



Associated Students

Hourly Employee Handbook

*Revised August
2023*

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Welcome to the Associated Students!

The Associated Students' organization provides services and programs that are essential activities closely related to, but not normally included as part of the Cal Poly Humboldt educational program. AS has three primary purposes: (1) to allocate student fee dollars to over 20 student-led programs and services, (2) to educate students on current affairs that have significant impact to students on campus, in the local community, and at the state level, and to advocate the student perspective to the appropriate parties, and (3) to participate in shared governance of Cal Poly Humboldt and be the official voice through which students' opinions may be expressed.

Associated Students funded programs and services include AS Government, Campus Center for Appropriate Technology (CCAT), Eric Rofes Multicultural Queer Resource Center (ERC), Student Access Gallery (SAG), Waste Reduction & Resource Awareness Program (WRRAP), Women's Resource Center (WRC), Scholars Without Borders (SWB), Student Legal Lounge (SLL), Children's Center, Office of Student Life (OSL), Drop in Recreation, Lap Swim (Pool), Learning Center Tutorial Program, Social Justice Equity and Inclusion Center (SJE&IC), Oh! Snap, Recreation Sports, Youth Education Services (YES), El Centro, ADPIMENA (ADPIC), Diverse Male Scholars Initiative, Food Sovereignty Lab, Service-Learning Programs, and the Summer Study Abroad Program. Remember that your contribution is vital to our success in providing these outstanding student programs!

Again, welcome to the Associated Students. We are glad to have you with us.

A handwritten signature in black ink that reads "K Higgins". The signature is written in a cursive, flowing style.

Kendra Higgins
Interim Executive Director
Associated Students of Cal Poly Humboldt

A.S. Employee Handbook

Associated Students of Cal Poly Humboldt is a non-profit auxiliary organization, a separate corporation, which assists Cal Poly Humboldt (CPH) through the funding and administration of student initiated and student-led programs and services, and advocacy as a student union.

AS is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

This publication provides a general summary of AS personnel policies, work rules, and benefits. This is not a legal document and is rather intended to highlight topics relevant to employment with AS Management of AS may from time to time take actions which affect administrative matters that are described in this publication and may amend these policies and procedures at any time. Accordingly, inquiries can be made to the appropriate contact to determine if specific descriptions are current. Exceptions to any of these policies can be approved by the AS Executive Director and the AS President or designee.

Please read the entire publication so you will have a complete understanding of the material covered. Individuals are our most important asset. In all areas of university activity, our reputation for quality of work and for efficient and courteous service constitutes the cornerstone of success. Your suggestions for improving our procedures are welcomed and appreciated.

*****NOTE: This manual is currently under revision and changes may be updated frequently *****

COMMUNICATION

We believe that good communication is a key element in being an indispensable student campus resource. We encourage communication between all members of the Associated Students team. If you have an idea, question, concern, comment, or suggestion, please bring it to the attention of your immediate supervisor, program advisor, or Associated Students Executive Director.

If you have a concern and believe your immediate supervisor is not the appropriate person with whom to speak with, you may raise it with your program advisor or with the Associated Students General Manager. The AS encourages an "open door" policy in matters of harassment, safety, retaliation or other issues of your employment.

There are several avenues open for the purpose of disseminating information throughout the AS. Each program has a way of communicating information specific to their program. This may involve bulletin board postings, communication logs, emails, or staff meetings. Please see your supervisor for details pertaining to your area.

EMPLOYMENT POLICY

The Associated Students of Cal Poly Humboldt reaffirms and extends its policies of non-discrimination in its programs, activities and all matters affecting students, employees, and applicants for employment. The Associated Students ensures equal opportunities in its activities and employment without regard to race, color, religious creed, sex, national origin, ancestry, sexual orientation, marital status, pregnancy, age, physical disability, mental disability, medical condition, or veteran's status and distinguishes among persons on the basis only of merit, ability, talent, knowledge and achievement. This policy applies to all

employees and applicants for employment, and it applies to all aspects of employment, including recruitment, hiring, training, compensation, benefits, promotion, transfer, discipline, and termination. It is the duty of every employee to help maintain a work environment that promotes this policy.

During the course of your employment, you are free to leave the Associated Student's employment at any time for any reason, and the AS reserves a similar right. Thus, both you and the Associated Students have the right to terminate your employment at any time, with or without advance notice, and with or without cause. This is called "employment at-will." In fact, every aspect of your employment relationship with the AS is on an at-will basis.

No one other than the Executive Director of the Associated Students has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy. Furthermore, any agreement that alters the "at-will" nature of employment must be in writing and must be signed by the Executive Director of the Associated Students and you.

DEFINITIONS OF EMPLOYMENT CATEGORIES

"Undergraduate/Graduate Student – Category C" are those employees limited to 20 hours per week or less who are enrolled and regularly fulfilling class responsibilities. Their benefits are the same as occasional employees, with the exception of exemption from social security. Exemption from social security taxation applies to students who are carrying at least 6 units as an undergraduate or 4.5 units as a graduate student, working twenty hours per week or less, and being paid as student

assistants. Students who do not meet the foregoing conditions should identify themselves as non-student, occasional employees for pay purposes. This classification is subject to social security coverage. Salary rates for students as of January 1, 2023 are as follows:

- Undergraduate Students - \$15.50-\$21.75 per hour
- Graduate Students - \$15.50-\$23.25 per hour

REQUIRED TRAININGS FOR ALL AS EMPLOYEES

Every person working for AS is required to take a basic set of courses that are assigned based on their job position. For the most part, these courses have to be taken within the first 30 to 60 days of employment. Other courses are assigned based on the job requirements. These may be required to be taken in the first week of employment. Most of the courses have to be retaken every year or every two or four years. A few of them have to be taken only once.

Visit <https://training.humboldt.edu/content/required-training> to view a list of the basic required courses, frequency, a link to the course's page, and more details. This list is for reference only and you may be required to take courses not listed here. Your specific courses will appear in the "Assigned Learning" section of CSU Learn.

SUBMITTING TIMESHEETS

Every AS program has a dedicated tracker Google Sheet for all employees in the program. This should be completed on an as-worked basis to keep accurate track of hours and tasks worked. Under no circumstances should hours be accumulated over multiple time periods. All hours reflected on the

tracker must be inputted in ADP for the pay period in which the hours were worked. Any discrepancies may delay payment. Please adhere by the following policies:

- No employee can work more than 8 hours in a day.
- No employee can work more than 5 days in a row.
- No employee can work more than 20 hours in a week.

BREAKS AND MEAL PERIODS

Employees of the Associated Students are entitled to breaks as follows:

HOURS PER SHIFT	BREAK	LUNCH
Less than 4 hours	None	None
4 to 5 hours	One 15 min break	None
5 to 8 Hours	One 15 min break	30 min (required)
8 hours	Two 15 min breaks	30 min (required)

California state law requires that you:

- Take at least a 30-minute unpaid meal period if the work shift is in excess of five hours. You need to sign out/in for the meal period.
- Take a fifteen-minute rest period for each four hours of work. Any rest period is considered time worked and you do not need to clock in or out.

You are paid during your break time, but not for lunch periods.

PAY PERIODS

Pay periods start on the 1st of the current month and end on the 15th and start again on the 16th and end on the last day of the month. Timesheets are due to the Executive Director on the last day that you worked in a pay period. A printed schedule of pay periods and pay dates is posted in the AS office.

PAYCHECKS AND DIRECT DEPOSIT

Pay checks are available on payday after 12:00 p.m. at the Cashiers Office - SBS 285, unless advised otherwise.

You may also choose to receive your paycheck via direct deposit. The form you need to complete to do this is on our website. Email or print out the completed form to the Associated Students Office.

WORK SCHEDULES

Please see your supervisor to schedule your work hours.

IN THE EVENT OF AN ILLNESS

It is crucial that you contact your supervisor early enough so that they can make arrangements to cover your absence. You must notify your supervisor before your scheduled shift for each day that you miss. This is necessary to ensure sufficient time to schedule a replacement for you. If you miss more than three consecutive days, a doctor's note clearing you to return to work may be required.

PAID SICK LEAVE

In order to minimize the economic hardships that may result from an unexpected short-term illness or injury to an employee or legal dependent, the Associated Students provides sick pay benefits to all employees. Sick leave can be used for the actual illness or injury of an employee, and to care for the employee's spouse, domestic partner, parent, sibling, child, grandchild, or grandparent. Paid sick leave also may be used for doctor appointments, preventative care, and by victims of domestic violence, sexual assault, or stalking to obtain relief including medical attention and psychological counseling.

When employees are unable to work as scheduled for one of the reasons listed above, they must notify their supervisor as soon as possible in advance of the anticipated absence. Employees may be required to provide a physician's statement or other appropriate medical certification when the employee is absent for three or more consecutive days due to illness, or in cases where an employee may be suspected of abusing sick leave.

Effective July 1, 2015, an employee qualifies for paid sick leave by working for at least 30 days and by satisfying a 90 day employment period (which works like a probationary period) before an employee can actually take any sick leave. If you work less than 30 days in California within a year, then you are not entitled to be paid sick leave under this new law. Employees are granted 24 hours paid sick leave in each calendar year. Unused sick pay is not carried over from year to year and will be 'reset' to 24 hours each January 1st. Unused sick leave is not paid upon termination of employment. Sick leave balances will be shown on pay stubs.

ON THE JOB SAFETY

It is AS policy to comply with all federal, state and local health and safety regulations and to provide a

work environment as free as feasible from recognized hazards. You are expected to comply with all safety and health requirements whether established by management or by federal, state or local law.

Most accidents are caused by human error. These accidents are often a result of: poor judgment; being tired, bored, or restless; not paying attention; stress; lack of knowledge on safe operation of equipment.

Safety training is available and required for all employees when hired and on an ongoing basis. Contact your supervisor if you are unsure of how to proceed with a task or operate a piece of equipment.

ON THE JOB INJURY

If you are injured while on the job, report the injury to a supervisor as soon as physically possible and complete the injury report that your manager gives you. If your injury is treated at a medical care facility, you need to inform them that your injury was work related. Unless you have a pre-selected physician, all on the job injuries should be treated at the Cal Poly Humboldt Health Center if you are an Cal Poly Humboldt student or at Mad River Occupational Health if you are not an Cal Poly Humboldt student, or when the Cal Poly Humboldt Health Center is closed.

Workers compensation regulations require injury reports be completed by the employee, employer and attending physician in a timely manner. If you require immediate medical attention, you may complete your reporting responsibilities with your employer after receiving treatment. If you are hospitalized as a result of this injury, call the Associated Students Executive Director to report your injury.

SAFETY POLICY STATEMENT

- It is Cal Poly Humboldt Associated Students (AS) policy that accident prevention shall be considered of primary importance in all phases of operation and administration.
- It is the intent of AS management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.
- Accident prevention is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.
- Every effort will be made to provide adequate training for employees. However, if an employee is ever in doubt as to how to do a job safely, it is their duty to ask a qualified person for assistance.
- Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Any injury that occurs on the job, even a light cut or strain, must be reported to your supervisor as soon as possible. Under no circumstances, except during an emergency, should an employee leave a shift without reporting an injury that occurred.
- When an accident or injury occurs, everyone loses: you, your family, your fellow workers and the AS. Please work safely. It benefits everyone.

- Retaliation for reporting or threatening to report harassment

UNLAWFUL HARASSMENT

The Associated Students is committed to providing a work environment free of unlawful harassment. AS policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law, ordinance or regulation. All such harassment is unlawful. The AS anti-harassment policy applies to all persons involved in the operation of the AS and prohibits unlawful harassment by any employee of the AS, including supervisors, co-workers, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors

If you believe that you have been unlawfully harassed, submit a written complaint to your supervisor or advisor, or the Associated Students Executive Director. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to their advisor or the Associated Students Executive Director. The AS will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. **In accordance with the CSU non discrimination policy, any alleged conduct that may fall under that policy may be forwarded to the DHR prevention office. Full details on the procedure are linked here: <https://calstate.policystat.com/policy/12891658/atest/>**

If the AS determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the AS to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. An AS representative will advise all parties concerned of the results of the investigation. The AS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

GROUNDS FOR TERMINATION

The following issues constitute grounds for progressive corrective action and/or termination, depending on the severity of the offense. This list is not meant to be all inclusive and other incidents and performance problems may also constitute reasons for corrective action up to and including termination.

- Working your shift under the influence of alcohol, being under the influence of or use of any illegal drug or nonprescription federally controlled substance on AS property
- Refusing to follow instructions directly related to the performance of your job (i.e., gross insubordination).
- Pirating of software, installation of unauthorized software, or malicious deletion of data or software on AS computers.
- Failure to contact your supervisor prior to your scheduled shift if you are unable to work.
- Absenteeism and/or tardiness
- Leaving work early without permission.
- Disrupting work of others
- Making personal phone calls
- Extended or unauthorized break or meal periods
- Failure to perform job tasks
- Violation of an AS policy, standard, procedure or established business/operational practice.
- Possession of a weapon on AS premises.
- Rudeness to visitors, staff, and other team members or any other behavior which damages an AS relationship.
- Theft or destruction of property, merchandise or money belonging to the AS or any team member.
- Mishandling, misuse of, or failure to safeguard AS funds.
- Harassment of others due to sex, race, color, religion, national origin, citizenship, disability/handicap, age, ancestry, marital status, sexual preference, or veteran status.

If for any reason you suspect a fellow employee of committing or planning an unacceptable act, you should contact your supervisor.

AS EQUIPMENT AND SERVICES

All AS property and services (including, but not limited to, work areas, tables, computers, fax machines, office telephones etc.) should only be used for legitimate and authorized purposes that directly relate to the AS's business activities. Although employees may use AS equipment for occasional, non- work purposes, you must obtain permission from your direct supervisor. The AS reserves the right, at all times and without prior notice, to inspect any and all of its property or services. These inspections may be conducted during, or after, normal business hours. Employees who misuse AS property or services will be disciplined, up to termination.

STANDARDS OF CONDUCT

A. Attendance

AS employees are expected to have regular attendance and to report to work in accordance with their established work schedules. Employees unable to report to work, or those who will be more than 30 minutes late, must notify the appropriate supervisor as far in advance as possible.

B. Safety

AS is committed to maintaining a safe and healthy work environment. Providing a positive work environment is to the benefit of all employees, as well as others who enter the workplace. The failure to maintain a safe and healthy work environment can result in disciplinary action.

Every employee is responsible for on-the-job safety. To achieve the goal of providing a safe workplace everyone must be safety conscious and immediately

report an unsafe or hazardous condition to the appropriate supervisor.

C. Dress

Each employee is responsible for dressing in a manner that conforms to their job requirements and the applicable Occupational Safety and Health Administration (OSHA) requirements for their jobs. If you report to work dressed inappropriately, you may be prevented from working until you return to work with acceptable dress and appearance.

D. Courtesy, Respect and Professionalism

Conduct yourself in a professional manner and treat all others with respect, fairness and dignity.

VISITORS

We recognize that friends and relatives will be in from time to time. Certainly we want you to acknowledge and converse with them, but they should understand that you are working. Therefore we ask that personal conversations be kept to a minimum.

PERSONAL CONDUCT

You are entrusted with the handling of the AS's funds, equipment, and reputation. It is your responsibility to use common sense and follow the direction of your supervisor. You should never put yourself in a position where your honesty or integrity may be questioned.

You must also be mindful of statements you make. Derogatory comments concerning controversial or political topics, or offensive language has no place in the workplace.

IF YOU MUST LEAVE US

While we hope that your employment will be

lengthy and pleasant, please remember that it is AS employment policy that you are employed on an at-will basis, based on the mutual consent of yourself and the AS. Thus, either you or the AS may terminate the employment relationship at any time and for any reason, with or without cause. If you decide to leave the AS, we would appreciate at least two weeks written notice of your resignation. Please return all property owned by the A.S. (i.e. keys) prior to your departure.

WHERE WILL YOU BE LIVING IN JANUARY?

If you work for the AS at any time during the year, you will receive a W-2 Report of Income the following year. For this reason, we need a local address as well as a permanent address (such as your parents or legal guardian's address.) You are responsible for informing your supervisor and the AS Office of any change in local or permanent address, telephone number, withholding allowances (for tax purposes,) etc.

MISCELLANEOUS POLICIES

A. Business-Related Travel

It is AS policy to maintain travel reimbursements in keeping with applicable laws of the federal government and state government, as those laws generally benefit a nonprofit corporation. Further, it is AS policy to maintain travel reimbursements in keeping with such federal regulations as especially benefit an organization administering federal grants and contracts.

It shall further be AS travel policy that reimbursement shall be for costs incurred, in keeping with applicable IRS principles.

The travel policies of AS shall be parallel to Cal Poly Humboldt travel policy with minor exceptions:

1. AS does not require authorized pre-approval of travel.

2. Reimbursements will be made for meal expenses for travel up to \$55 per day. Per Diem rates are as follows and receipts are not required for meal expenses:
Breakfast - \$10.00, Lunch - \$15.00, and Dinner - \$30.00

All other guidelines set forth in Cal Poly Humboldt's travel policy will be followed.

B. Campus Clearance

Separating employees should complete the separation paperwork no later than their last day of employment.

C. Campus Clearance

Employees who commit traffic violations (moving or stationary) while on AS business are responsible for the time and expense of discharging their legal obligations with regard to those violations.

D. Power Outages & Campus Closure

AS follows the policy established by the University regarding treatment of campus auxiliary employees during either planned or unplanned power outages. During these types of campus closures, AS employees are not required to come into work unless otherwise directed by their appropriate supervisors. During these times, all exempt and non-exempt employees are considered on 'administrative leave' for the time specified and will be compensated for any scheduled work hours.

Employees who primarily work on the main University campus are allowed to work remotely/off-campus with their supervisor's approval. AS encourages supervisors to work with their employees to determine if their work can be done remotely in these situations.

Any questions you may have may also be directed to human resources.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This is to acknowledge that I have received a copy of the Associated Students (A.S.) of Cal Poly Employee Handbook and understand that it describes important information about the Associated Students; and I understand that it is my responsibility to read the Handbook and to abide by the rules, policies and standards set forth in it. I understand that the contents of this Handbook are presented solely as a matter of information and guidance, and that this Handbook is not intended to be, nor should it be viewed as, either an express or implied contract between A.S. and me.

I understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with the A.S. I further understand that, except for the A.S. policy of employment at-will, the A.S. reserves the right, in its sole and absolute discretion, to change, supplement or rescind all or any part of the practices, procedures or benefits described in the Employee Handbook, as it deems necessary, with or without prior notice.

Please sign your initials in the following section to affirm that you have read, understand, and agree to abide by the duties and policies set forth by Associated Students.

A.S. Non-Discrimination Policy	_____	A.S. Conflict of Interest Policy	_____
A.S. Duties to Report Campus Crimes	_____	A.S. At-Will Employment Policy	_____
A.S. Drug-Free Workplace Policy	_____	Anti-Hazing Policy	_____
A.S. General Code of Safe Practices	_____	A.S. Close Relative Disclosure Policy	_____

The foregoing terms and conditions are hereby acknowledged and agreed to by the undersigned.

Employee Name

Employee Signature

Date