$506.99
Rent/Commissions	\$0.00	\$0.00	\$523.00	\$523.00	\$0.00	\$0.00	\$523.00	\$523.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$796.00	\$796.00
Supplies	\$0.00	\$400.00	\$3,368.93	\$2,968.93	\$13,630.03	\$8,500.00	\$6,058.69	(\$2,441.31)
Telephone	\$60.50	\$20.00	\$55.00	\$35.00	\$240.50	\$180.00	\$540.00	\$360.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,603.23	\$1,603.23
Other	\$267.09	\$208.00	\$206.10	(\$1.90)	\$3,506.27	\$1,872.00	\$2,937.48	\$1,065.48
Administrative Fees	\$2,680.80	\$2,573.00	\$2,629.55	\$56.55	\$24,921.19	\$27,704.00	\$21,106.78	(\$6,597.22)
Depreciation	\$246.71	\$837.00	\$246.71	(\$590.29)	\$8,141.49	\$7,032.00	\$2,220.39	(\$4,811.61)
Rental/Land & Building	\$1,700.00	\$1,700.00	\$1,700.00	\$0.00	\$15,300.00	\$15,300.00	\$15,300.00	\$0.00
Bank Card Fees	\$1,504.48	\$583.00	\$1,153.98	\$570.98	\$13,303.40	\$5,247.00	\$7,037.69	\$1,790.69
<b>Total EXPENDITURES</b>	<b>\$10,459.58</b>	<b>\$9,488.00</b>	<b>\$14,208.42</b>	<b>\$4,720.42</b>	<b>\$129,147.40</b>	<b>\$113,869.00</b>	<b>\$109,094.59</b>	<b>(\$4,774.41)</b>
<i>% of Revenue</i>	<i>25.4%</i>	<i>24.0%</i>	<i>35.1%</i>		<i>33.7%</i>	<i>26.7%</i>	<i>33.6%</i>	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$10,702.32	\$18,143.00	\$11,317.91	(\$6,825.09)	\$113,448.02	\$162,750.00	\$120,955.95	(\$41,794.05)
Employee Benefits	\$6,688.45	\$6,399.00	\$7,271.27	\$872.27	\$72,623.26	\$59,530.00	\$64,502.48	\$4,972.48



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Bronco One Card**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>Total PAYROLL EXPENSE</b>	<b>\$17,390.77</b>	<b>\$24,542.00</b>	<b>\$18,589.18</b>	<b>(\$5,952.82)</b>	<b>\$186,071.28</b>	<b>\$222,280.00</b>	<b>\$185,458.43</b>	<b>(\$36,821.57)</b>
<i>% of Revenue</i>	42.2%	62.0%	46.0%		48.5%	52.2%	57.1%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$27,850.35</b>	<b>\$34,030.00</b>	<b>\$32,797.60</b>	<b>(\$1,232.40)</b>	<b>\$315,218.68</b>	<b>\$336,149.00</b>	<b>\$294,553.02</b>	<b>(\$41,595.98)</b>
<i>% of Revenue</i>	67.5%	86.0%	81.1%		82.2%	78.9%	90.7%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>\$12,265.14</b>	<b>\$2,796.00</b>	<b>\$5,932.80</b>	<b>\$3,136.80</b>	<b>\$33,589.86</b>	<b>\$65,276.00</b>	<b>\$1,210.08</b>	<b>(\$64,065.92)</b>
<i>% Net Margin</i>	29.7%	7.1%	14.7%		8.8%	15.3%	0.4%	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Research Office**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Indirect Cost Recoveries	\$218,106.26	\$199,863.00	\$290,077.11	\$90,214.11	\$2,217,761.47	\$2,200,411.00	\$2,787,839.54	\$587,428.54
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total REVENUE</b>	<b>\$218,106.26</b>	<b>\$199,863.00</b>	<b>\$290,077.11</b>	<b>\$90,214.11</b>	<b>\$2,217,761.47</b>	<b>\$2,200,411.00</b>	<b>\$2,787,839.54</b>	<b>\$587,428.54</b>
<b>GROSS PROFIT</b>	<b>\$218,106.26</b>	<b>\$199,863.00</b>	<b>\$290,077.11</b>	<b>\$90,214.11</b>	<b>\$2,217,761.47</b>	<b>\$2,200,411.00</b>	<b>\$2,787,839.54</b>	<b>\$587,428.54</b>
<i>% Gross Margin</i>	<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>		<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>	
<b>EXPENDITURES</b>								
Agr/RE Fees	\$0.00	\$0.00	\$1,400.00	\$1,400.00	\$1,085.68	\$0.00	\$18,755.41	\$18,755.41
Insurance	\$1,085.68	\$192.00	\$0.00	(\$192.00)	\$1,506.11	\$1,728.00	\$0.00	(\$1,728.00)
Repairs & Maintenance	\$0.00	\$0.00	\$19,207.88	\$19,207.88	\$0.00	\$0.00	\$78,108.50	\$78,108.50
Meals & Refreshments	\$0.00	\$683.00	\$0.00	(\$683.00)	\$1,610.99	\$6,147.00	\$1,076.34	(\$5,070.66)
Postage & Freight	\$0.00	\$15.00	\$0.00	(\$15.00)	\$0.00	\$135.00	\$4.51	(\$130.49)
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$460.00	\$0.00	\$124.91	\$124.91
Rent/Commissions	\$0.00	\$953.00	\$0.00	(\$953.00)	\$0.00	\$8,577.00	\$0.00	(\$8,577.00)
Services	\$2,100.00	\$6,351.00	(\$7,464.00)	(\$13,815.00)	\$108,705.28	\$57,159.00	\$4,816.18	(\$52,342.82)
Supplies	\$475.60	\$8,000.00	\$2,977.58	(\$5,022.42)	\$115,025.76	\$72,000.00	\$15,009.58	(\$56,990.42)
Telephone	\$71.00	\$60.00	\$0.00	(\$60.00)	\$201.00	\$540.00	\$490.00	(\$50.00)
Travel	\$1,091.95	\$0.00	\$0.00	\$0.00	\$7,902.89	\$0.00	(\$8,816.92)	(\$8,816.92)
Other	\$101,217.24	\$108,629.00	(\$162,103.80)	(\$270,732.80)	\$975,279.53	\$965,161.00	\$1,054,891.67	\$89,730.67
Administrative Fees	\$93,684.09	\$83,496.00	\$37,616.44	(\$45,879.56)	\$790,298.53	\$751,464.00	\$846,103.58	\$94,639.58
Rental/Land & Building	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00
<b>Total EXPENDITURES</b>	<b>\$199,725.56</b>	<b>\$208,379.00</b>	<b>(\$108,365.90)</b>	<b>(\$316,744.90)</b>	<b>\$2,002,150.77</b>	<b>\$1,862,911.00</b>	<b>\$2,010,563.76</b>	<b>\$147,652.76</b>
<i>% of Revenue</i>	<i>91.6%</i>	<i>104.3%</i>	<i>(37.4%)</i>		<i>90.3%</i>	<i>84.7%</i>	<i>72.1%</i>	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$10,879.01	\$29,817.00	\$14,557.35	(\$15,259.65)	\$62,378.75	\$175,160.00	\$72,596.89	(\$102,563.11)
Employee Benefits	\$3,963.56	\$6,511.00	\$460.71	(\$6,050.29)	\$28,448.86	\$62,926.00	\$13,828.65	(\$49,097.35)
<b>Total PAYROLL EXPENSE</b>	<b>\$14,842.57</b>	<b>\$36,328.00</b>	<b>\$15,018.06</b>	<b>(\$21,309.94)</b>	<b>\$90,827.61</b>	<b>\$238,086.00</b>	<b>\$86,425.54</b>	<b>(\$151,660.46)</b>
<i>% of Revenue</i>	<i>6.8%</i>	<i>18.2%</i>	<i>5.2%</i>		<i>4.1%</i>	<i>10.8%</i>	<i>3.1%</i>	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$214,568.13</b>	<b>\$244,707.00</b>	<b>(\$93,347.84)</b>	<b>(\$338,054.84)</b>	<b>\$2,092,978.38</b>	<b>\$2,100,997.00</b>	<b>\$2,096,989.30</b>	<b>(\$4,007.70)</b>



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Research Office**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<i>% of Revenue</i>	98.4%	122.4%	(32.2%)		94.4%	95.5%	75.2%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>\$3,538.13</b>	<b>(\$44,844.00)</b>	<b>\$383,424.95</b>	<b>\$428,268.95</b>	<b>\$124,783.09</b>	<b>\$99,414.00</b>	<b>\$690,850.24</b>	<b>\$591,436.24</b>
<i>% Net Margin</i>	1.6%	(22.4%)	132.2%		5.6%	4.5%	24.8%	





**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Agriculture**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Investment Returns	\$0.00	\$0.00	\$1,487.00	\$1,487.00	\$0.00	\$0.00	\$1,487.00	\$1,487.00
Other	\$277.50	\$3,611.00	\$69,043.56	\$65,432.56	\$903,814.08	\$32,498.00	\$330,398.17	\$297,900.17
Sales	\$297,206.78	\$429,466.00	\$265,656.11	(\$163,809.89)	\$3,637,710.43	\$4,112,890.00	\$2,912,557.52	(\$1,200,332.48)
<b>Total REVENUE</b>	<b>\$297,484.28</b>	<b>\$433,077.00</b>	<b>\$336,186.67</b>	<b>(\$96,890.33)</b>	<b>\$4,541,524.51</b>	<b>\$4,145,388.00</b>	<b>\$3,244,442.69</b>	<b>(\$900,945.31)</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	\$104,933.84	\$109,931.00	\$110,026.15	\$95.15	\$750,550.73	\$920,998.00	\$876,636.61	(\$44,361.39)
<b>Total COST OF SALES</b>	<b>\$104,933.84</b>	<b>\$109,931.00</b>	<b>\$110,026.15</b>	<b>\$95.15</b>	<b>\$750,550.73</b>	<b>\$920,998.00</b>	<b>\$876,636.61</b>	<b>(\$44,361.39)</b>
<b>GROSS PROFIT</b>	<b>\$192,550.44</b>	<b>\$323,146.00</b>	<b>\$226,160.52</b>	<b>(\$96,985.48)</b>	<b>\$3,790,973.78</b>	<b>\$3,224,390.00</b>	<b>\$2,367,806.08</b>	<b>(\$856,583.92)</b>
<i>% Gross Margin</i>	<i>64.7%</i>	<i>74.6%</i>	<i>67.3%</i>		<i>83.5%</i>	<i>77.8%</i>	<i>73.0%</i>	
<b>EXPENDITURES</b>								
Utilities	\$131.87	\$5,787.00	\$3,004.36	(\$2,782.64)	\$84,025.10	\$52,083.00	\$30,840.30	(\$21,242.70)
Agr/RE Fees	\$10,534.00	\$21,047.00	\$16,274.75	(\$4,772.25)	\$288,044.15	\$254,077.00	\$402,313.98	\$148,236.98
Feed	\$13,547.77	\$14,316.00	\$4,201.89	(\$10,114.11)	\$86,093.38	\$116,844.00	\$73,730.48	(\$43,113.52)
Insurance	\$1,594.91	\$2,341.00	\$783.36	(\$1,557.64)	\$16,739.54	\$21,069.00	\$17,569.44	(\$3,499.56)
Repairs & Maintenance	\$6,833.81	\$10,363.00	\$13,741.24	\$3,378.24	\$132,799.94	\$102,420.00	\$97,827.03	(\$4,592.97)
Meals & Refreshments	\$0.00	\$3,341.00	\$1,785.27	(\$1,555.73)	\$50,202.78	\$63,070.00	\$17,806.30	(\$45,263.70)
Postage & Freight	\$218.73	\$100.00	\$171.33	\$71.33	\$7,592.59	\$7,300.00	\$5,354.35	(\$1,945.65)
Advertising	\$82.00	\$1,468.00	\$1,568.99	\$100.99	\$10,379.00	\$11,924.00	\$15,223.36	\$3,299.36
Rent/Commissions	\$2,422.30	\$3,434.00	\$1,500.00	(\$1,934.00)	\$38,119.47	\$46,136.00	\$78,381.12	\$32,245.12
Services	\$57,559.12	\$27,406.00	\$62,918.14	\$35,512.14	\$390,830.34	\$308,989.00	\$407,245.96	\$98,256.96
Supplies	\$12,573.24	\$20,498.00	\$47,044.73	\$26,546.73	\$270,363.10	\$203,737.00	\$198,550.26	(\$5,186.74)
Telephone	\$242.50	\$555.00	\$1,059.00	\$504.00	\$5,065.75	\$4,411.00	\$5,663.00	\$1,252.00
Travel	\$1,383.23	\$507.00	\$1,469.44	\$962.44	\$8,078.90	\$7,826.00	\$9,254.36	\$1,428.36
Laundry	\$199.29	\$198.00	\$209.66	\$11.66	\$1,815.12	\$1,881.00	\$1,850.27	(\$30.73)
Other	\$2,494.06	\$3,337.00	\$6,439.10	\$3,102.10	\$360,067.83	\$49,271.00	\$286,062.49	\$236,791.49
Administrative Fees	\$11,864.01	\$17,322.00	\$12,976.74	(\$4,345.26)	\$181,514.54	\$169,755.00	\$129,406.99	(\$40,348.01)
Depreciation	\$5,320.70	\$9,885.00	\$6,101.68	(\$3,783.32)	\$47,886.30	\$83,013.00	\$56,549.97	(\$26,463.03)
Rental/Land & Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,162.52	\$20,162.52



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Agriculture**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
Bank Card Fees	\$2,472.45	\$3,218.00	\$2,823.15	(\$394.85)	\$34,291.71	\$35,237.00	\$120,428.23	\$85,191.23
<b>Total EXPENDITURES</b>	<b>\$129,473.99</b>	<b>\$145,123.00</b>	<b>\$184,072.83</b>	<b>\$38,949.83</b>	<b>\$2,013,909.54</b>	<b>\$1,539,043.00</b>	<b>\$1,974,220.41</b>	<b>\$435,177.41</b>
<i>% of Revenue</i>	43.5%	33.5%	54.8%		44.3%	37.1%	60.8%	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$100,054.01	\$142,834.00	\$123,059.67	(\$19,774.33)	\$1,021,089.55	\$1,282,944.00	\$1,116,365.85	(\$166,578.15)
Employee Benefits	\$35,287.35	\$40,226.00	\$41,031.72	\$805.72	\$351,042.10	\$361,952.00	\$343,504.96	(\$18,447.04)
<b>Total PAYROLL EXPENSE</b>	<b>\$135,341.36</b>	<b>\$183,060.00</b>	<b>\$164,091.39</b>	<b>(\$18,968.61)</b>	<b>\$1,372,131.65</b>	<b>\$1,644,896.00</b>	<b>\$1,459,870.81</b>	<b>(\$185,025.19)</b>
<i>% of Revenue</i>	45.5%	42.3%	48.8%		30.2%	39.7%	45.0%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$264,815.35</b>	<b>\$328,183.00</b>	<b>\$348,164.22</b>	<b>\$19,981.22</b>	<b>\$3,386,041.19</b>	<b>\$3,183,939.00</b>	<b>\$3,434,091.22</b>	<b>\$250,152.22</b>
<i>% of Revenue</i>	89.0%	75.8%	103.6%		74.6%	76.8%	105.8%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>(\$72,264.91)</b>	<b>(\$5,037.00)</b>	<b>(\$122,003.70)</b>	<b>(\$116,966.70)</b>	<b>\$404,932.59</b>	<b>\$40,451.00</b>	<b>(\$1,066,285.14)</b>	<b>(\$1,106,736.14)</b>
<i>% Net Margin</i>	(24.3%)	(1.2%)	(36.3%)		8.9%	1.0%	(32.9%)	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**College of P&GE**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Other	\$51,207.96	\$0.00	\$0.00	\$0.00	\$51,793.21	\$0.00	\$237.49	\$237.49
Sales	\$222,916.52	\$234,840.00	\$392,108.47	\$157,268.47	\$2,305,907.82	\$2,192,385.00	\$2,877,512.51	\$685,127.51
<b>Total REVENUE</b>	<b>\$274,124.48</b>	<b>\$234,840.00</b>	<b>\$392,108.47</b>	<b>\$157,268.47</b>	<b>\$2,357,701.03</b>	<b>\$2,192,385.00</b>	<b>\$2,877,750.00</b>	<b>\$685,365.00</b>
<b>GROSS PROFIT</b>								
	<b>\$274,124.48</b>	<b>\$234,840.00</b>	<b>\$392,108.47</b>	<b>\$157,268.47</b>	<b>\$2,357,701.03</b>	<b>\$2,192,385.00</b>	<b>\$2,877,750.00</b>	<b>\$685,365.00</b>
<i>% Gross Margin</i>	<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>		<i>100.0%</i>	<i>100.0%</i>	<i>100.0%</i>	
<b>EXPENDITURES</b>								
Utilities	\$896.51	\$6,825.00	\$2,597.14	(\$4,227.86)	\$32,524.23	\$55,725.00	\$35,291.88	(\$20,433.12)
Agr/RE Fees	\$4,958.47	\$0.00	\$1,658.86	\$1,658.86	\$11,824.54	(\$30,000.00)	\$16,640.81	\$46,640.81
Insurance	\$363.00	\$584.00	(\$493.68)	(\$1,077.68)	\$3,818.67	\$5,256.00	\$3,816.00	(\$1,440.00)
Repairs & Maintenance	\$1,991.57	\$2,240.00	\$4,208.08	\$1,968.08	\$7,356.63	\$20,160.00	\$9,189.51	(\$10,970.49)
Meals & Refreshments	\$3,748.17	\$1,625.00	\$1,723.14	\$98.14	\$34,350.17	\$13,925.00	\$35,384.37	\$21,459.37
Postage & Freight	\$0.00	\$0.00	\$150.05	\$150.05	\$222.20	\$650.00	\$208.64	(\$441.36)
Advertising	\$651.46	\$4,000.00	\$6,200.81	\$2,200.81	\$19,763.88	\$28,850.00	\$31,472.22	\$2,622.22
Rent/Commissions	\$0.00	\$250.00	\$0.00	(\$250.00)	(\$114.82)	\$1,350.00	\$0.00	(\$1,350.00)
Services	\$438,768.46	\$43,593.00	\$137,770.42	\$94,177.42	\$806,469.54	\$741,535.00	\$663,238.69	(\$78,296.31)
Supplies	\$2,463.31	\$2,875.00	\$5,865.60	\$2,990.60	\$14,058.87	\$36,500.00	\$24,811.90	(\$11,688.10)
Telephone	\$105.00	\$54.00	\$150.00	\$96.00	\$675.00	\$1,386.00	\$1,280.00	(\$106.00)
Travel	\$367.32	\$2,000.00	\$0.00	(\$2,000.00)	\$2,078.22	\$17,000.00	\$7,187.63	(\$9,812.37)
Laundry	\$17.00	\$0.00	\$0.00	\$0.00	\$17.00	\$0.00	\$0.00	\$0.00
Other	\$13,035.61	\$140.00	(\$8,636.38)	(\$8,776.38)	\$90,882.18	\$81,257.00	\$8,692.57	(\$72,564.43)
Administrative Fees	\$10,031.25	\$9,584.00	\$17,644.89	\$8,060.89	\$103,765.87	\$97,678.00	\$129,488.10	\$31,810.10
Depreciation	\$771.81	\$2,338.00	\$1,040.63	(\$1,297.37)	\$6,946.29	\$18,262.00	\$8,941.31	(\$9,320.69)
Rental/Land & Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00	\$0.00	(\$260.00)
Bank Card Fees	\$1,579.06	\$0.00	\$3,071.19	\$3,071.19	\$14,243.52	\$7,500.00	\$12,528.04	\$5,028.04
<b>Total EXPENDITURES</b>	<b>\$479,748.00</b>	<b>\$76,108.00</b>	<b>\$172,950.75</b>	<b>\$96,842.75</b>	<b>\$1,148,881.99</b>	<b>\$1,097,294.00</b>	<b>\$988,171.67</b>	<b>(\$109,122.33)</b>
<i>% of Revenue</i>	<i>175.0%</i>	<i>32.4%</i>	<i>44.1%</i>		<i>48.7%</i>	<i>50.1%</i>	<i>34.3%</i>	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$100,150.71	\$99,505.00	\$109,924.98	\$10,419.98	\$939,762.40	\$826,845.00	\$1,030,404.98	\$203,559.98



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

College of P&GE

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
Employee Benefits	\$43,703.90	\$49,577.00	\$48,711.47	(\$865.53)	\$360,973.86	\$437,663.00	\$406,161.87	(\$31,501.13)
<b>Total PAYROLL EXPENSE</b>	<b>\$143,854.61</b>	<b>\$149,082.00</b>	<b>\$158,636.45</b>	<b>\$9,554.45</b>	<b>\$1,300,736.26</b>	<b>\$1,264,508.00</b>	<b>\$1,436,566.85</b>	<b>\$172,058.85</b>
<i>% of Revenue</i>	52.5%	63.5%	40.5%		55.2%	57.7%	49.9%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$623,602.61</b>	<b>\$225,190.00</b>	<b>\$331,587.20</b>	<b>\$106,397.20</b>	<b>\$2,449,618.25</b>	<b>\$2,361,802.00</b>	<b>\$2,424,738.52</b>	<b>\$62,936.52</b>
<i>% of Revenue</i>	227.5%	95.9%	84.6%		103.9%	107.7%	84.3%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>(\$349,478.13)</b>	<b>\$9,650.00</b>	<b>\$60,521.27</b>	<b>\$50,871.27</b>	<b>(\$91,917.22)</b>	<b>(\$169,417.00)</b>	<b>\$453,011.48</b>	<b>\$622,428.48</b>
<i>% Net Margin</i>	(127.5%)	4.1%	15.4%		(3.9%)	(7.7%)	15.7%	



**Cal Poly Pomona Enterprises  
Summary Income Statement  
For Period Ending 03/31/2026**

**Support Programs**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
<b>REVENUE</b>								
Indirect Cost Recoveries	\$131,533.07	\$92,840.00	(\$121,607.43)	(\$214,447.43)	\$874,231.35	\$835,560.00	\$931,829.13	\$96,269.13
Other	\$526,496.72	\$87,423.00	\$116,425.79	\$29,002.79	\$1,412,985.04	\$786,807.00	\$1,442,562.66	\$655,755.66
Sales	\$386,901.05	\$177,274.00	\$383,858.08	\$206,584.08	\$1,805,090.84	\$1,595,466.00	\$2,182,564.43	\$587,098.43
<b>Total REVENUE</b>	<b>\$1,044,930.84</b>	<b>\$357,537.00</b>	<b>\$378,676.44</b>	<b>\$21,139.44</b>	<b>\$4,092,307.23</b>	<b>\$3,217,833.00</b>	<b>\$4,556,956.22</b>	<b>\$1,339,123.22</b>
<b>COST OF SALES</b>								
Cost of Goods Sold	\$8,008.72	\$6,859.00	\$1,702.17	(\$5,156.83)	\$49,838.87	\$61,731.00	\$48,445.77	(\$13,285.23)
<b>Total COST OF SALES</b>	<b>\$8,008.72</b>	<b>\$6,859.00</b>	<b>\$1,702.17</b>	<b>(\$5,156.83)</b>	<b>\$49,838.87</b>	<b>\$61,731.00</b>	<b>\$48,445.77</b>	<b>(\$13,285.23)</b>
<b>GROSS PROFIT</b>	<b>\$1,036,922.12</b>	<b>\$350,678.00</b>	<b>\$376,974.27</b>	<b>\$26,296.27</b>	<b>\$4,042,468.36</b>	<b>\$3,156,102.00</b>	<b>\$4,508,510.45</b>	<b>\$1,352,408.45</b>
<i>% Gross Margin</i>	<i>99.2%</i>	<i>98.1%</i>	<i>99.6%</i>		<i>98.8%</i>	<i>98.1%</i>	<i>98.9%</i>	
<b>EXPENDITURES</b>								
Utilities	\$0.00	\$1,016.00	\$41.81	(\$974.19)	\$4,623.18	\$9,144.00	\$10,053.54	\$909.54
Agr/RE Fees	\$0.00	\$485.00	\$1,189.71	\$704.71	\$435.83	\$4,365.00	\$9,788.95	\$5,423.95
Feed	\$0.00	\$564.00	\$0.00	(\$564.00)	\$767.52	\$5,076.00	\$245.23	(\$4,830.77)
Insurance	\$726.46	\$903.00	(\$735.97)	(\$1,638.97)	\$12,267.26	\$8,127.00	\$7,804.51	(\$322.49)
Repairs & Maintenance	\$2,809.00	\$5,538.00	\$18,898.20	\$13,360.20	\$35,030.43	\$49,842.00	\$47,758.22	(\$2,083.78)
Meals & Refreshments	\$42,517.08	\$45,548.00	\$72,931.85	\$27,383.85	\$424,690.58	\$409,932.00	\$387,366.62	(\$22,565.38)
Postage & Freight	\$630.32	\$194.00	\$885.73	\$691.73	\$3,092.30	\$1,746.00	\$5,218.36	\$3,472.36
Advertising	\$10,211.07	\$6,773.00	\$9,135.38	\$2,362.38	\$78,703.45	\$60,957.00	\$64,281.77	\$3,324.77
Rent/Commissions	\$59,258.33	\$2,509.00	\$1,671.91	(\$837.09)	\$70,699.16	\$22,581.00	\$49,350.82	\$26,769.82
Services	\$1,507.42	\$16,337.00	\$408,030.60	\$391,693.60	\$147,756.05	\$147,033.00	\$706,341.15	\$559,308.15
Supplies	\$38,847.65	\$41,709.00	\$138,324.10	\$96,615.10	\$359,874.83	\$375,381.00	\$568,288.71	\$192,907.71
Telephone	\$896.47	\$567.00	\$725.00	\$158.00	\$4,086.47	\$5,103.00	\$11,289.70	\$6,186.70
Travel	\$44,121.93	\$24,899.00	\$73,511.39	\$48,612.39	\$240,423.16	\$224,091.00	\$383,989.33	\$159,898.33
Laundry	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$476,295.03	\$53,886.00	\$113,226.22	\$59,340.22	\$1,666,561.29	\$484,974.00	\$723,128.09	\$238,154.09
Administrative Fees	\$1,088.70	\$801.00	\$14,222.19	\$13,421.19	\$5,535.49	\$7,209.00	\$111,717.82	\$104,508.82
Depreciation	\$2,597.60	\$2,598.00	\$2,597.60	(\$0.40)	\$23,378.40	\$23,382.00	\$23,378.40	(\$3.60)
Rental/Land & Building	\$1,943.00	\$1,898.00	\$7,913.00	\$6,015.00	\$14,353.56	\$17,082.00	\$85,454.01	\$68,372.01



Cal Poly Pomona Enterprises  
 Summary Income Statement  
 For Period Ending 03/31/2026

**Support Programs**

	PY Month Actuals	Month Budget	Month Actuals	Month Difference	PY YTD Actuals	YTD Budgets	YTD Actuals	YTD Difference
Bank Card Fees	\$3,868.01	\$3,201.00	\$1,601.62	(\$1,599.38)	\$26,314.74	\$28,809.00	\$24,314.94	(\$4,494.06)
<b>Total EXPENDITURES</b>	<b>\$687,318.07</b>	<b>\$209,426.00</b>	<b>\$864,170.34</b>	<b>\$654,744.34</b>	<b>\$3,118,593.70</b>	<b>\$1,884,834.00</b>	<b>\$3,219,770.17</b>	<b>\$1,334,936.17</b>
<i>% of Revenue</i>	65.8%	58.6%	228.2%		76.2%	58.6%	70.7%	
<b>PAYROLL EXPENSE</b>								
Salaries & Wages	\$84,210.25	\$111,302.00	\$134,895.82	\$23,593.82	\$903,301.77	\$1,001,718.00	\$1,186,967.14	\$185,249.14
Employee Benefits	\$207.42	\$29,949.00	\$32,312.63	\$2,363.63	\$198,240.59	\$269,541.00	\$238,524.78	(\$31,016.22)
<b>Total PAYROLL EXPENSE</b>	<b>\$84,417.67</b>	<b>\$141,251.00</b>	<b>\$167,208.45</b>	<b>\$25,957.45</b>	<b>\$1,101,542.36</b>	<b>\$1,271,259.00</b>	<b>\$1,425,491.92</b>	<b>\$154,232.92</b>
<i>% of Revenue</i>	8.1%	39.5%	44.2%		26.9%	39.5%	31.3%	
<b>PAYROLL &amp; EXPENDITURES</b>	<b>\$771,735.74</b>	<b>\$350,677.00</b>	<b>\$1,031,378.79</b>	<b>\$680,701.79</b>	<b>\$4,220,136.06</b>	<b>\$3,156,093.00</b>	<b>\$4,645,262.09</b>	<b>\$1,489,169.09</b>
<i>% of Revenue</i>	73.9%	98.1%	272.4%		103.1%	98.1%	101.9%	
<b>Excess of Revenue and Support Over Expenditures</b>	<b>\$265,186.38</b>	<b>\$1.00</b>	<b>(\$654,404.52)</b>	<b>(\$654,405.52)</b>	<b>(\$177,667.70)</b>	<b>\$9.00</b>	<b>(\$136,751.64)</b>	<b>(\$136,760.64)</b>
<i>% Net Margin</i>	25.4%	0.0%	(172.8%)		(4.3%)	0.0%	(3.0%)	