

2019



Employee Handbook

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INTRODUCTION

Welcome new employee!

On behalf of your colleagues, I welcome you to the California State University, Long Beach Research Foundation and wish you every success here.

We believe that each employee contributes directly to the organization's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible. It will answer many questions about employment with this organization.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Brian M. Nowlin
Chief Operating Officer

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108 CONFLICTS OF INTEREST

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision which may result in a personal gain for that employee or a relative as a result of the Research Foundation's business activities. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose as soon as possible the existence of any actual or potential conflict of interest to an officer of the Research Foundation so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this organization does business but also when an employee or relative receives any special consideration, substantial gift, kickback, or bribe as a result of any transaction or business dealings involving the organization.

The materials, products, designs, plans, ideas, and data of this organization are the property of the Research Foundation and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

110 OUTSIDE EMPLOYMENT

Employees may hold jobs outside of their Research Foundation employment as long as they meet the performance standards of their job with the Research Foundation. All employees will be judged by the same performance standards and will be subject to the Research Foundation's scheduling demands regardless of any existing outside work requirements.

If the Research Foundation determines that an employee's outside work interferes with performance or the ability to meet the requirements of this organization as they are modified from time to time, the employee will be asked to terminate the outside employment if he or she wishes to remain with this organization.

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Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from an individual(s) or organizations outside of the Research Foundation for materials produced or services rendered while performing their jobs for the Research Foundation.

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EMPLOYMENT STATUS AND RECORDS

201 EMPLOYMENT CATEGORIES

The following employment categories define the employment classifications applicable to work at the Research Foundation. Employment status and benefit eligibility depend on the category of employment:

- **(FTR) FULL - TIME REGULAR** - The employee regularly works between 30 to 40 hours per week.
- **(PTR) PART - TIME REGULAR** - The employee regularly works between twenty (20) and twenty-nine (29) hours per week. This is a benefitted position which requires that the position be posted for at least 2 weeks on the Research Foundation website. Employees hired into this category are eligible for pro-rated holidays and time off upon hire and pro-rated pension contributions after two (2) consecutive years of employment in the eligible category.
- **(SHR) SHORT HOUR REGULAR** - The employee works under 20 hours per week.
- **(TEM) TEMPORARY** - The employee works twenty-eight (28) hours or less per week and assignments are six (6) months or less.
- **(STU) STUDENT ASSISTANT** - Positions within this category are limited to 20 hours per week, do not attain "Regular" status and must be filled by undergraduate students of CSULB who are enrolled in at least six units of instruction. *
- **(GRA) GRADUATE ASSISTANT** - Position within this category are limited to 20 hours per week, do not attain "Regular" status and must be filled by graduate students of CSULB who are enrolled in at least three units of instruction. *
- **(CAS) CASUAL LABOR** - Describes individuals whose employment is intermittent or who works on a short-term "as needed" basis.
- **(FAE) FACULTY ADDITIONAL EMPLOYMENT** - Primary employment is a teaching position with CSULB. Receives direct payments for work performed on a Research Foundation project within the guidelines set by the Research Foundation and the CSULB Office of Academic Personnel. Combined hours between the Research Foundation, University and/or any other auxiliary are limited to 125% effort.
- **(SAE) STAFF ADDITIONAL EMPLOYMENT** - Primary employment is a staff position with CSULB. Receives direct payments for work performed on a Research Foundation project within the guidelines set by the Research Foundation and the CSULB Office of Staff Personnel.

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Combined hours between the Research Foundation, University and/or any other auxiliary are limited to 125% effort.

Each position is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are eligible for overtime pay. EXEMPT employees are not.

NOTE: Persons employed within the STU and GRA categories may work during the intersession if enrolled during the prior regular semester, enrolled in three or more units during the intersession, or are accepted for admission to the following regular semester. They may work during summer session if they are accepted for admission for the following fall semester or were enrolled for the prior spring semester. Students may work up to 40 hours per week during summer and intersession.

202 ACCESS TO HUMAN RESOURCES FILES

Human Resources files are the property of the Research Foundation, and access to the information they contain is restricted. Generally, only Human Resources Representatives and officials of the employer who have legitimate reason for reviewing information in a file are allowed to do so. With reasonable written request to the Associate Director of Human Resources, an employee may review material in his or her file. Files may only be reviewed in the Research Foundation Human Resources Department and in the presence of a Human Resources Representative.

203 EMPLOYMENT REFERENCE INQUIRIES

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302 WORKERS' COMPENSATION INSURANCE

The Research Foundation provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized, immediately.

An employee who sustains a work-related illness or injury must inform the Research Foundation Human Resources Department immediately. No matter how minor an on-the-job illness or injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible and it will alert your employer to potential workplace hazards.

303 VACATION BENEFITS

The following employee classifications are eligible for vacation benefits according to the guidelines set forth in this policy:

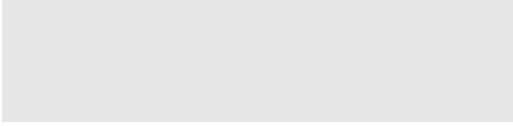
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Upon termination of employment, employees will be paid for vacation benefits which have accrued through the last day of work.

VACATION BENEFITS – STAFF

(Accrual Information Below Based on 100% Effort)



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VACATION BENEFITS – MANAGERS/SUPERVISORS

(Accrual Information Below Based on 100% Effort)

Length of Service	Number of Days per Year	Salaried Employees Accrual Rate*	Hourly Employee Accrual Rate**
0			

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306 OTHER PAID ABSENCES (OPA)

The employer provides OPA benefits to all eligible employees for periods of temporary absence due to illnesses, injuries, personal time off, medical, vision, or dental appointments. Eligible employee classifications:

- Full-time Regular (FTR)
- Part-time Regular (PTR)

OPA hours accrue each pay period based on the hours an employee works during the pay period.

Employees working full time will accrue 4.00 hours of OPA per pay period. The accrued rate will be prorated for employees working between 50% and full-time hours in a pay period. No OPA accrual will be earned by an employee working less than 50% in a pay period, or during an unpaid leave of absence.

Reporting Illnesses or Injuries

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308 TIME OFF TO VOTE

The Research Foundation encourages employees to fulfill their civic responsibilities by voting. If an employee is unable to vote in a statewide election during his or her non-working hours, the Research Foundation will grant up to two hours of paid time off to vote. Employees must request time off to vote from their supervisor at least two working days prior to election day so that CSULB Research Foundation Employee Handbook necessary time off to vote can be scheduled at the beginning or end of the work

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Employees will be granted unpaid time off for absences due to witness duty. Employees are free to use any available paid leave benefits (vacation or OPA benefits) to receive compensation for the period of this absence.

A copy of the witness summons must be provided to the employee's supervisor and the Research Foundation Human Resources Department immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee must report for normal work duties whenever the court schedule permits.

If the employee has been summoned as a witness of the Research Foundation as a result of a job-related event, he or she will receive paid time off for the entire period of witness duty.

380 EDUCATIONAL ASSISTANCE

In accordance with the guidelines set forth in this policy, the Research Foundation will provide educational assistance to eligible employees who wish to pursue course work which is applicable to their job duties with the organization. Eligible employee's classifications are:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

Interested employees must complete and submit a Request for Educational Assistance form (available in the Research Foundation Human Resources Department) to their supervisor for consideration. An employee who receives approval for his or her educational assistance may, upon proof of successful completion of each course*, receive reimbursement for registration fees up to six units of undergraduate/graduate instruction each academic semester. The reimbursement rate is equivalent to the pre(v)8.9 (7-2 (h a)107 (tilin)-3.4 (Re)7.5 (-6-14.2 u)-3.3 (la)82.4 (r)-7.9 (t)TJ0-2.24 Tw 1.837 0 Td(-DC -0.002 c ses se10.5 (t)-6.6 (e)e rnT-o.6 (s)-2 n

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382 CREDIT UNION

All Research Foundation employees are eligible to join the Long Beach Schools Financial Credit Union and the Schools First Federal Credit Union. Both Credit Unions offers a wide variety of financial services. Some of these services include: interest earning checking (draft) and savings accounts; VISA cards, automatic teller cards, as well as automobile, mortgage, personal and other types of loans. In order to

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TIMEKEEPING/PAYROLL

401 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Tampering with, altering or falsifying your own or anyone else's time records, or recording time on another employee's time record may result in disciplinary action, including termination.

A non-exempt employee should report to work no more than ten (10) minutes prior to their scheduled starting time nor stay more than ten (10) minutes after their scheduled stopping time, without express, prior written authorization from his

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410 PAY DEDUCTIONS AND SET-OFFS

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Foundation Employee Handbook potentially infectious materials. This plan shall apply to Research Foundation employees in any job classification assigned to a worksite where potentially infectious materials are received, collected, used, or stored. This plan shall also apply to Research Foundation employees in any job classification whose job may periodically bring them in contact with potentially infectious materials.

- Potentially infectious materials shall include, but are not limited to:
- Blood- Human blood, human blood components, and products made from human blood.
- Contaminated Laundry – Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- Contaminated Sharps - any contaminated object which can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Other Potentially Infectious Materials:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and other body fluid that is visibly contaminated with blood such as saliva or vomits, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency responses;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and,
3. HIV-containing cell or tissue cultures, organ cultures, and HIV- or Hepatitis B Virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

For further information, or to receive a complete copy of the Plan, please contact the Human Resources Department.

502 WORK SCHEDULES

The Research Foundation retains the right to vary work schedules according to its needs.

Employee work schedules may vary throughout the organization. Supervisors will advise employees of each employee's work schedules.

504 USE OF PHONE AND MAIL SYSTEMS

Employees may be required to reimburse the Research Foundation for any charges resulting from personal use of the telephone or fax.

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The use of employer paid postage for personal correspondence is not permitted.

To assure effective telephone communications, employees should always speak in a courteous and professional manner. Upon answering the phone, employees should state their name and their department. Please confirm information received from the caller, including the phone number of the caller in case a reply is needed, and hang up only after the caller has done so.

Proper telephone etiquette also requires providing callers with a human response whenever possible. During normal business hours all phones should be answered within three (3) rings.

When an employee is away from the normal workstation it is recommended that the phone is diverted to another employee who is informed of the absent employee's whereabouts. Voice mail should only be used during meal periods and outside normal business hours.

505 SMOKING/SECONDHAND SMOKE

In keeping with the Research Foundation's intent to provide a safe and healthful work environment, the Research Foundation observes the University's "Policy for a Smoke-Free Campus Environment" as approved by the President of California State University, Long Beach.

An excerpt of that policy follows:

California State University, Long Beach has a responsibility to provide employees and students with a safe working and learning environment. Given the fact that smoking and secondhand smoke is the most significant cause of premature and preventable death in the United States today, California State University, Long Beach is declared to be a "smoke-free" campus in accordance with the Smoking: Public Buildings, AB 846, signed into law by Governor Davis, imposes new smoking restrictions on public buildings, effective January 1, 2004.

This "smoke-free" policy shall apply to all state-owned, University and Research Foundation operated facilities regardless of location. This policy does not include public performances in which smoking is an integral and necessary part of those performances. Smoking is prohibited in all indoor areas, including but not limited to:

- Administrative, offices theaters, waiting rooms
- Private offices, lobbies, reception areas
- Laboratories, hallways, university vehicles
- Classrooms, stairwells, machine shops
- Conference rooms, restrooms, elevators

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- Auditoria, libraries, food service areas
- Lounges, clinics

Where outdoor seating is provided adjacent to indoor food service facilities, non-smoking sections must be designated and posted. In addition, no smoking is permitted within 20 feet of a building entrance or air intake system.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of everyone. All employees share in the responsibility for adhering to and enforcing this policy. Any problems should be brought to the attention of the Research Foundation Human Resources Department. There shall be no reprisal against anyone seeking assistance in enforcing this policy.

506 REST AND MEAL PERIODS

Each work day, employees are allowed one (1) rest period of fifteen (15) minutes in length and to the extent possible, following each four (4) hour work period. Rest periods should be coordinated to maintain office coverage. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All employees are provided with one (1) meal period of at least thirty (30) minutes in length each work day that exceeds six (6) hours. Supervisors will schedule meal periods to accommodate operating requirements. Meal periods must begin no later than the fifth (5th) hour of the employee's work schedule. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

TOTAL WORK SCHEDULE

Number of Hours Worked	Rest Periods	Meal Periods
Less than 3.5	0	0
3.6 to 4.0	1	0
4.1 to 6.0	1	0
6.1 to 8.0	2	1

Over 8.0 – use formula of one (1) rest period per 4.0 hours of work and one (1) meal period per 6.1 hours of work.

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581 PARKING

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the program that they are normally employed. For further information about Leaves of Absence, employees should contact a Research Foundation Human Resources representative.

Notice Requirements - Employees requesting a Leave of Absence (of any type) must provide (where feasible) at least thirty (30) days advance written notice to their Project Director and the Human Resources Department. Notice requirements will be satisfied once a completed Request for Leave of Absence form (available from the Human Resources Department) has been received by the Human Resources Department.

Employee Benefits - The employer premium contributions for the medical, dental and vision insurance plans shall continue for twelve (12) weeks while an employee is on an approved Family Medical Leave. Employees will be responsible for continuing any prevailing employee contributions in effect during the period of the leave. For all other types of leave, the employer contribution for insurance benefits shall

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or her health or the safety of others. The Research Foundation Return to Work Policy and its implementing procedures provide the structure to enable the Research Foundation to comply with existing federal and state regulations concerning employment of individuals with disabling injuries or

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- Unauthorized absence from work during the work day
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of trade secrets or confidential information
- Violation of Research Foundation policies
- Unsatisfactory performance or conduct

Employment is by mutual consent of the employer and employee, and either party may terminate that relationship at will at any time, with or without cause and with or without advance notice.

701.1 WORKPLACE VIOLENCE

The Research Foundation is committed to providing a work environment that is free of violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in such acts will be subject to corrective action, up to and including immediate termination, and may also be personally subject to other civil or criminal liabilities.

The Research Foundation has formed a management team to implement and monitor policies dealing with the security of the workplace. This team consists of the Research Foundation Chief Operating Officer, Associate Director of Human Resources, and Director of Information Systems and Technologies. The team will utilize the services of the Research Foundation Employee Assistance Counselor as needed.

Violent behavior includes, but is not limited to:

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Appropriate action may include discipline, up to and including termination, and/or the requirement of satisfactory participation in a drug treatment program as deemed necessary by the Research Foundation Associate Director of Human Resources.

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EMPLOYEE ACKNOWLEDGMENT

I understand that the employee handbook describes important information about this organization and that I should consult a Research Foundation Human Resources Representative regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions in writing signed by authorized Research Foundation representatives to the handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

My employment relationship with this organization is voluntarily entered into and is subject to termination or modification by me or my employer at will, with or without cause or advance notice.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, understood, and will comply with both the policies contained in this handbook and any revisions made to it.

Employee Signature

Date

Employee's Name (Typed or Printed)