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PREFACE

Humboldt State University Sponsored Programs Foundation (HSU SPF) is a non-profit auxiliary organization, a separate corporation, which assists Humboldt State University HSU through the administration of grants, contracts, and other restricted fund accounts.

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

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

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

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

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I. INTRODUCTION

Humboldt State University Sponsored Programs Foundation (henceforth referred to as HSU SPF) 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 services provided by the State of California. HSU SPF 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 SPF is governed by a Board of Directors composed of members from the University's administration, faculty and student body, and from the community.

HSU SPF is a self-supporting non-profit corporation which does not receive annual State budgetary support. HSU SPF'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 SPF is described in Education Code Section 89900 and in Title 5, Section 42405 of the California Code of Regulations. 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 SPF'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 SPF).

Within Education Code §89900 and Title 5 §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 SPF 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.

Because of the foregoing, Restricted Fund employment with HSU SPF is based on the mutual consent of the employee and HSU SPF. Accordingly, either the employee or HSU SPF can terminate the employment relationship at will at any time with or without cause. Appointment forms confirm the "at will" employment status. As a courtesy, all projects within HSU SPF 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 SPF, unless agreed to in writing by HSU SPF's management and/or its Board of Directors.

B. Definitions of Employment Categories

The term "Foundation Employees" applies to those who receive a payroll check which is processed through HSU SPF's payroll processes. This category includes Project Employees, Agency Employees, and General Operations (Central Staff) Employees. When any employee holds two or more less-than-full-time positions through HSU SPF, hours worked in each position shall be combined for the purposes of determining eligibility for applicable benefits.

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 SPF's central administration. Such employees are under the

direction and supervision of HSU SPF's Executive Director and/or HSU SPF's Board of Directors.

Within the above categories there are further subdivisions as follows:

"Regular Staff- Category A" are those whose term of employment is expected to be three full months or more and whose time base is three-fourths time (30 hours per week) or more on a regular schedule. Category A employees report sick leave, vacation, etc., due at the end of each pay period on their timesheet. These employees are eligible for such group insurances as health, dental, vision and life insurance. A sub-category of Management Employees is discussed later in this section.

"Regular Staff - Category B" are employees who work less than three-fourths time (29 hours per week or less), but have a regular work schedule. Their term of employment is typically three months or more. These employees are subject to vacation and sick leave, but are not eligible for group insurances. They are eligible for retirement after completing 1 year of service with 1,000 hours in that year. Category B employees report sick leave, vacation, etc., due at the end of each pay period on their timesheet.

"Short Term Staff – Category B" includes employees who are appointed full-time, but for a period of less than three complete months. These employees are subject to vacation and sick leave, but are not eligible for group insurances. This category is intended for employment similar to seasonal employees, "emergency hires," or temporary positions. If an employee in this category is expected to exceed three months, the project director is responsible for re-appointment to another appropriate category. They are eligible for retirement after completing 1 year of service with 1,000 hours in that year. Category B employees report sick leave, vacation, etc., due at the end of each pay period on their timesheet.

"Undergraduate/Graduate Student – Category C" are those employees limited to 20 hours per week or less who are enrolled and regularly fulfilling class responsibilities. Their benefits are the same as occasional employees, with the exception of exemption from social security. Exemption from social security taxation applies to students who are carrying at least 6 units as an undergraduate or 4.5 units as a graduate student, working twenty hours per week or less, and being paid as student assistants. Students who do not meet the foregoing conditions should identify themselves as non-student, occasional employees for pay purposes. This classification is subject to social security coverage. Salary rates for students as of **January 1, 2022** are as follows:

Undergraduate Students - \$15.00-\$21.00 per hour

Graduate Students - \$15.00-\$22.50 per hour

"Occasional – Category D" employees work a variable schedule averaging less than 19 hours per week. Employment is covered by social security, unemployment and disability insurance, and workers' compensation insurance. Occasional employees are not covered by 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 during summer session if they are not fulfilling class responsibilities (see the definition of "Student Employees" above). They are eligible for retirement after completing 1 year of service with 1,000 hours in that year.

"Stateside – Category E" applies to faculty/staff that work for SPF less than 30 hours per week and are concurrently employed by Humboldt State University, have been granted Emeritus status, or are appointed as a Research Associate. The California State University (CSU) establishes reasonable limits on the total amount of employment an individual may have within the CSU system. "Additional Employment" refers to any CSU employment that is in addition to the employee's primary appointment.

Those who qualify as stateside employees (as defined above) should be appointed to SPF with the same hourly rate as their CSU base rate of pay for their primary assignment. A maximum of 125% time-base is allowed under certain circumstances. For more information [Click Here](#).

C. Non-Discrimination Policy and Complaint Procedure

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

It is the policy of HSU SPF to prohibit unlawful discrimination against any employee or applicant for employment. Unlawful discrimination includes, but may not necessarily be limited to discrimination based upon race, color, gender identity/expression, gender characteristics, genetic information, religion, age, sexual orientation, marital status, pregnancy, disability, medical condition, veteran status, national origin or any other legally protected status. No employee of HSU SPF shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination, including discriminatory harassment, under any program of HSU SPF.

Employees who cause these rights to be violated may be subject to discipline.

1. Purpose

The purpose of these procedures is to provide an opportunity to resolve matters alleging discrimination. Anyone who believes their rights have been abridged is

encouraged to report such acts as soon as possible after an incident. It is important to recognize that delay in taking formal action with respect to an incident might foreclose access to federal or state investigative agencies. Filing a complaint with HSU SPF is not a prerequisite to filing a complaint with a federal or state agency. Any HSU SPF employee may utilize the Humboldt State University Sponsored Programs Foundation Discrimination Complaint Form to bring a formal complaint under this policy.

In addition to its general duty to create and maintain an environment free of discrimination and discriminatory harassment, HSU SPF also recognizes its obligations to all individuals involved in claims of discrimination, including claims of discriminatory harassment, to provide a fair framework for encouraging the resolution of such complaints.

2. Process

In carrying out the applicable policies of HSU SPF, the Office of Human Resources for Humboldt State University or its successor investigates complaints of discrimination at HSU SPF and makes findings of fact following such investigation.

3. Informal Inquiry

Individuals who believe they are or may have been victims of discrimination and/or discriminatory harassment may initiate either an informal inquiry or file a formal Complaint.

The intent of the informal inquiry process is to provide persons who are concerned that they might have a discrimination complaint with an opportunity to receive information and advice about the definition of discrimination, the legitimacy of their concerns, and the procedures that exist for resolving complaints. It seeks to provide an opportunity for an informal, yet fair, resolution of the inquiry, while preserving, to the greatest extent possible, the confidentiality of the parties involved in an atmosphere of mediation and conciliation.

Informal inquiries should be directed to the Director of Human Resources or the Director of HSU SPF, and these individuals may designate additional individuals to receive informal inquiries.

In addition to giving information and advice, those designated to receive informal inquiries may seek to achieve informal resolution to problems by bringing together the parties.

HSU SPF will endeavor to limit access to the person making the informal inquiry and the designee receiving it, but this restriction cannot be guaranteed. As a means of fulfilling its obligation to create and maintain an environment free from

discrimination and discriminatory harassment, HSU SPF may conduct reasonable and appropriate investigations designed to assess whether a violation of the nondiscrimination policy has occurred. This may require enlarging the scope of confidentiality. A confidential record of informal inquiries shall be maintained by the Office of Human Resources.

HSU SPF, under the charge of protecting its employees from discrimination, may have a legal duty to initiate an investigation, a resolution, or disciplinary action, even if a formal Complaint is not filed, and independent of the intent or wishes of the person making the informal inquiry. At any time during the informal inquiry and resolution process, the person making the inquiry may initiate a formal Complaint as provided below.

4. Formal Complaint Procedures and Requirements

The Humboldt State University Sponsored Programs Foundation Discrimination Complaint Form may be used to submit a formal complaint. Each Complaint should include a clear and concise written statement of the facts that constitute the alleged Discriminatory Act(s), including pertinent dates and sufficient information to identify any other individuals who may provide information during the course of an investigation.

- a. Notice Regarding Complaint. With the exception of notice to person(s) alleged in the Complaint to have committed a Discriminatory Act, only those persons with a legitimate need to know will be apprised of the filing of and final disposition of a Complaint. Those persons may include, but are not necessarily limited to, appropriate organization unit administrators (Deans, Department Heads, Directors or Vice Presidents) who may have an obligation to monitor the workplace to ensure that retaliatory action does not occur during or after the investigative process concludes, and who may be required to implement recommendations resulting from the investigation of the Complaint.
- b. Access to Information Regarding the Investigation. The Complainant, upon inquiry and during the course of an investigation, shall be advised of the status of the investigation.
- c. Investigation of Allegations in Complaint. Following the filing of a Complaint, the Office of Human Resources will designate an investigator to act as a neutral fact-finder. This investigator will assemble statements, documents and other relevant evidence, and interview witnesses and other identified individuals who have or may have information concerning the allegations set forth in the Complaint. The investigator will make every reasonable attempt to complete the investigation within a timely manner, generally within 90 days of the filing of a formal Complaint.

- d. Report of Findings of Fact. Upon completion of an investigation, the investigator will make findings of fact regarding the allegations, in the form of a confidential investigative report, which shall be submitted to the appropriate Administrator or Designee.
- e. Findings. The confidential investigative report will indicate whether or not the allegations of discrimination are substantiated. After review of the investigative report, the appropriate Administrator or Designee shall evaluate the evidence in accordance with HSU SPF policies related to unlawful discrimination and shall make findings as to whether or not the allegations of discrimination are substantiated.
- f. Notice of Finding. The appropriate Administrator or Designee shall notify Complainant in writing of the findings. This information is to be treated as confidential and is not to be disclosed to third parties.
- g. Confidentiality. The Office of Human Resources and the appropriate Administrator or Designee shall respect the confidentiality of information obtained during the course of an investigation, except where disclosure is required by an obligation imposed on HSU SPF by law to investigate a Complaint, or to advise parties to the Complaint in order to gather the facts and to facilitate other legitimate HSU SPF processes. As a means of fulfilling its obligation to create and maintain an environment free from discrimination and discriminatory harassment, HSU SPF may conduct reasonable and appropriate investigations designed to assess whether a violation of HSU SPF policies related to nondiscrimination has occurred, and this activity may require enlarging the scope of disclosure.
- h. Retaliation and Cooperation. Threats or other forms of intimidation or retaliation against any person who files a Complaint of discrimination, participates in an investigation or opposes an unlawful discriminatory practice or policy are prohibited and shall form an independent basis for investigation under the procedures. All HSU SPF employees are expected to cooperate in an investigation into a Complaint of discrimination.
- i. Complaints Filed with Outside Agencies. HSU SPF acknowledges that individuals have rights to file charges with external agencies at any time within that agency's deadlines, and that those charges may be filed concurrently with Complaints that are filed with the Office of Human Resources in accordance with these procedures. The fact that a charge has been filed with an external agency will in no way deter an investigation by HSU SPF concerning the same or similar events.
- j. HSU SPF complies with the National Science Foundations' (NSF) sexual harassment terms and conditions that went into effect October 21, 2018. Once claims

are fully investigated on any NSF sponsored awards, HSU SPF is required to notify NSF when a PI or Co-PI are found to be in violation of its policy. HSU SPF will coordinate its investigation with the HSU HR Deputy Title IX Coordinator and the HSU Title IX Coordinator.

D. Reasonable Accommodation Policy

HSU SPF is committed to providing reasonable accommodation to qualified applicants and employees with disabilities. SPF employees and applicants who are seeking a reasonable accommodation because of a disability are encouraged to do so. HSU SPF employees and applicants should review the content of the Humboldt State University Sponsored Programs Foundation Procedures concerning requests for reasonable accommodation, as these processes are made available to HSU SPF employees and applicants. HSU SPF employees and applicants may contact the HSU/SPF ADA Coordinator for information about how to request a reasonable accommodation and about the reasonable accommodation interactive process.

HSU SPF employees and applicants should contact the HSU SPF ADA Coordinator at the Humboldt State University Office of Human Resources to request a reasonable accommodation, or for more information about making a request.

As part of our Affirmative Action Program the full Affirmative Action Program for individuals with disabilities and veterans shall be available for inspection by any applicant or employee upon request. To view the plan, please make an appointment with the HSU SPF Front Office at (707) 826-4189.

E. Drug-Free Workplace

It is the policy of HSU SPF 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 that purpose by federal, state, or local law enforcement, health agency, or other appropriate agency.

HSU SPF 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 SPF Drug-Free Workplace Policy, and (2) notify HSU SPF of any criminal drug statute conviction for violations occurring in the workplace no later than 5 days after conviction.

F. Employment Processes

A person is not employed by HSU SPF until an [Appointment Document](#) is completed and signed by the prospective employee and the appropriate Project Director and returned to HSU SPF, together with a completed and signed Form W-4 (Internal Revenue Service), a signed Form I-9 (Federal Employment Eligibility Verification) and other hiring materials that can be found on the [HSU SPF website](#). The latter is then reviewed and signed by a General Operations staff member or a duly-appointed designee.

HSU SPF 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. Duration of Employment

Permanent status cannot be granted to a Restricted Fund employee, as all such employees are temporary. Continued employment of HSU SPF employees is dependent upon many factors, including performance, the availability of appropriate work, and the availability of funds.

H. Performance Evaluation

Both General Operations and Restricted Fund employees are eligible for formal performance reviews. Such evaluations are not centralized and are 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.

I. Salary Adjustments

Salary adjustments may be awarded as deemed appropriate by HSU SPF but are not required or guaranteed. Changes to salary (increase or decrease) must be submitted at least one pay period prior to the effective date. This is to ensure our staff has adequate time to process your requested changes, and update the employees' information in KRONOS for accurate payroll processing.

J. 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 to a new Category 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 SPF policy. Reclassification recommendations are initiated by project directors or supervisors. Changes must be submitted at least one pay period prior to the effective date.

K. Change of Employee Information

Employees must keep the HSU SPF Office informed of any changes in name, address, phone number, marital status and number of dependents. Those claiming exemption from withholding must complete a W-4 Form when hired and whenever any changes occur. Anyone who does not submit will have taxes withheld at the single rate with zero exemptions.

L. Termination and Layoff

Because employment with HSU SPF is based on the mutual consent of the employee and HSU SPF, either the employee or HSU SPF can terminate the employment relationship at will at any time by completing a [Separating Employee Clearance Form](#). It is expected, however, that whoever terminates the employment agreement, whether HSU SPF or the employee, will give notice, if possible and practical. Though no notice is required of either party, a minimum of two weeks' notice is encouraged.

The employee isn't 'appointed' for any period of time. They are hired to work on a project and the period of performance for many of the projects is one year. 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 SPF employees, unless they are offered a new appointment by the employing unit within HSU SPF. Appointments cannot be made beyond the end date of a grant, contract, or other such agreement which enables employment.

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 HSU SPF 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 employee(s) filling the position(s) to be deleted shall be the individual(s) laid off. There are no "bumping privileges" or "retreat rights" in HSU SPF 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 SPF.

Supervisors are required to submit a [Separating Employee Clearance Form](#) on behalf of their employee **two weeks prior to their last day of employment**. If it is an 'involuntary separation/termination' the supervisor must consult with SPF Management prior to taking any action to ensure compliance and documentation of the termination.

All Categories of HSU SPF employees must be separated upon their employment ending. This is to ensure applicable benefits (e.g. sick leave, vacation, etc...) do not continue to accrue past the end of their appointment. If you plan to separate an employee, the employee's final check should be presented to them at the time of separation. To accomplish this, Payroll requires adequate notice to process a final check. Supervisors must coordinate separations through HSU SPF in a timely manner to ensure compliance with California

Labor Laws. SPF strongly encourages the PI or Employee to submit Separation Forms as early as possible or at least 2 weeks prior to their last day.

M. Conflict of Interest

Employees may not work in any other job which might impair their performance at HSU SPF 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 or interest policy is rigorously applied.

N. Employment of Related Persons

The general policy of HSU SPF 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 relationships, or any person residing in the employee's household. However, the employment of such persons is not prohibited and may be approved by HSU SPF 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 SPF.

O. Employment of Minors

Minors must obtain permits to work for the Sponsored Programs Foundation. HSU SPF ensures Human Resources will keep work permits on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit should be completed and on file prior to the minor's appointment date.

1. Work Hours

A minor's age limits the number of hours s/he may work in a day. In all age categories below, all work must be performed outside of school hours.

a. 14 and 15 year-old Minors:

- May work a maximum of 3 hours on a day they are required to attend school.
- When school is in session, may work a maximum of 18 hours a week (except if employed in a school supervised or administered work program in which case the maximum is 23 hours a week).
- When school is not in session, may work a maximum of 8 hours per day or 40 hours per week.

- May work between the hours of 7:00 a.m. and 7:00 p.m. (may work until 9:00 p.m. between June 1 and Labor Day).

- Federal law permits some leeway for minors performing sports-attendant duties.

b. 16 and 17 year-old Minors:

- May work a maximum of 4 hours on a day they are required to attend school for four hours or more.

- May work a maximum of 8 hours on a school day that precedes a non-school day (e.g., Friday).

- May work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work until 12:30 a.m.).

- When school is not in session, may work a maximum of 8 hours per day or 48 hours per week.

2. Occupations

In general, minors over the age of 14 may work in occupations involving clerical or office work, cashiering, selling, modeling, art work, work in advertising departments, window trimming, price tagging, assembling orders, packing, shelving, errand and delivery work (by foot, bicycle and public transportation), clean-up work and maintenance of grounds. Minors may not work in occupations that involve power machinery, kitchen work, and certain work in connection with the maintenance of cars, trucks, machines or equipment, or work in warehouses.

3. Exceptions for High School Graduates or their Equivalent

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restrictions; however, they must be provided the same wage rates as adults in the same classification. This exception does not apply to high school drop-outs or emancipated minors. However, minors who are high school graduates or have a certificate of proficiency are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above.

P. Volunteers

Effective May 5, 2011, the Board of Directors for the Sponsored Programs Foundation approved that any person who performs voluntary service without pay for the Sponsored Programs Foundation shall be deemed to be an employee of the Sponsored Programs Foundation for workers' compensation purposes, provided the volunteer services are authorized by the Sponsored Programs Foundation.

Authorization is granted by submitting a [Volunteer Identification Form](#). This form identifies the person as a SPF Volunteer and makes them eligible for worker's compensation insurance coverage if they are injured as a result of such volunteer services. If the volunteer is under 18 years of age, a parent or guardian must sign this form, in addition to the PI, granting permission for the minor's volunteer service. Minors do not need to obtain work permits to serve as a volunteer, though the same work hour limitations apply to volunteer service (see section regarding *Employment of Minors*).

Q. Personnel Records

HSU SPF employees have reasonable access to their employment records and may review them, may request copies of their records, and may request corrections. Official Personnel records are maintained by Human Resources.

Projects maintain such records as resumes and application materials, job descriptions, evaluation materials, and disciplinary materials. Human Resources and Payroll maintain records such as 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 am to 5:00 pm, excluding one hour for lunch.

B. Rest Periods

Two 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 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 & Overtime Premium Pay

Exempt employees fall into one of the following three categories:

1. Executive or Managerial

- a. Have duties and responsibilities that involve managing the business as whole or an on-going department of the business (e.g. project director, project manager, and any faculty member).
- b. Customarily and regularly direct the work of two or more employees.

- c. Have the authority to hire or fire other employees or to make recommendations that carry weight about hiring/firing/promotion decisions.
- d. Customarily and regularly exercise discretionary powers.
- e. Spend at least 50% of work time engaged in exempt duties including work that is “directly and closely related” to exempt work.

2. Administrative Employees

- a. Perform office or non-manual work directly related to management policies or general business operations of organization or customers, or perform functions in the administration of a school system or educational institution in work directly related to academic instruction or training.
- b. Customarily and regularly exercise discretion and independent judgment.
- c. Regularly and directly assist an exempt executive or administrative employee; or perform under only general supervision work along specialized or technical lines requiring special training, experience or knowledge; or execute special assignments and tasks under only general supervision.

3. Professional Employees

A person employed in a professional capacity means any employee who meets all of the following requirements:

- a. Who is licensed or certified by the State of California and is primarily engaged in the practice of one of the following recognized professions: law, medicine, dentistry, optometry, architecture, engineering, teaching, or accounting; or
- b. Who is primarily engaged in an occupation commonly recognized as a learned or artistic profession:
 - i. Work requiring knowledge of an advanced type in a field or science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or work that is an essential part of or necessarily incident to any of the above work; or

- ii. Work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination, or talent of the employee or work that is an essential part of or necessarily incident to any of the above work; and
 - iii. Whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical, or physical work) and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time.
- c. Customarily and regularly exercise discretion and independent judgment.

General rules governing Exempt Employees:

- Employees must be paid on a salary basis, meaning they must be paid the same predetermined amount every pay period (displayed as 86.67 hours per pay period for internal payroll calculation).
- Effective **January 1, 2022**: The minimum annual salary must be \$62,400 per year (\$30.00/hour). Because all faculty are exempt employees, they do not earn overtime. In order to conform to their State exempt status, their project compensation must be stated as a daily rate or as a percentage of time, though hourly rates may be used for internal payroll calculation and timesheet purposes. Exempt Faculty must submit their hours in KRONOS in .25 hour increments.
- Exempt Employees are hired to do a job, not work by the hour. As long as you worked any portion of a scheduled work day, you are not required to record partial absences, with the exception of FMLA.

Non-Exempt Employees:

General rules governing Non-Exempt Employees:

- Employees who do not meet the tests of exemption are non-exempt.
- Employees paid an hourly rate (i.e. not on a salary basis) are automatically non-exempt, regardless of their responsibilities. The only exception is multiple projects being worked on by the exempt employee or faculty.
- Employees not making at least \$30.00/hr. or more are non-exempt.

- Non-exempt employees are paid time and one-half for any hours worked over 8 in one day or 40 in one week and double time for hours worked over 12 in a day. This includes hours combined from work on different projects or when a University (State) employee works a combined total over eight hours in a day or 40 hours in a week on state and HSU SPF payroll.
- All Non-Exempt Employees submit their hours in KRONOS in .25 hour increments.

D. Overtime

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

California requires 1 1/2 times the regular rate of pay for hours worked (a) in excess of 8 hours per day; (b) in excess of 40 hours per week; (c) for the first 8 hours worked on the 7th work day in the week. Furthermore, California requires the employer to pay twice the regular rate for hours worked (a) in excess of 12 hours in a work day; (b) after 8 hours on the 7th work day in the week. HSU SPF's work week runs from 12:01 am Sunday to 11:59 pm Saturday. Due to the requirements of the Fair Labor Standards Act, all overtime must be compensated in cash-- not as compensatory time off (CTO).

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 are from the 1st to the 15th and from the 16th to the last day of the month.

Pay days are usually on the workday closest to the 25th of the month and on the work day closest to the 10th day of the month.

In order to meet payroll deadlines employees must enter time in KRONOS and submit for approval to the Project Director by the specified dates ([see HSU SPF pay schedule](#)) at the end of the pay period. An annual schedule of deadline dates and pay dates is published and on our website. All worked hours should be submitted through KRONOS by 5:00pm the next business day following the end of the pay period.

F. Computation of Pay and Deductions

Gross pay is equal to the 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- or 11-Month Employees

Certain grant and contract funded projects may appoint employees to work a 10- or 11-month year, with 1 to 2 summer months off. During the months when the 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 months. Employees will be responsible for their premium expense for such group insurance and **must notify payroll in writing at least two weeks in advance of their time off**. Premium expenses will be withheld from the final paycheck preceding the start of the 1 or 2 month period. If the employee is hired to work for another HSU or SPF funded project during the duration of these, “off months,” their appointment will be considered “Category D – Occasional” and will have no effect on earned accruals or insurance.

H. Concurrent Employment if an individual is an employee of the University or HSU SPF, any additional work performed for an HSU SPF account is, by definition, done as an employee and is subject to payroll processes, including fringe benefit expenses and withholding. Similarly, pay to a student for services are also payroll. Pay to any individual who supervises the work of other employees constitutes payroll.

IV. DISTINCTION BETWEEN EMPLOYEES AND INDEPENDENT CONTRACTORS

A potentially confusing issue involves distinctions between employees and consultants or independent contractors. The position of both the state and federal government is that most situations where pay for services of an individual occurs constitute an employer-employee relationship. There are substantial penalties for failing to pay an employee through the payroll process.

If an individual is an employee of the University or HSU SPF, any additional work performed for an HSU SPF account is, by definition, done as an employee and is subject to payroll processes, including fringe benefit expenses and withholding.

An independent contractor relationship occurs when the transaction involves a business performing a service for the project. Typically, such a business will have an invoicing procedure, and the business’ invoice is the supporting documentation which is the attached to a Check Request.

V. BENEFITS

HSU SPF benefits are of two kinds: those mandated by law (statutory), and those granted by policy within HSU SPF's accounts. Generally speaking, statutory benefits are required for all employees. Benefits by policy within HSU SPF accounts are available only to eligible employees (See Definitions of Employment Categories).

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) that is not covered by Workers' Compensation. Eligibility for benefits and payment amount are determined by the California Employment Development Department. HSU SPF is required to withhold a percentage from an employee's regular earnings for this State insurance coverage. 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 Human Resources. HSU SPF is insured through the AOA-COMP Driver-Alliant Insurance Fund. The insurance is administered by Sedgwick CMS of Rancho Cordova, which determines eligibility and payment amounts. The cost of Workers' Compensation Insurance is paid entirely by HSU SPF accounts and rates can change annually.

3. Unemployment Insurance

Each employee is covered by Unemployment Insurance, which provides payment 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 SPF 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 II above, are subject to withholding for Federal Insurance Contribution Act (FICA) taxes for Social Security, which includes retirement, survivors, disability, and Medicare benefits. 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.

B. Benefits by Policy within HSU SPF Accounts

All Categories of HSU SPF Employees are eligible for sick leave in accordance with California state law AB 1522.

Only Category A and B employees are eligible for holiday, vacation, and certain other benefits, as described below. All other categories of employees are not eligible for these benefits.

The cost of these benefits is specific to individual accounts within HSU SPF, and the administration of these benefits is overseen by the management and Board of Directors of HSU SPF.

1. Holidays

HSU SPF follows the calendar of holidays established by the University's Green & Gold calendar, including a December holiday recess between Christmas and New Year's Day. The schedule of holidays for each year is available in June with the Green and Gold Calendar.

Normal time worked on a holiday is not considered overtime, but is paid straight time for hours worked plus Holiday pay.

A "Category A or B" Non-Exempt HSU SPF employee who works on a holiday shall be paid for those hours worked plus Holiday pay.

A "Category A or B" Exempt HSU SPF employee who works on a holiday shall make prior arrangements with their supervisor for informal time off on an alternative date.

All other categories of employees who work on a holiday shall be paid for only those hours worked.

2. Personal Holiday

"Category A or B" employees are entitled to one "personal holiday" per calendar year, which accrues on the first of January, and is based proportionally to their appointed time base regardless of actual hours worked, e.g., a full-time employee (40 hours per week) earns a maximum of eight hours, or one personal holiday for the year, whereas a part-time employee (20 hours per week) earns a maximum of four hours. 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 not be paid for an unused personal holiday.

3. Vacation

Vacation with pay shall be granted only to eligible " Category A or B " employees. Each such employee shall accrue benefits at a rate proportional to their appointed time base regardless of actual hours worked. The benefit accrual rate shall be proportionately reduced any time an employee's time base is changed. If an employee is appointed at a certain time base but is consistently working more or less hours than appointed, supervisors should work with SPF to re-appoint the employee to a better time base accurately reflecting hours worked to ensure appropriate accrual rates are being applied.

a. Rate of Vacation Accrual

(1) Full-Time Employees: Upon completion of the first month's employment, each eligible Category A or B employee shall be credited with 6.67 hours of vacation accrual. If employment starts mid-month, partial accruals will be given proportionally for that time. Thereafter, for each continuous full-time month of service, they shall earn half credit for vacation pay on the first and the 16th of the following month as follows:

Length of Service Vacation Allowance

Months of Employment	Hours per Month	Days per Year
1-36	6.67	10
37-72	10.00	15
73-120	11.33	17
121-180	12.67	18.5
181-240	14.00	21
241-300	15.33	23
Over 300	16.00	24

(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) Vacation credit shall be earned during any leave with pay.

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

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

(4) Vacation credit may be accumulated provided that, 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 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) Vacation credit shall not be used prior to the time it is actually earned.

(2) 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 Category A or B employee transfers from one position to another, vacation leave credit shall be transferred with them. A Category A or B who terminates employment with HSU SPF shall be paid for accumulated vacation credit earned through the last working day. The vacation payout will be automatically added to the employee's final check, charged against their last project worked. If the PI wishes to charge the vacation payout to another (or multiple) projects, they must contact HSU SPF with different instructions.

4. Sick Leave

Sick leave with pay shall be granted to all Categories of HSU SPF Employees in accordance with California state law AB 1522. Sick leave varies based on your appointed Category as described below.

“Category A or B” employees accrue sick leave at a rate proportional to their appointed time base regardless of actual hours worked. 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. As with vacation, the benefit accrual rate shall be proportionately reduced any time an employee's time

base is changed. If an employee is appointed at a certain time base but is consistently working more or less hours than appointed, supervisors should work with SPF to re-appoint the employee to a better time base accurately reflecting hours worked to ensure appropriate accrual rates are being applied.

a. Category A or B Employees: Rate of Sick Leave Accrual

(1) Full-Time Employees: Upon completion of one month's continuous service, each Category A employee shall be allowed 8 hours of credit for sick leave with pay. Thereafter, for each continuous calendar month of service, they shall be credited with 4 hours of sick leave with pay on the first of the following month and 4 hours of sick leave with pay on the 16th of the following month. A total of 8 hours earned per calendar month.

(2) Part-Time Employees: Sick leave credit shall accrue to a Category B part-time employee at a rate proportionate to that of their appointed time base regardless of actual hours worked, e.g. an employee appointed at .5 time base will accrue 4 hours of sick leave per month. 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.

b. Category A or B Employees: 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 has been approved for an unpaid leave of absence 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 a Category A or B employee can accrue. In the event of termination, no unused paid sick leave will be paid to any employee.

(7) In the event of Category changes, the employee's sick leave balance will be adjusted according to the Category rules listed above.

Categories C, D, and E are granted sick leave in accordance with California state law AB 1522. The state's new sick leave law (AB 1522) takes effect January 1, 2015. However, the right to take sick leave under this law does not take effect until July 1, 2015. An employee qualifies for paid sick leave by working for HSU SPF on or after January 1, 2015, for at least 30 days and by satisfying a 90 day employment period (which works like a probationary period) before an employee can actually take any sick leave.

If you work less than 30 days in California within a year, then you are not entitled to be paid sick leave under this new law.

c. Category C, D, and E Employees: Amount and Use of Paid Sick Leave

(1) Category C, D, and E Employees are granted 24 hours paid sick leave in each calendar year. Unused sick pay is not carried over from year to year and will be 'reset' to 24 hours each January 1st.

(2) After fulfilling 30 days of employment, Category C, D, and E Employees will be granted 24 hours of sick leave. Employees can begin to use sick leave after 90 days of employment with HSU SPF. After 90 days their sick leave balances will appear in their Accrual Balance in KRONOS and will be available for use thereafter.

(3) Supervisory notification is required prior to the use of sick leave. Sick leave may be used at the employee's option during their regularly scheduled hours and will be paid at their appointed hourly rate for the project it is being claimed on.

(4) In the event of termination, no unused paid sick leave will be paid to any employee.

(5) In the event of Category changes, the employee's sick leave balance will be adjusted according to the Category rules listed above.

d. Appropriate 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 HSU SPF representative.

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

(9) Sick leave is not compensable at the termination of employment.

e. Coordination of sick leave with State Disability Insurance (SDI) or Worker Compensation Insurance

This paragraph clarifies sick leave as a coordinated benefit. Sick leave is coordinated with the two coverage's that exist for all employees: Worker's compensation insurance and State 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 pre-illness compensation). Of course, coverage's in combination cannot result in a greater level of pay than would be the case were the employee still able to work full-time.

f. 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 the 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 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 SPF'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 SPF 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 agreement, 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 to contract can not only mean loss of the award involved, but also the loss of any further awards from that same source.

5. Paid Leaves of Absence

a. Jury Duty

Leave with pay shall be granted to Category A or B 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.

A standard Jury Duty Confirmation form issued by the court should be used to report a compensable absence for jury duty.

Employees shall reimburse their respective HSU SPF account with any juror compensation other than travel.

b. Leave to Vote

Up to two hours' leave with pay shall be granted to Category A or B 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 on an unpaid basis. Because, for example, a project's funding may have been terminated, HSU SPF cannot guarantee reinstatement or other employment following an unpaid leave. For example, a reservist called to active duty would be reinstated to the former project position upon return. If, however, the project's award had ended, none of the project's positions would exist.

All full-time and part-time Category A or B employees may be considered for a leave of absence after completion of one year of service at HSU SPF, 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 HSU SPF'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 reason. The supervisor, in conjunction with the Project Director, forwards the request to HSU SPF with their recommendation. The HSU SPF 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. Leave of absences are not granted for periods that extend beyond the end of a grant, contract, or project year. Generally the employee must use up all their vacation time and their personal holiday before starting an unpaid leave of absence. Existing sick leave credits may be used by mutual agreement. 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 HSU SPF Executive Director.

a. Pregnancy Disability Leave

HSU SPF employees are eligible for Pregnancy Disability Leave (PDL) for up to 4 months commencing with the time that the employee is off work due to her pregnancy disability. PDL only covers an employee during a period of disability where her doctor has established that she is physically unable to work due to pregnancy. Once a doctor releases an employee to return to work--even if the employee elects and is allowed to take additional leave to stay at home with a new child--the protection under PDL ends. An employee must provide a statement from her doctor indicating the anticipated date the employee will no longer be pregnancy disabled. A pregnant employee may be covered by PDL and FMLA, when she is unable to perform the essential functions of her job because of pregnancy, childbirth or a related medical condition. Although there is no requirement for prior time worked for eligibility to PDL, there is a prior time worked requirement for eligibility to FMLA (see below).

During PDL, SPF's share of cost for health benefits will continue to be paid, and any employee share of premiums will be remitted by the employee to the HSU Cashier's Office. It is important that employees notify the HSU Payroll Office of their intent to access State Disability Insurance (SDI) benefits and/or state-paid Family Leave, and if they will use their leave accruals to supplement either benefit. This will enable the Payroll Office to coordinate accruals with any leave programs to which the employee may be entitled.

b. Family Medical Leave

SPF policies comply with legal requirements arising from the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and all other applicable laws and regulations.

c. Eligibility

An employee who has at least twelve (12) months of service and 1250 hours of service is entitled to a family medical leave without pay, on either an intermittent or a continuous basis within a 12 month period from the commencement of the leave.

Under FMLA, eligible employees may use unpaid leave time for up to twelve (12) weeks to care for self or eligible family members. The 12 week entitlement is calculated on a forward rolling basis within a 12-month period, from the first date the employee's first FMLA leave begins.

Leave under FMLA is extended to eligible employees who either become seriously ill, need to care for a newborn or a child placed in the home through adoption or foster care, need to be away from work to care for an ill family member (child, parent, spouse or a registered domestic partner), any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Employees who request FMLA for self are required to exhaust existing sick and vacation leave credits and personal holiday prior to being placed on unpaid FMLA leave. Employees who request FMLA to care for a family member must exhaust existing personal holiday and vacation credits. Existing sick leave credits may be used by mutual agreement.

When employees on FMLA remain on pay status by use of accruals or other paid leaves, benefit premiums, including health, dental, vision, group life and long term disability continue to be paid by SPF without a lapse in coverage. During periods of unpaid FMLA (when paid accruals or other paid leaves exhaust), only health, dental and vision premiums will continue to be paid by SPF.

Please note: When CFRA leave extends beyond the FMLA period and employee is on an unpaid status, the employer's share of health benefit premiums is not continued. If an employee in an unpaid status who accesses CFRA unpaid leave chooses to continue health benefits, the entire premium must be paid by employee through COBRA.

For more information, please see http://www.dfeh.ca.gov/Publications_CFRADefined.htm and <http://www.dol.gov/whd/fmla/>

For additional information, please contact Human Resources.

7. Work Related Education Expenses

Category A or B employees may receive a fee reimbursement for work-related courses. Written requests must be submitted to the employee's supervisor and the HSU SPF Executive Director for prior approval.

Time off work to attend classes may also be given following approval from the supervisor. This program applies only to study that is work-related. Projects or department trusts must reimburse the total cost of the course.

8. Group Insurances & the Affordable Care Act (ACA)

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 HSU SPF account. Eligible employees have the right to refuse group insurance coverage, but are required to sign a waiver. Those choosing to participate in group insurance must contact the current SPF-contracted local insurance agency to complete enrollment forms or sign a waiver of coverage. Employees must enroll within 30 days of their hire date, or will not be allowed to enroll until the next Open Enrollment period, July 1 each year. Responsibility for enrolling in health benefits lies solely with the employee. Instructions for enrollment procedures and contact information are available at HSU Human Resources. 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. Employees and their dependents have rights to continued coverage with the group policies but at their own expense, under COBRA provisions. Employees will receive notification of these rights upon enrollment in health benefits. The continuation rights are available upon leaving employment with HSU SPF and are also available to dependents of employees and divorcing spouses.

Eligibility to Medical, Dental, Vision & Life Insurance Benefits

Category A employees, those employed three-fourths time or more for three full months or more, are eligible for medical, dental, vision and life insurance benefits. Detailed information will be provided to the employee upon enrollment in the plans.

Effective January 1, 2015 the Affordable Care Act (ACA) will apply to all HSU SPF employees. "[Covered California](#)" is targeted to individuals that are not eligible or do not have access to health insurance benefits. HSU SPF's current benefits policy is consistent with the ACA's requirements:

- (1) Any fulltime employee who works 30 hours or more per week must be offered health benefits under Affordable Care Act law. This is consistent with our current SPF benefit policy.
- (2) Any "variable hour" or "seasonal" employee (Category D Employee) who isn't anticipated to work at least 30 hours per week will not be offered health benefits.

- (3) If you have employees that are working greater than 30 hours some weeks but not others, then you need to make a good faith effort to calculate what their average hours will be over a 12 month period and appoint them to the appropriate employment category.
- (4) If a new hire has worked previously for HSU SPF, then the actual hours worked over the last 12 months will be calculated to determine benefit eligibility. If that employee has averaged more than 29 hours per week, then benefits will be offered upon re-appointment.
- (5) When any employee holds two or more less-than-full-time positions through HSU SPF, hours worked in each position shall be combined for the purposes of determining eligibility for applicable benefits. If the combined hours worked on multiple projects average 30 hours per week, benefits must be offered to the employee with the cost proportionally divided across each hiring project.

9. Retirement

Effective on January 1, 2003, the HSU SPF Board of Directors authorized the implementation of an employer paid 403(b) retirement investment plan. Principal Investigators responsible for projects that have eligible employees need to write this extra expense into their budgets.

Effective July 1, 2008, the current contribution rate is 10% and can be changed upon approval of Board of Directors.

Effective October 1, 2018, the Humboldt State University Foundation 403(b) TDA Plan (the Prior Plan) was merged into and became a part of the Humboldt State University Foundation 403(b) DC Plan (the Surviving Plan) with all accrued benefits and account balances under the Prior Plan becoming accrued benefits and account balances under the Surviving Plan. Humboldt State University Sponsored Programs Foundation is and has been the Plan Sponsor of both plans. Upon approval of the Board of Directors, [Principal Financial Group](#) was selected to serve as the investment provider for Humboldt State University Foundation 403(b) DC Plan.

HSU SPF Employees will be eligible to receive 10% Employer Contributions on the first day of the calendar month coinciding with or next following the day you meet the following requirements:

- You attain age 21
- You complete 1 year of service with 1,000 hours in that year

Once you satisfy the eligibility requirements and enter the plan, you will continue to participate while you are still employed by HSU SPF, even if you have a break in eligibility service (occurs when you do not work more than 500 hours) or have a reduction in time base.

HSU SPF employees will not be eligible to participate in the retirement plan if they fall into one of the following categories:

- You are eligible to participate in a 401(k) or another 403(b) plan sponsored by Humboldt State University under which you can make employee contributions. (Category E – Stateside Employees)
- You are a student performing services for Humboldt State University Sponsored Programs Foundation and where you are pursuing a course of study with Humboldt State University. (Category C – Student Employees)

All other categories of HSU SPF Employees will be eligible to participate in both the Elective Deferrals (voluntary) and/or receive the Employer Contributions.

Note, although you should have received a copy of the [Summary Plan Description \(SPD\)](#) when you become eligible, you may request another copy at any time. You may also obtain a copy of the actual Plan Document by submitting a written request to HSU SPF. The Plan Document governs when any question arises regarding the Plan.

Principal Investigators should be VERY clear on the employee appointment form as to the time base, the duration, and the consistency of employment. These factors will impact the project budget if not planned for carefully. Principal Investigator should keep retirement figures in mind while drawing up project budgets. Once again, the projects pay this expense from their project budgets.

C. Campus Benefits

1. Credit Union

All HSU SPF employees are eligible to apply for membership at California State and Federal Employees Credit Union #20. The office is located at the corner of Wabash and E Street in Eureka.

2. Student Recreation Center Facilities Privileges

All HSU SPF employees are eligible for staff privileges offered by the Health & Physical Education Department. Fees for use of the facilities are listed on the Student Recreation Center website.

3. I.D. Cards

All employees with an established time base are eligible to acquire a campus I.D. card. Student employees have student I.D. cards. The Campus Services I.D. Card Request form is obtained from the HSU SPF office.

4. Library Privileges

Campus I.D. cards double as library cards. Those employees not eligible for an I.D. card may purchase a community borrowers card for \$40 per year. HSU Alumni Association membership cards are also convertible into library cards.

5. Campus Parking

All employees (except Category C) with a .5 or greater established time base are eligible to purchase staff campus parking permits. Student employees are eligible to purchase student parking permits. All others are eligible to purchase general parking permits.

6. E-mail Access Privileges

All employees with a .5 or greater established time base are eligible to set up a campus e-mail account.

7. Direct Deposit

All HSU SPF employees may have their paychecks electronically direct deposited by completing an HSU SPF direct deposit request form. The direct deposit system has the ability to deposit in whole or in part an employee's net paycheck into the same or different checking or savings accounts at multiple financial institutions throughout the United States.

VI. STANDARDS OF CONDUCT

A. Attendance

HSU SPF 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

HSU SPF is committed to maintaining 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.

Every employee is responsible for on-the-job safety. To achieve the goal of providing a safe workplace everyone must be safety conscious and immediately report an unsafe or hazardous condition to the appropriate supervisor.

C. Dress

Each employee is responsible for dressing in a manner that conforms to their job requirements and the applicable Occupational Safety and Health Administration (OSHA) requirements for their jobs.

D. Courtesy, Respect and Professionalism

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

VII. CONFLICT RESOLUTION

Depending on the nature of the problem or conflict, the following avenues are available to HSU SPF 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 HSU SPF or HR for assistance. It is the policy of HSU SPF that employees may discuss any problems or conflicts, without fear of reprisal, with any member of HSU SPF management who may assist in their resolution.
3. Should the problem involve discrimination, HSU SPF's written Non Discrimination Policy and Procedures should be utilized.

VIII. MISCELLANEOUS POLICIES

A. Business-Related Travel

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

Since federal, state, county and municipal grant and contract cost principles typically require that travel reimbursements be maintained at the institution's prevailing rates, it shall be the policy of HSU SPF that grant and contract travel expenses, unless otherwise stated by the granting agency, shall be processed at The California State University prevailing rates.

It shall further be HSU SPF's travel policy regarding non-grant and non-contract level expenses that reimbursement shall be for costs incurred, in keeping with applicable IRS principles.

The travel policies of HSU SPF shall not preclude the option of individuals claiming less travel reimbursement for budgetary purposes or to fulfill cost sharing commitments, nor shall the general travel policies preclude specialized policies, such as those of the Small Grant competitions. Processing shall be parallel to Humboldt State University's travel policy with minor exceptions:

1. HSU SPF does not require authorized pre-approval of travel due to the nature of grants and contracts.
2. Reimbursements will be made for meal expenses for travel up to \$55 per day. Per Diem rates are as follows and receipts are not required for meal expenses: Breakfast - \$10.00, Lunch - \$15.00, and Dinner - \$30.00

All other guidelines set forth in Humboldt State University's travel policy will be followed.

B. Keys

HSU SPF 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 employment with HSU SPF and provide HSU SPF with a copy of the Plant Operations key return receipt.

C. Campus Clearance

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

D. Traffic Violations

Employees who commit traffic violations (moving or stationary) while on HSU SPF 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 HSU SPF's 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 designated "smoking permitted" areas throughout the campus.

G. HSU Child Care Center

HSU SPF 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 with the Child Care Center.

H. Injury Reporting

HSU SPF has centralized injury reporting; all on-the-job employee injuries must be immediately reported to the HSU Benefits Administrator. HR maintains reporting forms which must be provided to the injured employee within 24 hours of notice of injury. Injury reporting must be prompt.

I. Power Outages & Campus Closure

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

Employees who primarily work on the main University campus are allowed to work remotely/off-campus with their supervisor's approval. HSU SPF encourages supervisors to work with their employees to determine if their work can be done remotely in these situations. Employees not working on the main campus should report to work as scheduled unless their work site is also affected by power outages. In those cases, these guidelines apply.

If a specific grant/contract disallows administrative leave from being charged to the grant, Principal Investigators (PI's) may opt to charge their employee's time to an applicable discretionary SPF Trust account. PI's should confirm available budgeting options with their Grant Analyst prior to approving/submitting payroll.

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

J. Trainings

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

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