HUMBOLEDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
ADMINISTRATIVE PUBLICATION REGARDING PERSONNEL

PREFACE

Humboldt State University Sponsored Programs Foundation is a non-profit auxiliary organization, a separate corporation, which assists Humboldt State University through the administration of grants, contracts, special educational projects, gifts, and other restricted fund accounts.

This publication describes administrative procedures and provides a general summary of Foundation personnel policies, work rules, and benefits. This is not a legal document and is rather intended to highlight the previously mentioned subjects. The Board of Directors 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 HSU Foundation office to determine if specific descriptions are current.

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 participation in enhancing university excellence is vital. Your suggestions for improving our procedures are welcomed and appreciated.

The Management and Board of Directors
## I. INTRODUCTION

A. General ................................. 1
B. Definitions .................................. 1
C. Affirmative Action and Discrimination ....................... 3
D. Harassment.................................. 4
E. Drug-Free Workplace ................................. 4
F. Employment Processes .................................. 4
G. Probationary Period ................................. 4
H. Duration of Employment ................................. 5
I. Performance Evaluation ................................. 5
J. Salary Adjustments .................................. 5
K. Reclassification .................................. 5
L. Change of Employee Information .................................. 5
M. Termination and Layoff .................................. 5
N. Conflict of Interest .................................. 6
O. Employment of Related Persons ................................. 6
P. Personnel Records .................................. 7

## II. EMPLOYMENT POLICIES AND PRACTICES

A. General .................................. 1
B. Definitions .................................. 2
C. Affirmative Action and Discrimination ....................... 3
D. Harassment.................................. 4
E. Drug-Free Workplace ................................. 4
F. Employment Processes .................................. 4
G. Probationary Period .................................. 4
H. Duration of Employment .................................. 5
I. Performance Evaluation .................................. 5
J. Salary Adjustments .................................. 5
K. Reclassification .................................. 5
L. Change of Employee Information .................................. 5
M. Termination and Layoff .................................. 5
N. Conflict of Interest .................................. 6
O. Employment of Related Persons .................................. 6
P. Personnel Records .................................. 7

## III. WAGES, HOURS AND PAY COMPUTATIONS

A. Standard Work Schedule .................................. 7
B. Rest Periods .................................. 7
C. Exempt and Non-Exempt Employees A Overtime & Premium Pay .................................. 7
D. Overtime .................................. 7
E. Pay Periods/Pay Days .................................. 8
F. Computation of Pay and Deductions .................................. 8
G. 10/12 Pay Plan .................................. 8

## IV. INDEPENDENT CONTRACTORS/CONSULTANTS

.................................. 8

## V. BENEFITS

.................................. 9

A. Statutory Benefits .................................. 9
   1. State Disability Insurance (SDI) .................................. 9
   2. Workers’ Compensation Insurance .................................. 9
   3. Unemployment Insurance .................................. 9
   4. Social Security and Medicare Insurances .................................. 9
   5. Employment Training Tax .................................. 10
B. Benefits by Policy within HSU Sponsored Programs Foundation Accounts .................................. 10
   1. Holidays .................................. 10
   2. Personal Holiday .................................. 11
   3. Vacation .................................. 11
      a. Rate of Vacation Accrual .................................. 11
      b. Accruing Vacation Credit .................................. 12
      c. Use of Vacation Credit .................................. 12
      d. Vacation Credit upon Transfer or Termination .................................. 12
   4. Sick Leave .................................. 13
a. Rate of Sick Leave Accrual .................................................................................................. 13
b. Accruing Sick Leave Credit .............................................................................................. 13
c. Uses of Sick Leave Credit .............................................................................................. 13
d. Transfer of Sick Leave Credit .......................................................................................... 14
5. Paid Leaves of Absence ........................................................................................................ 20
   a. Jury Duty ....................................................................................................................... 20
   b. Leave to Vote ................................................................................................................ 20
6. Unpaid Leaves of Absence ................................................................................................ 20
7. Class Fee Reimbursement ................................................................................................. 21
8. Group Insurances ............................................................................................................... 21
    a. Health Insurance ......................................................................................................... 21
    b. Dental Insurance ......................................................................................................... 22
    c. Vision Insurance .......................................................................................................... 22
d. Life Insurance .................................................................................................................. 22
9. Retirement .......................................................................................................................... 22

C. CAMPUS BENEFITS ........................................................................................................... 22

VI. STANDARDS OF CONDUCT ............................................................................................ 23
   A. Attendance ..................................................................................................................... 23
   B. Safety ............................................................................................................................ 23
   C. Dress ............................................................................................................................. 23

VII. CONFLICT RESOLUTION .............................................................................................. 23

VIII. MISCELLANEOUS POLICIES ....................................................................................... 23
    A. Business-Related Travel .............................................................................................. 23
    B. Keys ............................................................................................................................. 23
    C. Campus Clearance ....................................................................................................... 24
    D. Traffic Violations .......................................................................................................... 24
    E. Personal Telephone Calls ............................................................................................. 24
    F. Smoking ...................................................................................................................... 24
    G. HSU Child Care Center ............................................................................................... 24
    H. Injury Reporting .......................................................................................................... 24

IX. COMPENSATION SCHEDULE ........................................................................................ 24

X. SAFETY PROGRAM ........................................................................................................ 25
I. INTRODUCTION

Humboldt State University Sponsored Programs Foundation (henceforth referred to as HSU Sponsored Programs Foundation) was established in 1952 as a non-profit corporation which operates as an auxiliary organization of the University. The operating regulations for auxiliary organizations within The California State University system are clearly established in both Title 5 and the Education Code (see II. below). The purposes of our corporation are to engage in activities furthering and enhancing the educational effectiveness of the University and to supplement the services provided by the State of California. HSU Sponsored Programs Foundation does this by:

- Administering university-connected activities and research projects;
- Sponsoring activities such as educational institutes, training programs, research projects, conferences, and workshops;
- Receiving and administering grants, contracts and gifts, and performing certain depository functions generally known as restricted fund accounts.

HSU Sponsored Programs Foundation is governed by a Board of Directors composed of members from the University's administration, faculty and student body, and from the community.

HSU Sponsored Programs Foundation is a self-supporting non-profit corporation which does not receive annual State budgetary support. HSU Sponsored Programs Foundation's sources of operating funds are administrative costs that are part of grants and contracts, administrative costs for special educational projects and restricted funds, earnings on investments, and contributions.

II. EMPLOYMENT POLICIES AND PRACTICES

A. General

Employment within HSU Sponsored Programs Foundation is described in Education Code - Section 89900 and in Title 5 - Section 42405. Those regulatory code sections recognize that research foundations such as our own have two distinct phases of activity – restricted activity (Restricted Fund Operations) and unrestricted activity (corporate management activities – known as General Operations). The regulations of The California State University require the separation of restricted and unrestricted activity, even to the extent of requiring separation of accounts between the two activity categories. It should be understood that the terms "restricted" and "unrestricted" do not refer to employees but rather to fiscal processes; that is, HSU Sponsored Programs Foundation's fiscal operations are restricted in regard to, for example, grants and contracts, due to regulations of the funding entities whose regulations are, in turn, imposed upon the grantor/contractor (HSU Sponsored Programs Foundation).

Within Education Code - Section 89900 and Title 5 - Section 42405, two categories of employment are described: one for restricted and one for unrestricted activity. For restricted activity the category of employment is described as temporary and is as follows: "For the purposes of this subdivision, a temporary employee is (a) an employee employed for a research project, workshop, institute, or other special project funded by any grant, contract or gift; or (b) an employee whose contract of employment is for a fixed term not exceeding three years. Almost
all HSU Sponsored Programs Foundation employees are in positions described by the foregoing code section. This publication primarily describes administrative procedures relative to those employees. It should be further noted that this broad category of project-related employees includes both student and non-student employees.

Special code sections were created for employees employed by virtue of a grant, contract, fee-dependent course, gifts, etc., due to the temporary nature of such funding mechanisms. Because of the temporary nature of such funds, permanent status (tenure) cannot be granted. Similarly, retirement programs, other than social security, do not exist for such positions. (Other benefit programs are described in Section V of this publication.)

Because of the foregoing, Restricted Fund employment with HSU Sponsored Programs Foundation is based on the mutual consent of the employee and HSU Sponsored Programs Foundation. Accordingly, either the employee or HSU Sponsored Programs Foundation can terminate the employment relationship at will at any time with or without cause. Appointment forms confirm the "at will" employment status. As a practice, all projects within HSU Sponsored Programs Foundation are encouraged to provide two weeks written notice of employment actions. Any oral or written statements or promises to the contrary are not binding upon HSU Sponsored Programs Foundation, unless agreed to in writing by HSU Sponsored Programs Foundation's management and/or Board of Directors.

B. Definitions

The term "Foundation Employees" applies to all those who receive a payroll check which is processed through HSU Sponsored Programs Foundation's payroll processes. This broad category includes Project Employees, Agency Employees, and General Operations (Central Staff) Employees.

The term "Project Employees" applies to all individuals who are employed from restricted funds provided through a research or special educational project grant or contract. Employment from such sources does not exceed the duration expressed by award instruments, though employment can be renewed if awards are renewed.

The term "Agency Employees" applies to all individuals who are employed from restricted funds provided by program fees, donations to programs, and endowed programs. Employment examples include employees working for KHSU, Schatz Tree Farm, and Extended Education programs.

The term "General Operations Employees" applies to all individuals who are employed from unrestricted funds within HSU Sponsored Programs Foundation's central administration. Such employees are under the direction and supervision of the Sponsored Programs Foundation's Executive Director and/or the Sponsored Programs Foundation's Board of Directors.

Within the above categories there are further subdivisions as follows:

"Regular Salaried Employees - Category A" are those whose term of employment is expected to be six full months or more and whose time base is three-fourths time (30 hours per week) or more on a regular schedule. Salaried employees receive a set salary for each pay period; they verify their work effort after-the-fact by use of a level of effort form; and they report sick leave, vacation, etc., each month at month end on an appropriate form. These employees are subject to such group insurances as health, dental, vision and life insurance. A sub-category of Management Employees is discussed later in this section.
"Regular Salaried Employees" - Category B are employees who work less than three-fourths time, but do so on a regular schedule. Their term of employment is typically six months or more. Since hours do not vary, appointment is by salary, and level of effort forms are used. This general employment category also includes employees who are appointed full-time, but for a period of time less than six complete months. These employees are subject to vacation and sick leave, but are not eligible for group insurances.

"Hourly Employees" are usually employed for less than six month periods. Hourly employees often work intermittent or irregular hours and are often less than half-time. These employees only record their hours on hourly time sheets and do so on a wage basis, not on a salary basis. Hourly employees are covered by social security, workers compensation, unemployment and disability insurance, and by employment training tax. If an hourly employee is appointed for six months or more he/she is also covered by sick leave and vacation benefits. (See p. 14)

"Occasional Employees" work as needed. Time is kept on time sheets. Employment is covered by social security, unemployment and disability insurance, workers compensation insurance and employment training tax. Occasional employees are not covered by sick leave or vacation benefits and earn holiday pay only for hours actually worked on a holiday. This category includes former students who are not currently enrolled, including summer session if the employees are not fulfilling class responsibilities (see the definition of "Student Employees" below).

"Student Employees" are those employees limited to 20 hours per week or less who are enrolled and regularly fulfilling class responsibilities. They are paid on the basis of HSU Sponsored Programs Foundation's Student Assistant Salary Schedule (a separate publication). 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 six units or more, working twenty hours per week or less, and are paid as student assistants on the aforementioned student assistant salary schedule. Students who do not meet the foregoing conditions should identify themselves as non-student, occasional employees for pay purposes, a classification which is subject to social security coverage.

"Management Employees" are General Operations Employees who are so designated by HSU Sponsored Programs Foundation's Board of Directors. Salary adjustments are individually subject to Board or senior management approval. Management Employees may receive enhanced benefits such as increased vacation accrual rates. Management employees are appointed on a salary basis rather than a wage basis.

In addition to the foregoing definitions, Section IIA provides a general understanding of the two broadest categories of HSU. Foundation employment as described by law: Restricted Fund Employment and General Operations Employment. That section of this publication should be carefully reviewed as it describes the temporary nature of employment which necessitates the at-will employer-employee relationship, which also applies to management employees.

C. Affirmative Action and Discrimination

HSU Sponsored Programs Foundation is an affirmative action/equal opportunity/Title IX employer and promotes employment opportunities for women, ethnic minorities, Vietnam era and disabled veterans, persons with disabilities, and persons age 40 and over. The full text of HSU Sponsored Programs Foundation’s Affirmative Action Plan is on file in the Foundation office and available on request. That plan contains a Grievance Procedure.
It is the policy of HSU Sponsored Programs Foundation to prohibit decision-making based on "race, color, ancestry, religious creed, national origin, sex, disabilities, medical condition (cancer related), marital status, or age (over 40)," (California Department of Fair Employment and Housing).

In keeping with the American Disabilities Act of 1990, reasonable accommodation is provided for applicants with disabilities and for employees with disabilities.

D. Harassment

It is the policy of HSU Sponsored Programs Foundation to provide all employees a working environment free from discriminatory harassment or intimidation. Harassment, particularly that prohibited by law such as racial or sexual harassment, is grounds for disciplinary action up to and including termination. If you feel you are being harassed or you observe harassment taking place, please discuss the matter with your supervisor or with the management of HSU Sponsored Programs Foundation.

E. Drug-Free Workplace

It is the policy of HSU Sponsored Programs Foundation to provide a drug-free workplace, and to prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace.

Any employee who is found in violation of this policy will be subject to appropriate personnel action, up to and including termination; or the employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

HSU Foundation provides a written copy of its policy to all employees to inform them of our Drug-Free Workplace Policy.

For those employees who work under a federal grant, conditions of such employment include willingness to (1) abide by the terms of the HSU Sponsored Programs Foundation Drug-Free Workplace Policy, and (2) notify HSU Sponsored Programs Foundation of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

F. Employment Processes

A person is not employed by HSU Sponsored Programs Foundation until the Report of Appointment is completed and signed by the prospective employee and the appropriate Project Director and returned to HSU Sponsored Programs Foundation, together with a completed and signed Form W-4 (Internal Revenue Service), and a completed and signed Form I-9 (Federal Employment Eligibility Verification). The latter is then reviewed and signed by a General Operations staff member or a duly appointed designee.

HSU Sponsored Programs Foundation is required by law to verify that every person hired is a United States citizen, a United States permanent resident, or an alien permitted to work in this country.

G. Probationary Period

Even though all Restricted Fund positions are temporary, a probationary period can be utilized by supervisors for closely observing an employee's work, and for securing the most effective
adjustment of a new employee to his/her position and to the people with whom he/she comes in contact. Such a probation period is when a new employee “tries the job” and is, in turn, evaluated by the supervisor. The probationary period is one year for professional, technical and other eligible non-student employees. The period for such probation is an evaluation guideline only, and in no way guarantees employment for that period. Restricted Fund employees, are, therefore, either probationary temporary employees or non-probationary temporary employees, since, by definition in law, all Restricted Fund employees are temporary.

Employees who have completed probation may be put back on probation for performance or disciplinary reasons. Upon reclassification, promotion, or transfer, a new probationary period is served unless stated otherwise, in writing.

H. Duration of Employment

Permanent status can not be granted to a Restricted Fund employee as all such employees are temporary. Continued employment of HSU Foundation employees is conditional upon many factors, which include performance, the availability of appropriate work, and the availability of funds.

I. Performance Evaluation

Both General Operations and Restricted Fund employees are eligible for formal performance reviews. Such evaluations are not centralized and are rather conducted at the employing project level. The purpose of evaluations is to let employees know how well they are performing their assigned duties; to provide a forum for discussing problems or solutions; to address training or education possibilities; and to enable assessment of both project/departmental and individual personnel goals. Such evaluation in no way implies permanence of employment since Restricted Fund employees are temporary.

J. Salary Adjustments

Salary adjustments are awarded as deemed appropriate by HSU Foundation. Such adjustments may occur annually and may combine both cost of living adjustments and other adjustments, such as those for equity with similar employment and those for meritorious performance.

K. Reclassification

As an employee assumes greater responsibility in her/his position, it is possible that the job may become eligible for reclassification to a higher level. Reclassification is usually warranted when there is an increased level of responsibility, as opposed to an increase in volume, quality or variety of tasks. Any and all increases in compensation are governed by the availability of funds and by HSU Sponsored Programs Foundation policy. Reclassification recommendations are initiated by project directors or supervisors.

L. Change of Employee Information

Employees must keep the Foundation Office informed of any changes in name, address, phone number, marital status and number of dependents. Those claiming exemption from withholding must annually complete a W-4 form prior to February 15. For those who do not complete a new W-4 by February 15, taxes will be withheld at the single rate with zero exemptions.

M. Termination and Layoff

Because employment with HSU Sponsored Programs Foundation is based on the mutual consent of the employee and HSU Sponsored Programs Foundation, either the employee or HSU
Sponsored Programs Foundation can terminate the employment relationship at will at any time. It is expected, however, that whoever terminates the employment agreement, whether HSU Sponsored Programs Foundation or the employee, will give notice, if possible and practical. Though no notice is required of either party, a minimum of fourteen days notice is encouraged.

Most HSU Sponsored Programs Foundation employees are appointed for a maximum time of one year or less. The end date of any employment agreement, or the end of any grant, contract or fiscal year, is the end of employment for most HSU Sponsored Programs Foundation employees unless they are offered a new appointment by the employing unit within HSU Sponsored Programs Foundation.

Appointments cannot be made beyond the end date of a grant, contract, or other such agreement which enables the employment.

Severance is not paid to departing HSU Sponsored Programs Foundation employees who are hired through Restricted Fund accounts since most employees are hired within grants and contracts which limit compensation to service provided to the project.

Layoffs are terminations resulting from a reorganization, a reduction in or termination of supporting funds, or the deletion of work functions. It is the responsibility of the Project Director or supervisor, in consultation with Sponsored Programs Foundation Management, to decide which positions are most necessary for the continuation of the project or department within a reduced scope of work and/or budget. The employees filling the positions to be deleted shall be the individuals laid off. There are no "bumping privileges" or "retreat rights" in HSU Sponsored Programs Foundation employment. If there is more than one employee in the same classification performing the same tasks, layoff may be determined at the sole discretion of HSU Sponsored Programs Foundation.

N. Conflict of Interest

Employees may not work in any other job which might impair their performance at HSU Sponsored Programs Foundation or create a conflict of interest.

All grant and contract proposals submitted by employees of Humboldt State University require review and approval through the process of Institutional Routing prior to submission. This review process screens all proposals to assure that the conflict of interest policy is rigorously applied.

O. Employment of Related Persons

The general policy of HSU Sponsored Programs Foundation is to avoid the employment of related persons in positions where they would have a supervisory relationship with each other, where they would have the same immediate supervisor, or where the nature of their working relationship would be such that their employment might hamper the effective discharge of review responsibilities.

Such "related persons" include: husband, wife, mother, father, daughter, son, sister, brother, step-relatives or in-laws in the same relationship, or any person residing in the employee's household. However, the employment of such persons is not prohibited, and may be approved by HSU Sponsored Programs Foundation management or the Board of Directors. Approval may be granted if the benefits to the project outweigh any potential risk, at the sole discretion of HSU Sponsored Programs Foundation.
P. Personnel Records

HSU Sponsored Programs Foundation employees have reasonable access to their employment records and may review them, may request copies of their records and may request corrections. Personnel records are maintained at both the employing project level and at the central level of HSU Sponsored Programs Foundation management.

Projects maintain such records as resumes and application materials, job descriptions, evaluation materials, and disciplinary materials. The central level of HSU Sponsored Programs Foundation management maintains sick leave and vacation accruals, withholding information, Reports of Appointment and related employment forms, and payroll records.

III. WAGES, HOURS AND PAY COMPUTATIONS

A. Standard Work Schedule

The standard work schedule for full-time employees is eight hours per day on five consecutive days from 8:00 a.m. to 5:00 p.m., excluding one hour for lunch. The work week can be from Monday through Sunday.

B. Rest Periods

Rest periods, not to exceed fifteen minutes, once in the morning and once in the afternoon, are provided. The rest period shall not be taken at the beginning or end of a work period, and time not used for rest periods shall not be accumulated and used at a later date. Rest periods should be coordinated with the project director or the designated supervisor.

C. Exempt and Non-Exempt Employees A Overtime & Premium Pay

Exempt employees are those in scientific, professional and supervisory positions whose rates of pay and responsibilities permit exemption from the Fair Labor Standards Act. These employees do not receive pay for overtime work. Exempt employees are described as employees whose work is intellectual, managerial or creative, involving independent judgment and paid at a rate of $1,150 per month or more ($6.64/hr). Student employees are limited to eight hours per day, 20 hours per week. Students working over 20 hours per week are not working in a student capacity (see "B. Definitions").

Employees not specifically exempted are called non-exempt. These employees receive premium pay when hours worked exceed eight hours in one day or forty hours in one week (excluding holiday pay, vacation and sick leave). In calculating overtime for non-exempt positions (clerical and maintenance personnel), university employment and HSU Sponsored Programs Foundation employment must be considered together.

D. Overtime

A non-exempt employee may not work overtime unless approved in advance by the appropriate Foundation representative. Overtime is typically prevented by sponsor guidelines and can not be approved for most grants and contracts.

Overtime is defined as compensated work which exceeds 8 hours in one day or 40 hours in a week. Allowable overtime is not to be confused with student study time. For example, a student may "put in" ten hours on a project in one day, with a maximum of eight of those hours being compensated, and the other two hours being part of the student’s educational study effort.
E. Pay Periods/Pay Days

The pay periods for hourly, occasional and student employees are from the 10th to the 25th of the month and from the 26th of the month to the 9th of the following month. These are the time periods which should be included on time sheets.

The pay periods for salaried employees are from the 1st to the 15th and from the 16th to the last day of the month.

Pay days for both hourly and salaried employees are usually on the workday closest to the 15th of the month and on the work day closest to the 30th of the month.

In order to meet payroll deadlines, hourly, occasional and student employees must submit time sheets signed by the employee and the Project Director by the specified dates (see HSU Sponsored Programs Foundation pay schedule) at the end of the pay period (by the 10th and 25th). An annual schedule of deadline dates and pay dates is published.

Salaried employees check requests are due by the 9th and 24th, followed by level of effort forms on the 15th and 30th.

F. Computation of Pay and Deductions

Gross pay is equal to rate per hour times hours worked in a given pay period, or the rate per month for salaried employees. Deductions are those normally required by law and include the following: federal income tax withholding, state income tax withholding, social security tax withholding, Medicare tax withholding, and state disability insurance. Other deductions may occur relative to such matters as group insurance, savings plans, etc.; however, none of these are an automatic right but occur rather as staff workload and software capability provide.

G. 10/12 Pay Plan

Certain grant and contract funded projects find it beneficial to have employees work a ten-month year, with two summer months off.

To enable the employees to have twelve months of pay checks and to keep group insurance in force, the employee's gross pay for the ten-month period is divided by twelve to calculate the amount payable for each thirty-day period. (For such employees the true hourly rate is determined by dividing the ten-month gross salary by ten, and then dividing the resulting true monthly salary by 173.3 hours.) During the two months when the 10/12 Pay Plan employee is not working, vacation and sick leave will not be earned, though employee expense for group insurance will be incurred by the project for those two months as part of the employment agreement. If employee premium expense is involved for such group insurance, it will be withheld from the final paycheck preceding the start of the two-month period. Should a project have a 10/12 Pay Plan employee for whom other employment agreements have been made prior to this publication, those agreements shall remain in effect for that employee.

IV. INDEPENDENT CONTRACTORS/CONSULTANTS

Independent contractors/consultants are not employees.

An independent contractor fee or consultancy is compensation paid for services performed on an independent contractor basis. No employer/employee relation is created. Payment of fees is normally made only upon completion of the contracted services. With the concurrence of the
appropriate Foundation representative, a small deposit may be made in advance of the actual services performed to cover out of pocket expense.

Employees of either Humboldt State University or Humboldt State University Sponsored Programs Foundation may not receive compensation as consultants from any HSU Sponsored Programs Foundation account. The penalties for mistakenly paying a consultancy that taxing authorities believe should be a wage can be rather severe. All questions regarding the applicability of employee versus contractor/consultant should be directed to HSU Sponsored Programs Foundation management.

V. BENEFITS

Foundation benefits are of two kinds: those mandated by law (statutory), and those granted by policy within HSU Sponsored Programs Foundation's accounts. Generally speaking, statutory benefits are required for all employees. Benefits by policy with HSU Sponsored Programs Foundation accounts are available only to "Regular Salaried Employees" and "Hourly Employees."

A. Statutory Benefits

1. State Disability Insurance (SDI)
   Each employee is covered by SDI, a State program which provides payments to a person unable to continue working because of an off-the-job injury or illness (including maternity) not covered by Worker's Compensation. Eligibility for benefits and payment amount are determined by the California Employment Development Department. HSU Sponsored Programs Foundation is required to withhold a percentage for this State insurance coverage from an employee's regular earnings. The SDI withholding rate is established by the California Employment Development Department and can change annually.

2. Workers' Compensation Insurance
   Each employee is covered by Workers' Compensation insurance for injuries that occur on the job and for job-related illnesses. If you are injured, report the accident immediately to your supervisor and to the HSU Foundation Executive Director's office. HSU Sponsored Programs Foundation is insured through the State Compensation Insurance Fund, and they determine eligibility and payment amounts. The cost of Workers' Compensation Insurance is paid entirely by HSU Sponsored Programs Foundation accounts, and rates can change annually.

3. Unemployment Insurance
   Each employee is covered by Unemployment Insurance, which provides payments to individuals previously employed who become unemployed, and are physically able to work and available to actively seek and accept employment. Eligibility for benefits is determined by the California Employment Development Department. The cost of Unemployment Insurance is paid entirely by HSU Sponsored Programs Foundation accounts. The rate for unemployment insurance is established by the California Employment Development Department and can change annually.

4. Social Security and Medicare Insurances
   All employees, except for the category "Student Employees" as defined in Section 11 above, are subject to withholding for Federal Insurance Contribution Act (FICA) taxes for Social Security, which is a complex program including retirement, survivors, disability, and Medicare benefits.
Eligibility for benefits is determined by the U.S. Social Security Administration. The employee and the employer each pay an equal amount based on a percentage of the employee's gross wages, up to a maximum amount. The maximum for social security insurance and for Medicare insurance differ.

5. **Employment Training Tax**

All HSU Sponsored Programs Foundation accounts pay a small assessment each pay period to the California Employment Development Department for the Employment Training Tax. That assessment funds worker training programs in the state.

B. **Benefits by Policy within HSU Sponsored Programs Foundation Accounts**

Only the two "Regular Salaried Employee" categories and the "Hourly Employee" category, if the latter are appointed for six or more continuous months per year, are eligible for holiday, vacation, sick leave and certain other benefits. "Occasional Employees," "Student Employees," and "Hourly Employees" working less than six months are not eligible for these benefits.

The costs of these benefits are specific to individual accounts within HSU Sponsored Programs Foundation, and the administration of these benefits is overseen by the management and Board of Directors of HSU Sponsored Programs Foundation.

1. **Holidays**

HSU Sponsored Programs Foundation follows the calendar of holidays established by the University's academic calendar, including a December holiday recess between Christmas and New Year's Day. Inclusion of a December holiday recess requires working on some of the holidays listed below. The schedule of holidays for each year is available in January.

The holidays observed by HSU Sponsored Programs Foundation are as follows: New Year's Day; Martin Luther King, Jr.'s Birthday; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day; and a Personal Holiday. HSU Foundation typically observes Lincoln's Birthday, Admission Day, Columbus Day and Veteran's Day as working holidays, which are utilized at other times for vacation purposes.

Normal time worked on a holiday is not considered overtime.

HSU Sponsored Programs Foundation and the University are usually closed the day after Thanksgiving. Employees must use vacation, compensatory time off credits, or a personal holiday in order to be paid for the day after Thanksgiving.

A "Regular Salaried" Sponsored Programs Foundation employee who works, with supervisory approval, on either a holiday or a holiday compensation day shall earn "holiday credit" time for those hours worked. Such time may be taken off at a later date with prior supervisory approval, or, if not used, shall be paid upon termination.

An "Occasional" or "Student" Foundation employee who works on either a holiday or holiday compensation day shall be paid for only those hours worked. No holiday credit time shall be granted.

A "Regular Salaried" Sponsored Programs Foundation employee shall receive holiday pay if on pay status on the last scheduled workday before the holiday or holiday compensation day.
He/she shall be paid for the number of hours normally scheduled to work. "Hourly Employees" are compensated on a pro-rata basis. For example, a half-time employee would receive four hours of pay for New Year's Day.

Sick leave or vacation leave will not be charged for holidays or holiday compensation days falling within a period of sick leave or vacation leave. A "Regular Salaried" Sponsored Programs Foundation employee or eligible "Hourly Employee" will be paid for a holiday or holiday compensation day which falls the day before the effective date of employment if that day is the first day of a pay period.

2. Personal Holiday

"Regular Salaried" employees are entitled to one "personal holiday" per calendar year, which accrues on the first of January, and is based on the contracted-for percent of work effort, or average percent of work effort, for the previous year, e.g., a full-time employee earns a maximum of eight hours, or one personal holiday for the year. The personal holiday must be used during the calendar year; it may not be carried forward into the next year. Otherwise, the personal holiday may be used at the employee's option with his/her supervisor's approval. Terminating employees will be paid at their current salary rate for an unused personal holiday.

3. Vacation

The intent of HSU Sponsored Programs Foundation's vacation policy is to provide eligible employees with a period of paid rest and relaxation away from work.

Vacation with pay shall be granted only to "Regular Salaried" Sponsored Programs Foundation employees and eligible "Hourly Employees." Each such employee shall accrue benefits at a rate directly proportional to the percentage of time on pay status (including vacation leave, sick leave, and holiday pay) each month. The benefit accrual rate shall be proportionately reduced any time an employee is paid for less than the total working hours in the pay period.

a. Rate of Vacation Accrual

1. Full-Time Employees: Upon completion of the first month's employment, each full-time "Regular Salaried" employee or eligible "Hourly Employee" shall be credited with up to 6-2/3 hours or the appropriate fraction of vacation accrual. Thereafter, for each continuous full-time month of service, he/she shall earn credit for vacation pay on the first of the following month as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Vacation Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mo. - 36 mos.</td>
<td>6.67 hours/month</td>
</tr>
<tr>
<td></td>
<td>(10 days/year)</td>
</tr>
<tr>
<td>37 mos. - 72 mos.</td>
<td>10.00 hours/month</td>
</tr>
<tr>
<td></td>
<td>(15 days/year)</td>
</tr>
<tr>
<td>73 mos. - 120 mos.</td>
<td>11.33 hours/month</td>
</tr>
<tr>
<td></td>
<td>(17 days/year)</td>
</tr>
<tr>
<td>121 mos. - 180 mos.</td>
<td>12.67 hours/month</td>
</tr>
<tr>
<td></td>
<td>(18.5 days/year)</td>
</tr>
<tr>
<td>Time Range</td>
<td>Hours/Year</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>181 mos. - 240 mos.</td>
<td>14.00</td>
</tr>
<tr>
<td>241 mos. - 300 mos.</td>
<td>15.33</td>
</tr>
<tr>
<td>Over 300 months</td>
<td>16.00</td>
</tr>
</tbody>
</table>

2. **Part-Time Regular Employees:** Vacation credit shall accrue to a part-time employee at a rate proportionate to that of a full-time employee. When an employee holds two or more less-than-full-time positions, the time worked in each position shall be combined for the purposes of computing credit for vacation with pay. Vacation credit shall not exceed full-time employment credit.

### b. Accruing Vacation Credit

1. With the exception of the initial month of employment (see above), a "Regular Salaried" employee or eligible "Hourly Employee" must be on pay status all of the working hours of a month in order to earn full vacation credit for the month.

2. A "Regular Salaried" employee or eligible "Hourly Employee" who is laid off from pay status during part of a month shall earn proportionate vacation credit for that month.

3. Vacation credit shall be earned during any leave with pay.

4. Vacation credit for each month shall not be considered as earned until the end of each pay period, except that upon termination an employee shall be paid a pro-rated amount of vacation pay for the last month of employment.

5. Vacation credit shall not be earned for time worked in excess of 40 hours per week.

6. Vacation credit may be accumulated provided that, on January 1 of any calendar year, a total vacation credit of no more than 30 working days or 240 hours has been accrued. When the maximum accrual of 240 hours has been reached, no additional hours will accrue until the 240 hours are reduced. Due to the nature of grants and contracts, vacation should be paid off or used within the grant/contract period by the respective grant or contract account.

### c. Use of Vacation Credit

Use of vacation credit shall be approved in accordance with the following:

1. Completion of three month's service with the Sponsored Programs Foundation at one-half time or more is necessary before vacation can be taken.

2. Vacation credit shall not be used prior to the time it is actually earned.

3. Use of vacation credit shall be reported to the Sponsored Programs Foundation office in whole hour increments. Vacation reports are due at the end of each month.

4. Supervisory approval is required prior to the use of vacation credit. Such supervisory approval shall not be unreasonably withheld. However, such approval may be withheld if project exigencies, in the judgment of the Project Director, demand it.

### d. Vacation Credit upon Transfer or Termination

When a "Regular Salaried" employee or eligible "Hourly" employee transfers from one position to another, vacation leave credit shall be transferred with him/her. A "Regular
Salaried" or eligible "Hourly Employee" who terminates employment with the Foundation shall be paid for accumulated vacation credit earned through the last working day.

4. Sick Leave

Sick leave with pay shall be granted to "Regular Salaried" or eligible "Hourly Employees" who are unable to work because of illness or disability. Sick leave in excess of an employee's accrued sick leave credit will be unpaid, unless an employee uses other time such as vacation, compensatory time off, or personal holiday.

a. Rate of Sick Leave Accrual

1. Full-Time Employees: Upon completion of one month's continuous service, each "Regular Salaried" or eligible "Hourly Employee" shall be allowed one day, or appropriate fraction thereof, of credit for sick leave with pay. Thereafter, for each continuous calendar month of service, he/she shall be allowed one day of credit for sick leave with pay on the first of the following month.

2. Part-Time Employees: Sick leave credit shall accrue to a part-time employee at a proportionate to that of a full-time employee. When an employee holds two or more less-than-full-time positions, the time worked in each position shall be combined for the purpose of computing credits for sick leave with pay, but the total shall not exceed full-time employment credit. Neither "Occasional" nor "Student" employees are covered by sick leave.

b. Accruing Sick Leave Credit

1. An employee must be on pay status all of the working hours of the month in order to earn full sick leave credit for that month.

2. An employee who is off pay status during part of a month shall earn proportionate sick leave credit for that month.

3. Sick leave credit shall be earned during any leave with pay.

4. Sick leave credit for each month is earned at the end of each pay period.

5. Sick leave credit shall not be earned for time worked in excess of 40 hours per week.

6. There is no maximum on the amount of sick leave credit an employee can accumulate.

c. Uses of Sick Leave Credit

1. Sick leave with pay shall be permitted to the extent of an employee's sick leave credit when an employee is unable to perform work because of an illness or disability, including medical, dental, and optical appointments.

2. Childbirth is a valid use of sick leave credit for either parent. A female employee shall not be required to take a leave of absence at a predetermined time prior to the anticipated delivery date so long as the employee is capable of performing her required tasks.

3. Sick leave with pay may be used, as necessary, if an employee is required to be in attendance or to supply care when the employee's mother, father, husband, wife, son, daughter, brother, sister, or any family member living in the employee's household is seriously ill.
4. Sick leave with pay may be used, as necessary, for each absence due to the death of a person related to the employee by blood, by adoption, or by marriage, or of any person residing in the employee's household. A maximum of five such days may be taken per occurrence.

5. Sick leave with pay while on vacation shall be authorized only when an employee has a major illness or injury, and is unable to continue his/her activity, as certified by a physician's statement.

6. Sick leave credit shall not be used prior to the time it is actually earned.

7. Sick leave with pay in excess of two consecutive days may require substantiation by a physician's statement, at the discretion of the appropriate Sponsored Programs Foundation representative.

8. Use of sick leave credit shall be reported to the nearest whole hour.

Sick leave is not compensable at termination of employment.

d. Transfer of Sick Leave Credit

When a "Regular Salaried" or eligible "Hourly Employee" transfers from one Sponsored Programs Foundation position to another, earned sick leave credit shall be transferred.
26 June 1992

TO: Holders of HSU Foundation Personnel Publication
FROM: James A. Hamby, General Manager, HSU Foundation
SUBJECT: Sick Leave

At the May 1992 meeting of HSU Foundation's Board of Directors, the board approved a policy which would provide for the sharing of sick leave among employees who are covered by sick leave. (You may have heard of this concept as the University has a similar program.)

The way the process works is as follows: If an individual who is covered by our sick leave policy becomes ill or injured such that he or she is totally incapacitated for four weeks or longer, and during that time exhausts all leave credit (sick leave, CTO and vacation), then fellow employees who are covered by our sick leave program can donate up to 16 hours each of their own sick leave to the employee who has exhausted his or her sick leave credits.

This memorandum should be added to your copy of our Personnel Publication as page 17a.

We have also had a clarification requested regarding sick leave as a coordinated benefit. Sick leave is coordinated with the two coverages that exist for all employees: worker's compensation insurance and disability insurance. The way coordination works is that sick leave can be drawn to the extent available to bring the level of pay up to the normal level (neither worker's compensation nor disability coverage provide 100% of compensation). Of course, coverages in combination cannot result in a greater level of pay than would be the case were the employee still able to work full-time.

Please direct any questions regarding these matters to either the General Manager or the Assistant to the General Manager (Rosemary Bond). Thank you.

JAH: sb

cc: Rosemary Bond
04 September 1992

TO: Principal Investigators and Project Directors

FROM: James A. Hamby, General Manager, HSU Foundation

SUBJECT: Sick Leave Clarification

Recently a clarification was requested by a project director regarding the use of sick leave in relation to a termination of employment date.

When an employee is on sick leave status and the date of termination of employment arrives, sick leave ends on that date of termination of employment. For example, since most employees on grants and contracts are hired for a project's duration, if an employee is in a category of employment covered by sick leave and then is on sick leave on the last day of the grant or contract, that becomes the last day of sick leave pay, whether or not the illness or injury extends beyond that date.

HSU Foundation's employees are covered by State Disability Insurance (SDI). If an employee had no remaining sick leave coverage but remained ill or injured and thus could not seek other employment, a disability insurance application (filed with the Employment Development Department in Eureka) would certainly be in order.

The previously described State Disability coverage provides income replacement and is a type of coverage which HSU Foundation has which the university does not. With the university's NDI coverage, when employment ends, coverage ends.

Because of the short time frame for fulfillment of grant and contract responsibilities, California law specifies that employment within grants and contracts, and within trust agreements, with a university foundation is temporary employment. The employer or the employee may terminate the employment at will. Employers faced with the responsibility of fulfilling a grant or contract may be forced to terminate an employee in order to get the work done by another in order to fulfill the terms and conditions under which a grant or contract is awarded. Failure to fulfill a grant or contract can not only mean the loss of the award involved, but also the loss of any further awards from that same source.

JAH: sb

Post Office Box 1185
Arcata, California 95521-1185  (707) 826-4189
TO: Project Directors/Principal Investigators

FROM: James A. Hamby, General Manager, HSU Foundation

SUBJECT: Family Leave Policy

The Federal Family and Medical Leave Act of 1993 requires employers with 50 or more employees to provide certain unpaid leave rights. HSU Foundation is an employer with 50 or more employees. A somewhat similar California law (California Family Care Leave Act of 1991) also exists. The new federal requirements are now in effect, and this memorandum is to be considered an addition to our existing Personnel Publication as a new page 18a. Please advise your project employees, who are eligible, of these rights. Eligible employees are defined in the following paragraphs.

HSU Foundation's existing policy on unpaid leaves of absence already provided for virtually everything that the new federal law requires. The new law, however, specifies that it applies to employees who have worked for the employer for at least a year and for 1,250 hours during the year before they leave (this is essentially 25 hours per week). Further, the Act only applies to employees who work within 75 miles of 50 other workers of the employer.

The new law specifies that an eligible employee can be granted up to twelve (12) weeks of unpaid leave each year when:

1) unable to work because of serious health condition,
2) taking care of a new-born or newly adopted child or,
3) taking care of a sick spouse, child or parent.

The California law specifies up to four months leave in a 24-month period.

The new federal law specifies that such leaves do not apply to just any illness but only to serious health conditions which prevent the worker from performing his/her duties or that require hospitalization or continuing treatment by a health care provider of the spouse, child or parent. Employees must give 30-day advance notice where possible.
Eventually there will be regulations issued to specifically define "serious health conditions," and they will most certainly be long-term illness situations. In any event, the regulations already require health care provider certification, and a form for that purpose is attached to this memorandum. The employer can also require a second opinion (at the employer's expense), and a third binding opinion can be obtained if the two medical opinions conflict.

An element of the law is the employee's return to the job. The law exempts "key" salaried employees from guaranteed return to prevent "substantial and grievous economic injury" to operations. A key employee is one whose salary is among the top 10% of the company's workers within a 75-mile radius of the employee's worksite. Other employees when returning are entitled to their same or an equivalent position. If the project in which the employee worked terminated or will terminate, then the employee cannot return to work unless another similar position has opened, for example, within a new project. What cannot occur during a leave, for other than a key employee, is that the employee's position is permanently given to a replacement employee. The California law states that work locations which have separate management, produce different products and have separate workforces are separate locations under the law. Projects have thus been separate locations employing fewer than 50 people. It is unclear how the federal rules and the California rules will mesh on this important issue.

During unpaid leaves under the Family and Medical Leave Act of 1993, such insurances as group health and dental shall remain in force as though the employee is actually working. Employee share of premium previously withheld must be paid by the employee during the leave. Non-payment by the employee will result in insurance cancellation.

Leave questions should be directed to HSU Foundation's General Manager (826-4189).

JAH: sb

Attachment
CERTIFICATION OF PHYSICIAN OR PRACTITIONER
(Family and Medical Leave Act of 1993)

1. Employee’s Name:

2. Patient’s Name (If other than employee):

3. Diagnosis:

4. Date condition commenced:

5. Probable duration of condition:

6. Regimen of treatment to be prescribed (Indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee’s normal schedule of hours per day or days per week.):
   a. By Physician or Practitioner:
   b. By another provider of health services, if referred by Physician or Practitioner:

IF THIS CERTIFICATION RELATES TO CARE FOR THE EMPLOYEE’S SERIOUSLY-ILL FAMILY MEMBER, SKIP ITEMS 7, 8 AND 9 AND PROCEED TO ITEMS 10 THRU 14 BELOW. OTHERWISE, CONTINUE BELOW.

Check Yes or No in the boxes below, as appropriate.

7. ☐ ☐ Is inpatient hospitalization of the employee required?

8. ☐ ☐ Is employee able to perform work of any kind? (If "No", skip Item 9.)

9. ☐ ☐ Is employee able to perform the functions of employee’s position? (Answer after reviewing statement from employer of essential functions of employee’s position, or, if none provided, after discussing with employee.)

15. Signature of Physician or Practitioner:

16. Date:

17. Type of Practice (Field of Specialization, if any):

FOR CERTIFICATION RELATING TO CARE FOR THE EMPLOYEE’S SERIOUSLY-ILL FAMILY MEMBER, COMPLETE ITEMS 10 THRU 14 BELOW AS THEY APPLY TO THE FAMILY MEMBER AND PROCEED TO ITEM 15 ABOVE.

10. ☐ ☐ Is inpatient hospitalization of the family member (patient) required?

11. ☐ ☐ Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?

12. ☐ ☐ After review of the employee’s signed statement (See Item 14 below), is the employee’s presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.)

13. Estimate the period of time care is needed or the employee’s presence would be beneficial:

14. When Family Leave is needed to care for a seriously-ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule:

Employee signature:

Page: 18c
5. Paid Leaves of Absence

a. Jury Duty

Leave with pay shall be granted to "Regular Salaried" or eligible "Hourly" Foundation employees for actual time on jury duty, up to a maximum of ten working days in one year, and for reasonable travel time required to perform such duty.

Jury duty includes the preliminary jury selection process, appearance in court as a member of a jury panel, or appearance at a coroner's inquest. A copy of the jury summons must be submitted with the appropriate pay document to substantiate the leave.

Employees shall reimburse their respective Foundation account with any juror compensation, other than travel.

b. Leave to Vote

Two hours leave with pay shall be granted to "Regular Salaried" and eligible "Hourly" Sponsored Programs Foundation employees to vote in an election, if they are unable to vote before or after regular work hours.

6. Unpaid Leaves of Absence

Unpaid leaves of absence may be granted to eligible employees for such purposes as medical disability, personal emergency, witness duty, or military duty. Unless specifically provided otherwise, such leaves of absence are available only on an unpaid basis. Because, for example, a project's funding may have terminated, HSU Sponsored Programs Foundation can not guarantee reinstatement or other employment following an unpaid leave. For example, a reservist called to active duty would be reinstated upon return, to the former project position; however, if the project's award had ended, none of the project's positions would exist.

All full-time and part-time "Regular Salaried" and eligible "Hourly Employees" may be considered for a leave of absence after completion of one year of service at the Sponsored Programs Foundation, though such employees are eligible for a leave of absence before completing one year of service where required by state or federal law. For example, leaves of absence may be granted to any employee for work-related disabilities, disabilities related to childbirth, jury duty, witness duty or military duty.

Subject to any applicable legal restrictions, requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, and the Foundation's ability to obtain a satisfactory replacement during the time the employee would be away from work. If an employee accepts other employment or fails without prior approval or valid excuse to return to work on the next regularly scheduled workday following the expiration of his/her leave, it will be considered that the employee has voluntarily terminated his/her employment.

To apply for a leave of absence, the employee must submit a request in writing to his/her supervisor, giving the reasons for the leave request. The supervisor, in conjunction with the Project Director, then forwards the request to the Foundation with their recommendation. The HSU Sponsored Programs Foundation Executive Director makes the final decision to grant, deny, or extend any and all leave requests.
While on an unpaid leave of absence, the employee must make arrangements for direct payment of any premiums for health insurance, etc. Vacation and sick leave credit does not accrue while on leave status. Time on leave does not count toward an employee's service credit for the purpose of vacation accruals or fulfillment of a probationary period. Leaves of absence are not granted for periods that extend beyond the termination date specified on the employee's appointment form, or beyond the end of a grant, contract or project year. Leaves are granted for periods up to one year.

When an employee is placed on a leave of absence, an effort will be made to hold his/her position open for the period of the approved leave. However, due to business needs, there will be times when positions cannot be held open.

Each leave of absence requires specific approval of the employee's Project Director and the Sponsored Programs Foundation Executive Director.

7. Class Fee Reimbursement

"Regular Salaried Employees" may receive fee reimbursement for work-related courses. The employee's supervisor and the appropriate Sponsored Programs Foundation representative must approve and sign the required form prior to the class being taken.

Time off work to attend classes may also be given at the supervisor's discretion. This program applies only to study that is work-related. Projects may reimburse the total cost of the course. HSU Sponsored Programs Foundation will reimburse up to one-half the course cost if the project has no funds available for that purpose. Each reimbursement is pro-rata to time base: Full-time = 1/2 cost; half-time = 1/4 cost.

8. Group Insurances

Group insurances are as follows: health, dental, vision and life. A significant portion of the monthly premium for the coverage is paid by the respective employing Foundation account. Eligible employees have the right to refuse group insurance coverage. Those choosing to participate in group insurance coverage must do so by completing enrollment forms within ten working days of their effective appointment date. Forms are available in the HSU Sponsored Programs Foundation office. Coverage is effective no sooner than thirty days from the first of the month following the day of appointment. This is in keeping with insuring company regulations. Effective dates are under the control of the various insurance companies, and HSU Sponsored Programs Foundation has no responsibility for group insurance benefits should providing companies fail to fulfill their obligations.

In no event does HSU Foundation have responsibility for provision of health care services to employees. Employees should advise HSU Sponsored Programs Foundation of difficulties incurred with policy benefits as such difficulties can guide the insurance selection processes which occur at policy anniversary dates. Employees and their dependents have rights to continued coverage with the group policies but at their own expense, under COBRA provisions. These rights are described in a separate publication available from the HSU Sponsored Programs Foundation office. The continuation rights are available upon leaving employment with HSU Sponsored Programs Foundation and are also available to dependents of employees and divorcing spouses.

a. Health Insurance

"Regular Salaried" employees, those employed three fourths-time or more for six full
months or more, are eligible for health insurance coverage. This group insurance coverage is described in a separate plan booklet.

b. Dental Insurance

"Regular Salaried" employees, those employed three-fourths time or more for six full months or more, are eligible for dental insurance coverage. This group insurance coverage is described in a separate plan booklet.

c. Vision Insurance

"Regular Salaried" employees, those employed three-fourths time or more for six full months or more, are eligible for vision insurance coverage. This group insurance coverage is described in a separate plan booklet.

d. Life Insurance

"Regular Salaried" employees, those employed three-fourths time or more for six full months or more, are eligible for life insurance coverage. This group insurance coverage is described in a separate publication.

9. Retirement

Social security coverage is the only retirement program applicable to Restricted Fund employees. A separate publication describes any retirement coverage which might be provided to General Operations employees.

C. Campus Benefits

1. Credit Union

All HSU Sponsored Programs Foundation employees are eligible to apply for membership in the California State and Federal Employees Credit Union #20. The office is located at 1500 4th Street in Eureka.

2. Library Privileges

All HSU Sponsored Programs Foundation employees are eligible to acquire an HSU Library card.

3. P.E. Facilities Privileges

All HSU Sponsored Programs Foundation employees are eligible for staff privileges offered by the HSU Physical Education Department.

4. I.D. Cards

All "Regular Salaried" and "Hourly" Foundation employees are eligible to acquire a campus I.D. card. "Student" employees are eligible to acquire student I.D. cards.

5. Campus Parking

All "Regular Salaried" and "Hourly" HSU Sponsored Programs Foundation employees are eligible to purchase campus parking permits. Students are eligible to purchase student parking permits.
VI. STANDARDS OF CONDUCT

A. Attendance
HSU Sponsored Programs Foundation 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
Every employee is responsible for on-the-job safety. To achieve the goal of providing a safe workplace (see Safety Program, p. 24), everyone must be safety-conscious and immediately report an unsafe or hazardous condition directly to the appropriate supervisor.

C. Dress
Each employee is responsible for dressing in a manner that conforms to his or her job requirements and the applicable Occupational Safety and Health Administration (OSHA) requirements for his or her job.

VII. CONFLICT RESOLUTION

Depending on the nature of the problem or conflict, the following avenues are available to HSU Sponsored Programs Foundation employees for conflict resolution and problem solving:

1. Employees are encouraged to see their immediate supervisor with questions or problems relating to their jobs or feelings of well-being. It should be understood that the supervisor may need to get other resource people involved, depending on the problem.

2. Employees may also go directly to the Sponsored Programs Foundation Executive Director for assistance. It is the policy of the Sponsored Programs Foundation that employees may discuss any problems or conflicts, without fear of reprisal, with any member of Foundation management who may assist in their resolution.

3. Should the problem involve discrimination, HSU Sponsored Programs Foundation's written Affirmative Action policy also contains a written Grievance Procedure for discrimination matters.

VIII. MISCELLANEOUS POLICIES

A. Business-Related Travel
Sponsored Programs Foundation employees are eligible for reimbursement of business travel expenses with the prior approval of the Project Director. Much of the Sponsored Programs Foundation's activity is funded by federal, state, or municipal grants or contracts; therefore, business travel expense reimbursement is governed by the limits imposed by awarding agencies.

The Sponsored Programs Foundation follows a travel reimbursement schedule, which adheres to the limits imposed by the State of California under Title 2.

B. Keys
Sponsored Programs Foundation employees must fill out appropriate application forms to
receive keys required for their jobs. Employees are required as part of the Plant Operations process to turn in their job-related keys when they terminate their employment with the Sponsored Programs Foundation.

C. Campus Clearance
   Before receiving a final paycheck, all employees must complete the campus clearance procedure.

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

E. Personal Telephone Calls
   Business telephones are for business use. No personal calls can be made at Foundation expense, nor can personal long distance calls be charged to externally funded grants and contracts.

F. Smoking
   Humboldt State University prohibits smoking in all campus buildings, including classrooms, lecture halls, laboratories, offices, work areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas and restrooms. Exceptions are:
   1. Designated "smoking permitted" areas in some buildings where space, traffic, and ventilation permit.
   2. Individual faculty and staff offices, provided that individuals refrain from smoking if employees, students or visitors in adjacent work and public areas so request.

   Further, some buildings are totally closed to any smoking.

G. HSU Child Care Center
   HSU Sponsored Programs Foundation employees are eligible to enroll their children in the Humboldt State University Child Care Center following the same priority guidelines that govern the University. Arrangements for enrollment should be made directly with the Child Care Center.

H. Injury Reporting
   HSU Sponsored Programs Foundation has centralized injury reporting; all on-the-job employee injuries must be immediately reported to the Executive Director's office. The Executive Director's office maintains reporting forms which must be provided to the injured employee within twenty-four hours of notice of injury.

IX. COMPENSATION SCHEDULE

Humboldt State University Sponsored Programs Foundation's Compensation Schedule for non-student positions is designed to provide maximum flexibility to project demands. It has two sides to it, an hourly/wage side and a monthly/salary side and can be depicted as shown below.
HOURLY/WAGE  MONTHLY/SALARY*

<table>
<thead>
<tr>
<th>Project Director/ Principal Invest.</th>
<th>$17.60</th>
<th>$17.70</th>
<th>$17.80</th>
<th>$17.90</th>
<th>$18.00/hr</th>
<th>$17.60/hr</th>
<th>$2946.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>etc. xxxx</td>
<td>$17.50</td>
<td>$17.40</td>
<td>$17.30</td>
<td>$17.20</td>
<td>$17.10</td>
<td>$17.00/hr</td>
<td>$2946.00</td>
</tr>
<tr>
<td>Research/Program Assoc.</td>
<td>$10.30</td>
<td>$10.20</td>
<td>$10.10</td>
<td>$10.00/hr</td>
<td>$10.00/hr</td>
<td>$1733.00</td>
<td></td>
</tr>
<tr>
<td>etc. xxxx</td>
<td>$4.50</td>
<td>$4.40</td>
<td>$4.30/hr</td>
<td>$4.30/hr</td>
<td>$780.00</td>
<td>$763.00</td>
<td>$745.00</td>
</tr>
</tbody>
</table>

*Based upon an average of 173.3 hrs./month. Monthly salary appointments are usually made in whole dollars.

The schedule uses classifications ranging from Assistants to Project Directors. Between those two levels is the broad classification of Research/Program Associate. The classification areas permit the use of specific job titles such as Coordinator or Assistant Director. As described earlier in this publication, job duties which are comparable to existing university positions are placed on the Compensation Schedule at levels comparable to that paid similar university positions.

The hourly wage schedule has steps at $.10/hour increments. For example, a Research Associate earning $10.20/hr. and receiving a 5% increase in compensation would advance to $10.70.

X. SAFETY PROGRAM

This Safety Program, also known as Injury and Illness Prevention Program, is designed to provide a safe and healthy workplace. This program statement describes both policy and procedures.

Humboldt State University Sponsored Programs Foundation (HSUSPF) has a lease with Humboldt State University (HSU) which provides for the operation of HSUSPF as an auxiliary organization. Due to HSUSPF’s operation on the entire campus, HSUSPF and HSU share facilities and equipment. Accordingly, HSUSPF and HSU work together to maintain a safe workplace.

1. HSUSPF Safety Program Designee: The Executive Director of HSUSPF is the safety program designee.

2. Program Details: The safety program shall involve review of each grant, contract, or other
funded project within HSUSPF, with the purposes of that review being to identify safety issues. Such reviews will occur between the Executive Director and the project director of each project; and the review outcomes shall be identification of risks and implementation of offsetting safety measures. Training, conducted by the project director, shall occur on a project level immediately upon employment.

Additionally, there shall be an all-campus Environmental Health and Safety Committee which shall meet regularly. The Executive Director of HSUSPF shall be a member of that committee. The committee shall be composed of a broad representation of the campus, including such specifically identified positions as Radiation Safety Officer, Campus Environmental Health and Occupational Safety Program Coordinator, Diving Safety Officer, Public Safety Investigator, Hazardous Materials Coordinator, and a representative of the Student Health Center.

The Environmental Health and Safety Committee shall have four objectives:

1. To maintain safe working conditions for all campus employees.
2. To oversee hazardous materials management.
3. To provide for employee safety training.
4. To analyze and evaluate trends and progress in the control of accident frequency and severity via review of safety standards, accidents and recommendations presented to the committee.

The committee shall conduct periodic inspections of campus facilities to assure that no unsafe or unhealthy conditions exist. The committee shall conduct its assurances in keeping with such other safety related policies as those for Highly Hazardous Materials (PCB and asbestos), Public Safety, AIDS, Facilities Use, Smoking, SCUBA Diving Safety, Animal Control, Use of Alcoholic Beverages, Vehicle Operations, Drug-Free Workplace, Sexual Harassment, Ethnic Harassment, and Earthquake and Emergency Preparedness.

Unsafe work practices and unhealthy work sites will be addressed in the next scheduled meeting of the committee. The program coordinator shall additionally be authorized to seek immediate correction of such deficiencies and report same to the committee at the next scheduled meeting, or to call an emergency meeting, if necessary. The committee and its program coordinator shall communicate with employees via memoranda, placards, notices posted in public places, safety signs and such other forms of communication as may be necessary. Such communications shall encourage notices to the committee of unsafe or unhealthy situations.

The committee shall review all minor and major capital outlay projects for safety related issues and shall seek priority funding for such issues.

In summary, the Safety Program exists to assure a safe and healthy work environment. Providing for 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.

In addition to the Safety Program, HSUSPF maintains an injury reporting process in conjunction with workers' compensation coverage (see p. 9).