



“Students Helping Students”:
Student Employment Policies

NOTE:

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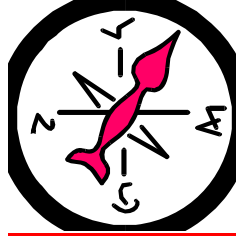
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Ind-1: NAVIGATING IN THIS DOCUMENT



Going Directly to a Specific Policy

1. Locate the specific policy's number in the "Table of Contents", above.
2. From your standard toolbar, select: "Edit > Find".
3. Enter the policy number, and select the "Find Next" button.
4. It is important to enter the policy number exactly as shown, for example:
"#626" (no spaces between the # symbol and the policy numbers)
5. If necessary, advance using the "Find Next" button until you have located the policy.
6. Select the "Cancel" button when you have located the policy to exit the "Edit > Find" function.

Conducting a Key Word Search

1. From your standard toolbar, select: "Edit > Find".
2. Enter the key word you are searching, for example:
 - **"Attendance"**
 - **"Corrective Action"**
3. If necessary, advance using the "Find Next" button until you have located the information you are seeking.
4. Select the "Cancel" button when you have located the information to exit the "Edit > Find" function.

Ind-2: WELCOME

Welcome to Associated Students UCLA! We are pleased to have you as part of our Association's work force.

From its beginning in 1919, student employees have played a major role in the operation and support of ASUCLA. Today, student employees continue to be a vital part of our growth and success in serving the special needs of the campus community -- and especially of students.

Our ties to students both as our employees and our customers are often summarized with a well known phrase at ASUCLA: **"Students Helping Students"**.

Associated Students UCLA is an organization with the primary goal of enhancing -- and serving -- the campus community. ASUCLA began in 1919 with a small student government and bookstore, growing to become one of the largest and most progressive organizations of its type.

Our employees are our most important asset, and the policies defined in this handbook ensure a work place that allows for fair treatment and development of skills. Our "open door policy" allows you to discuss your ideas, questions or concerns with a member of supervision or management. We welcome the opportunity to become acquainted with you and to hear your ideas.

However long you're with us, we hope your employment experience at ASUCLA enhances your college experience and contributes to your professional goals.

Ind-2: ABOUT ASUCLA

ASUCLA is comprised of:

- **USAC**, the Undergraduate Students Association Council, who are the elected representatives of 23,000 undergraduate students
- **GSA**, the Graduate Students Association, that provides a voice in campus affairs for the almost 11,000 graduate students enrolled at UCLA
- **Student Media** that includes the Daily Bruin, KLA Radio, UCLA TV, the Bruin Life Yearbook and seven newsmagazines: Fem, La Gente, Nommo, Ha'Am, Pacific Ties, Al-Talib, Ten Percent
- **Services & Enterprises** are designed to meet the everyday needs of students and the campus community. Major divisions are the Student Union, Trademarks & Licensing, UCLA Restaurants and the UCLA Store. These activities are overseen by a student majority Board of Directors.

Areas for work in Services & Enterprises include:

EXECUTIVE DIRECTOR'S OFFICE

RETAIL OPERATIONS

Includes UCLA Stores at:
Ackerman, LuValle and Health Sciences
Hill Top and North Campus

FOOD SERVICE

Includes UCLA Restaurants:
Greenhouse/Sweet Spot/Wetzel's
Northern Lights/North Campus Student Center
South Campus Student Center
LuValle/Jimmy's/Cooperage/Tsunami
Synapse Café/Kerckhoff Coffeehouse
Catering/Concessions

STUDENT SUPPORT SERVICES/UNION

Includes such activities as:
Events, Building Management
Student Government Accounting

SERVICES

Trademarks & Licensing
Photography

ADMINISTRATIVE SUPPORT SERVICES

Marketing & Communications
Finance & Accounting
Human Resources
Business Services
Security & Loss Prevention
Computing & Communications
Systems Development

Ind-3: ASUCLA's STUDENT EMPLOYMENT PROGRAM

The growth and success ASUCLA enjoys is largely attributable to our employees who bring dedication, enthusiasm and creativity to their jobs. We feel this is in large part a result of our student employment program.

ASUCLA places emphasis on the selection and development of student employees. When opportunities exist, student employees may seek advancement. Each advancement step represents greater job responsibility with opportunities to develop specialized and supervisory skills, as shown below:

Positions in Operating Areas:

- Customer Service Representative
- Customer Service Supervisor
- Customer Service Lead Supervisor
- Customer Service Senior Supervisor
- Management Trainee

- Computer Store Specialist
- Computer Store Supervisor
- Technical Services Supervisor

Positions in Administrative Areas:

- Administrative Service Representative
- Management Assistant

- Project Assistant
- Technical Assistant

Additionally, some student employees become interested in seeking available professional opportunities with ASUCLA upon graduation. If you are interested, please meet with your supervisor or a Human Resources Representative to discuss your qualifications for available professional positions.

Ind-4: ASUCLA's STUDENT STIPEND PROGRAM

In a number of departments throughout ASUCLA, students have the opportunity to volunteer for assignments that complement their academic goals, and that may also relate to future career goals. Although these students are not deemed employees of ASUCLA, they receive a “stipend” – which is a monetary award designed to assist in offsetting school expenses.

Stipend assignments are commonly available in the following departments (this list is not intended to be all inclusive):

Student Media Division	<i>For The Daily Bruin, newsmagazines, Bruin Life</i>
Student Union/Support Services	<i>For the student governments</i>
Lecture Notes	<i>For the taking and production of lecture notes</i>

**ASUCLA STUDENT EMPLOYMENT POLICY:
"GENERAL PROVISIONS"**

#001	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2003
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Employees are ASUCLA's most important contributors to its success as a non-profit service organization. The provisions contained in this handbook inform employees about employment responsibilities, standards, processes, rights and benefits designed to encourage professionalism, service and contribution.

These policies also address responsibilities, standards, processes, rights and benefits of volunteers receiving stipends for performing assignments that complement academic goals, and that may also relate to future career goals.

This handbook is intended to align organizational direction among the various major divisions of ASUCLA, and provides management with the information necessary to make Human Resources decisions and effect employment actions that both support operating priorities and ensure the consistent treatment of employees.

"Students Helping Students: Student Employment Policies" has been made available to supervisors, managers, and student employees on ASUCLA's "S" drive "Shared" directory and on ASUCLA's WEB page. Unauthorized modification of the policies contained in "Students Helping Students: Student Employment Policies" is strictly prohibited, and is grounds for immediate dismissal.

Official policies bear ASUCLA's Human Resources Director's and Executive Director's signature approvals, and are maintained by ASUCLA's Human Resources Division. Employees are welcome to request copies of these policies from ASUCLA's Human Resources Division.

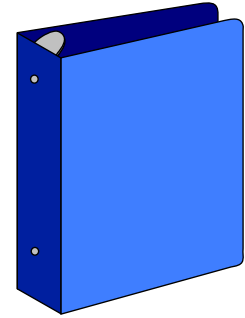
These policies do not constitute contractual commitments between ASUCLA and its employees, and management retains all other rights and prerogatives in order to manage ASUCLA so that it may attain its mission. The handbook does not preclude policy exceptions, based on business necessity, and approved by the Human Resources Director and/or Executive Director. Other statements, representations or promises that represent policy exceptions and made without the approval of the Human Resources Director and/or Executive Director may not be relied upon as contractual commitments between ASUCLA and an employee.

ASUCLA reserves the right to amend, modify, or delete these policies at any time and they supersede all previously issued employment policies and procedures. Policy amendments, modifications and deletions require written approval of the Human Resources Director and/or Executive Director. Suggestions concerning changes in these policies are always welcome.

Employees and Supervisors are expected to be familiar with these organizational policies, including subsequent policy updates. Supervisors must ensure that these policies are understood and adhered to by those under their supervision, and that they are interpreted and administered in a consistent and equitable manner.

If questions concerning the interpretation of policies described in this handbook cannot be clarified and resolved by higher management, please contact the Human Resources Division.

100's EMPLOYMENT INFORMATION & STANDARDS



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Non-discrimination _____	#106
Sexual Harassment _____	
Reports, Inquiries & Complaints _____	
Affirmative Action _____	#108
Reasonable Accommodation _____	#111
Conflict of Interest _____	#116
Whistle Blower Protection _____	#118
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Standards for Appearance _____	#151
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Solicitation _____	#171
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**ASUCLA STUDENT EMPLOYMENT POLICY:
“CONDITIONS OF EMPLOYMENT”**

#101	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2005 7/1/2007	Effective:	7/1/2013
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The following types of UCLA students are eligible for student employment or stipend assignments with ASUCLA:

- Current “regularly” enrolled students.
- Students currently enrolled in Extension courses and concurrently enrolled at UCLA.

To maintain eligibility, students must remain enrolled throughout their employment or stipend assignments.

Upon hire, you will meet with a member of Human Resources’ Administrative staff who will assist you in completing a number of hiring documents. At this time you will be required to provide proof of your legal right to work in the U.S.A.

You will be required to sign your agreement to adhere to the policies and procedures described in 2 handbooks: “Environmental Health & Safety” and “Students Helping Students: Student Employment Policies”. Additionally, there may be some departmental policies and procedures you will be asked to read and sign.

ASUCLA is unable to employ or continue to employ students who do not agree to sign all hiring documents. This applies as well to students engaged in stipend assignments.

Student employees and students in stipend assignments may be released at any time at ASUCLA’s discretion.

ASUCLA retains the right to establish or modify compensation, benefits, working conditions, positions, duties, and other terms and conditions of employment with or without advance notice. This includes the right to impose discipline of whatever type and for whatever reasons that ASUCLA, at its sole discretion, determines to be appropriate.

Eligible student employees who wish to pursue resolution of concerns or complaints arising out of employment or termination of employment shall follow ASUCLA’s Student Employment Policy #801, “Complaint Resolution”.

Individuals who have been involuntarily separated from employment or a stipend assignment with ASUCLA due to unsatisfactory job performance and/or misconduct are not eligible for rehire at any time in the future.

Individuals who have been convicted of theft from ASUCLA or who have admitted to theft are not eligible for employment or stipend assignments with ASUCLA at any time in the future.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"NON-DISCRIMINATION"**

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Introduction

Recognizing the principles of free speech, ASUCLA is committed to creating and maintaining an environment in which all persons who participate in ASUCLA programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual.

Non-Discrimination

Consistent with the provisions of applicable State and Federal laws, it is the policy of ASUCLA not to unlawfully discriminate against or harass any person, employed or seeking employment, on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (*including cancer related and genetic characteristics*), genetic information (*including family medical history*), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. (*As defined by the Uniformed Services Employment and Reemployment Rights Act of 1994.*)

This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws.

Unlawful discrimination and discriminatory harassment are forms of work place misconduct which are subject to corrective action up to and including immediate dismissal.

Discriminatory harassment takes many forms. The following examples are not intended to be all inclusive:

- Visual images, depictions or messages that may be perceived to degrade or reflect negatively upon specific protected individuals or groups.
- "Jokes", remarks, innuendoes or non-verbal communication that may be perceived to be derogatory, or to have the purpose or the effect of stereotyping, demeaning or singling out specific protected individuals or groups.
- Physical contact with specific protected individuals or groups that may be perceived to be threatening, derogatory, demeaning or overly personal.
- Retaliation against individuals or groups in response to reports, inquiries and complaints about ASUCLA's non-discrimination policy.

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Sexual Harassment

Every ASUCLA employee should be aware that the Association does not permit sexual harassment in the work place and that such behavior is prohibited by law. It is ASUCLA's intention to take whatever appropriate action is needed to prevent or eliminate sexual harassment in the work place.

Sexual harassment is a form of work place misconduct which is subject to corrective action up to and including immediate dismissal.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for review in making Human Resources decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include incidents between staff members or between staff members and non-staff members such as vendors, contractors and visitors. Sexual harassment may occur in hierarchical relationships or between peers or between persons of the same sex or opposite sex.

While romantic relationships between staff members and non staff members may begin as consensual, they may evolve into situations that lead to charges of sexual harassment or sexual violence.

To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Sexual Violence

Sexual violence is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes:

- Sexual Assault
- Rape
- Battery
- Sexual Coercion
- Domestic Violence
- Dating Violence
- Stalking

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Abuse

Abuse means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

Domestic Violence

Domestic violence is defined as abuse committed against an adult or minor who is a:

- Spouse
- Former spouse
- Cohabitant
- Former Cohabitant

Or someone with whom the abuser has:

- A child
- An existing dating or engagement relationship
- Had a former dating or engagement relationship

Dating Violence

Dating violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault

Sexual assault occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include:

- Physical Force
- Violence
- Threat
- Intimidation
- Ignoring the objections of the other person
- Causing the other person's intoxication or incapacitation through the use of drugs or alcohol
- Taking advantage of the other person's incapacitation (including voluntary intoxication)

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Consent

Consent is:

- **Informed**

Consent is an affirmative, unambiguous and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- **Voluntary**

It must be given without coercion, force, threats or intimidation.

Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

- **Revocable**

Consent to some form of sexual activity does not imply consent to other forms of sexual activity.

Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity.

Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated.

A person cannot consent if he or she is:

- Unconscious or coming in or out of consciousness
- Under the threat of violence, bodily injury or other forms of coercion

A person cannot consent if his or her understanding of the act is affected by a physical or mental impairment.

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Incapacitation

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments.

States of incapacitation include, but are not limited to:

- Unconsciousness
- Sleep
- Blackouts

Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person’s decision-making capacity, awareness of consequences and ability of make fully informed judgments.

Being intoxicated by drugs or alcohol does not diminish one’s responsibility to obtain consent.

The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known that the complainant was incapacitated.

Stalking

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Reports, Inquiries & Complaints

Employees who believe they have observed or been subjected to any form of unlawful discrimination or harassment in the work place that violates ASUCLA policy should raise the issue with their management, or a member of Human Resources management. This includes reports, inquiries or complaints about:

- ASUCLA’s “Non-discrimination” policy.
- Any incidents or situations that may be regarded as unlawful discrimination or harassment in the course of employment.

Supervisors and managers are required to report suspected harassment immediately to Human Resources and take preventive and corrective steps. Failure to do so may result in disciplinary action.

Supervisors are defined as anyone having the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees or the responsibility to direct them or to adjust their grievances or effectively recommend action.

ASUCLA will ensure that prompt appropriate investigation and management action to prevent, correct and if necessary, to discipline behavior that violates this policy are administered in response to inquiries and complaints of unlawful discrimination and harassment. This may include formal investigation, early resolution, counseling and/or targeted training or educational programs where appropriate.

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To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances including the context in which the conduct occurred.

Disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent or pervasive that it alters the conditions of employment. Complainants will be informed of investigation findings, but not of individual disciplinary actions.

False Reports

Filing intentionally false reports is a violation of policy. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action. This provision does not apply to reports made in good faith.

Retaliation

This policy prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination, sexual harassment or sexual violence pursuant to this policy. Retaliation against someone who assists with a complaint of discrimination, sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a complaint of discrimination or sexual harassment or sexual violence is also strictly prohibited. Retaliation includes threats, intimidation, reprisals and/or adverse actions related to employment, however, any act of reprisal violates this policy and will result in appropriate disciplinary action.

Any act of retaliation will be treated as a separate and distinct incident, regardless of the outcome of the harassment complaint.

Time Limits

Reports of discrimination or harassment, including sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable ASUCLA to respond to the report, determine the issues and provide an appropriate remedy and or action.

All incidents should be reported even if a significant amount of time has passed.

However, delaying a report may impede ASUCLA's ability to conduct an investigation and or to take appropriate remedial actions.

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EEOC - Equal Employment Opportunity Commission
DFEH - California Department of Fair Employment and Housing
U.S. Department of Education, Office for Civil Rights

Employees who are not satisfied with ASUCLA's complaint resolution procedures may file complaints with applicable State and Federal agencies that should be contacted directly about filing procedures and timelines. The federal Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH) and the U.S. Department of Education, Office for Civil Rights also investigate complaints of unlawful harassment in employment. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. Employees may view posted information, or obtain written information, about these agencies at ASUCLA's Human Resources Office. The filing of an informal or formal complaint with ASUCLA does not excuse an employee from meeting the time limits of external compliance agencies.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

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Investigation and Adjudication of Complaints and Reports Concerning Sexual Harassment / Sexual Violence

Initial Assessment

Upon receipt of a report of or information about alleged sexual harassment or sexual violence, ASUCLA will make an initial assessment, which will include making an immediate assessment concerning the health and safety of the complainant and others. ASUCLA will also consider and take interim measures as appropriate to ensure the safety and well-being of its employees. Investigatory leave of the respondent may be imposed in accordance with ASUCLA Student Employment Policy No. 701 (hereinafter "Policy No. 701").

Investigating and Resolving Reports of Prohibited Conduct

Provided ASUCLA has sufficient information to respond to a complaint of sexual harassment or sexual violence, ASUCLA may resolve the complaint by alternative resolution or formal investigation. Throughout the resolution process, the complainant and the respondent may be accompanied by an advisor. In addition, ASUCLA will make complainants and respondents aware of support services available to them.

A. Alternative Resolution

After a preliminary inquiry into the facts, ASUCLA may initiate an alternative resolution process. Alternative resolution may be appropriate when a report is made anonymously, or when both parties prefer an informal process, or under other appropriate circumstances. Alternative resolution may include (but is not limited to) counseling, targeted education and training, or an outcome letter documenting that there was a complaint alleging prohibited conduct and action taken to eliminate the conduct, prevent its recurrence, and/or address its effects.

B. Formal Investigation

If a complaint or report of sexual harassment or sexual violence is made, and ASUCLA determines that alternative resolution will not be sufficient to resolve the complaint or report, ASUCLA may conduct a formal investigation.

1. Notification

ASUCLA will notify the Association's Executive Director, and the manager of the person against whom the complaint was made (the respondent) when a formal investigation is commenced. ASUCLA will be sensitive in its communication to protect the neutrality of the Executive Director and the neutrality of the manager, as well as the privacy of the complainant and respondent.

Thereafter, ASUCLA will ensure that the Executive Director and/or manager are regularly updated regarding the status of the formal investigation.

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2. Notice of Charges

ASUCLA will notify the complainant and the respondent in writing if a determination is made to conduct a formal investigation. The notification will include:

- A summary of the allegations and potential violations of ASUCLA Student Employment Policy No. 106 (hereinafter "Policy No. 106");
- The purpose of the investigation;
- A statement that the investigative report, when issued, will make factual findings and a determination whether there has been a violation of Policy No. 106;
- A statement that the findings under Policy No. 106 will be based on the preponderance of the evidence standard;
- A summary of the investigation and discipline processes, including the expected timeline;
- A summary of the rights of the complainant and respondent, including the right to an advisor;
- A description of the resources available to complainant and respondent; and
- An admonition against intimidation or retaliation.

3. Investigative Process

ASUCLA will designate an investigator to conduct a fair, thorough, and impartial investigation.

During the investigation, the complainant and respondent will be provided an equal opportunity to meet with the investigator, submit information, and identify witnesses who may have relevant information.

The investigator will meet separately with the complainant, the respondent, and witnesses who may have relevant information, and will gather other available and relevant information. The investigator may follow up with the complainant or the respondent as needed to clarify any inconsistencies or new information gathered during the course of the investigation.

Disclosure of facts to persons interviewed will be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be asked to maintain confidentiality when essential to protect the integrity of the investigation.

The complainant or the respondent may have an advisor present when personally interviewed and at any related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by ASUCLA policy or a collective bargaining agreement.

When a law enforcement agency is conducting its own investigation into the alleged conduct, ASUCLA will make every effort to coordinate his or her fact-finding efforts with the law enforcement investigation. At the request of law enforcement, the investigation may be delayed temporarily to meet specific needs of the criminal investigation.

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4. Investigation Report and Finding

Following conclusion of the investigation, ASUCLA will prepare a written report. The written report will include a statement of the allegations and issues, the positions of the parties, and a summary of the evidence.

If the complainant or the respondent offered witnesses or other evidence that was not relied upon by the investigator, the investigation report will explain why it was not relied upon.

The investigation report will include findings of fact and a determination regarding whether, applying the preponderance of the evidence standard, there is sufficient evidence to conclude that respondent violated Policy No. 106.

5. Notice of Investigation Outcome

Upon completion of the investigation report, ASUCLA will send to the complainant and the respondent a written notice of investigation outcome regarding whether a violation of Policy No. 106 was found. The notice of investigation outcome will generally be accompanied by a copy of the investigation report, which may be redacted as necessary to protect privacy rights.

ASUCLA will also send the notice of investigation outcome and accompanying investigation report to ASUCLA's Executive Director and the respondent's manager.

The notice of investigation outcome will include:

- A statement of whether a preponderance of the evidence demonstrated that respondent violated Policy No. 106;
- An admonition against intimidation or retaliation;
- An explanation of any interim measures that will remain in place;
- A statement that the complainant and respondent have an opportunity to respond in writing to ASUCLA's Executive Director and the respondent's manager; and
- A statement indicating whether it appears that further investigation by another appropriate body may be necessary to determine whether violations of other policies occurred, separate from any allegations of conduct that were investigated under Policy No. 106.

In addition, if the investigation determined that respondent violated Policy No. 106, the notice of investigation outcome will also include:

- A description of the process for deciding whether and what discipline to impose, including a statement that ASUCLA will propose a resolution, which may include corrective action as defined by Policy No. 701 or dismissal, and that the proposal will be subject to review and approval by ASUCLA's Executive Director;
- A statement that the complainant and the respondent will be informed of the final resolution of the matter, including any discipline imposed, and a statement of the anticipated timeline.

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[6. Timeframe for Completion of Investigation; Extension for Good Cause](#)

The notice of investigation outcome and accompanying investigation report will be issued promptly, typically within sixty (60) business days of initiation of the formal investigation, unless extended by ASUCLA for good cause, with written notice to the complainant and the respondent of the reason for the extension and the projected new timeline.

ASUCLA will keep the complainant and respondent regularly informed concerning the status of the investigation.

[Assessment and Consultation](#)

ASUCLA Human Resources has the responsibility to propose and implement action in response to the findings of the investigation report. The proposed decision will be reviewed and approved by ASUCLA’s Executive Director, who may consult with ASUCLA Human Resources at any time during the decision-making process.

[A. Opportunity to Respond](#)

The complainant and the respondent will have an opportunity to respond to the notice of investigation outcome and accompanying investigation report through a written statement that will be submitted to ASUCLA Human Resources and ASUCLA’s Executive Director.

The purpose of this response is not to challenge the factual findings in the investigation report or present new evidence, but to provide the complainant and the respondent with an opportunity to express their perspectives and address what outcome they wish to see.

[B. Decision Proposal and Submission for Approval](#)

In the event that the investigation finds the respondent responsible for violating Policy No. 106, ASUCLA Human Resources will propose a decision regarding how to resolve the matter. The proposal must be submitted to ASUCLA’s Executive Director for review and approval.

In the event the Executive Director does not approve the proposed decision, he or she will send it back to ASUCLA Human Resources for reconsideration and submission of a revised proposed decision.

In the event ASUCLA’s Executive Director approves the proposed decision, he or she will inform ASUCLA Human Resources who will take steps to implement the approved decision.

ASUCLA Human Resources may propose to resolve the matter without taking any further action. This proposal will be reviewed by ASUCLA’s Executive Director for approval. In the event it is approved, this decision and its rationale will be promptly communicated to both the complainant and the respondent.

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Corrective and Other Actions

Following approval by ASUCLA’s Executive Director, ASUCLA Human Resources will implement the approved decision in accordance with applicable ASUCLA policies.

A. Decision Approval and Implementation

1. No Further Action

ASUCLA Human Resources may propose to resolve the matter without taking any further action. This proposal will be reviewed by ASUCLA’s Executive Director for approval. In the event it is approved, this decision and its rationale will be promptly communicated to both the complainant and the respondent.

2. Action Not Requiring Notice of Intent

ASUCLA Human Resources may propose corrective or remedial actions that do not amount to corrective action as defined by Policy No. 701 or dismissal. The proposed actions will be reviewed by ASUCLA’s Executive Director for approval.

In the event it is approved, the decision will be implemented by ASUCLA Human Resources and the decision and its terms and rationale will be promptly communicated to both the complainant and the respondent.

3. Notice of Intent

ASUCLA Human Resources may propose to issue a notice of intent to institute corrective action in accordance with Policy No. 701 or notice of intent to dismiss.

The proposed terms of the notice of intent will be reviewed by ASUCLA’s Executive Director for approval. In the event it is approved, the decision will be implemented by ASUCLA Human Resources and the notice of intent will issued.

Following the provision of a notice of intent, corrective action will be taken in accordance with Policy No. 701 and/or actions to dismiss will be taken in accordance with Student Employment Policy No.911. The terms of the implemented action and its rationale will be promptly communicated to both the complainant and the respondent.

B. Timeframe for Implementation of Decision; Extension for Good Cause

ASUCLA Human Resources should implement the approved decision promptly, typically within forty (40) business days of issuing the notice of investigation outcome and accompanying investigation report. If the matter has not been otherwise resolved within forty (40) business days, a notice of intent will be issued.

Extensions to this timeline may be granted by the Executive Director for good cause with written notice to the complainant and the respondent stating the reason for the extension and the projected new timeline.

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Process Following Action Taken

In the event a respondent submits a complaint under ASUCLA Student Employment Policy No. 801 ("Complaint Resolution"), ASUCLA's Executive Director will ensure that both the complainant and the respondent receive regular updates regarding the status of the complaint or grievance.

Subsequent to any final decision, ASUCLA's Executive Director will promptly inform the complainant and the respondent of the decision, including any final decision on discipline, and its rationale.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"AFFIRMATIVE ACTION"**

#108	1 of 1	Supersedes:	none	Effective:	8/1/2003
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ASUCLA undertakes affirmative action for underutilized minorities and women, for persons with disabilities, and for covered veterans. (*Covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.*)

In so doing, ASUCLA's objectives are to:

- Ensure that members of groups who in the past may have been victims of employment discrimination are given equal opportunities to compete for jobs and to have their qualifications fairly assessed.
- Ensure equal access to educational, training, promotional and transfer opportunities.
- Achieve a diversified work force at all levels.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"REASONABLE ACCOMMODATION"**

#111	1 of 1	Supersedes:	none	Effective:	1/1/2001
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ASUCLA provides reasonable accommodation to otherwise qualified employees who become disabled and need assistance to perform the essential functions of their positions.

Employees are responsible for requesting accommodation and for providing medical documentation to assist in understanding the nature of the employee's functional limitations. This documentation may be subject to confirmation by an ASUCLA-appointed licensed healthcare provider.

Special Selection

An employee who becomes disabled may be selected for a position which has not been posted.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"CONFLICT OF INTEREST"**

#116	1 of 3	Supersedes:	1/1/2001 5/1/2004 8/1/2005 8/1/2006 7/1/2007	Effective:	10/1/2010
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ASUCLA employees are expected to exercise integrity, professionalism and discretion when conducting business directly or indirectly related to ASUCLA. Activities that conflict with the interests of ASUCLA must be avoided in all circumstances, including:

- Any situation in which an ASUCLA employee's activities or activities of a member of an employee's immediate family, or an agent of either have the potential or appearance of exploiting ASUCLA employment for personal gain.
- Any activity in which an employee or a member of an employee's immediate family, or an agent of either, has a financial or other interest which competes with or impacts any current or planned action, decision, policy, position, direction or intention of ASUCLA.

Employees are expected to ensure their compliance with the guidelines provided herein, and to accept as their responsibility the need to request clarification of any potential conflict of interest.

Conflict of Interest Disclosure

All employees are expected to consult the Executive Director, or his/her designee, before taking actions that might place them in situations, or appear to place them in situations, that could impair objectivity, independence or integrity or which may be detrimental to ASUCLA.

Student employees may be required to complete ASUCLA's "Conflict of Interest Statement".

Immediate Family

For the purposes of this policy, immediate family is defined as any person residing with the employee, and/or supported at least 50% by the employee, who is the employee's:

- Spouse; adult dependent relative; or same-sex domestic partner.
- Natural child; adopted child; step child; legal ward; or other child.

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Guidelines

1) Financial Conflict of Interest:

Employees are expected to recognize and report potential conflicts of interest in the following activities:

- Influencing or attempting to influence ASUCLA decisions.
- Obligating or committing ASUCLA to any course of action.
- Entering into a contract on behalf of ASUCLA.
- Purchasing.

A financial conflict of interest may exist when any of the aforementioned activities involve:

Any business entity in which an employee has a Direct * or Indirect ** investment worth over \$2,000.
Any real property in which the employee has a Direct * or Indirect ** Interest worth over \$2,000.
Any source of income (except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status) that the employee and/or their immediate family member(s) received or was promised within 12 months before the decision is made, totaling \$500 or more in value.
Any business entity in which the employee and/or their immediate family member(s) is a Director, Officer, Partner, Trustee, employee, or holds any management position.
Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$50 or more in value provided to, received by or promised to the employee and/or their immediate family member(s) within 12 months prior to when the decision is made.

* **Direct Interest:** owned by the Employee.

** **Indirect Interest:** owned by a member of the employee's immediate family or agent working for the employee; or a business or trust in which the employee or a member of the employee's immediate family or agent working for the employee owns a 10% interest or greater.

2) Consulting & Dual Employment:

The following applies to ASUCLA employees, and to members of their immediate families:

Secondary employment and/or external consulting commitments may constitute a conflict of interest when they are with an ASUCLA competitor, vendor, supplier or any organization seeking to do business with ASUCLA, and when they would interfere with the employee's primary responsibilities to ASUCLA.

Employees must request the approval of the Executive Director, or his/her designee, in writing prior to engaging in any consulting commitments or secondary employment on behalf of or with an ASUCLA competitor, vendor, supplier or any organization seeking to do business with ASUCLA.

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3) Relations with Outside Entities:

Employees are expected to distinguish between gifts/services of nominal value routinely used for advertising or to establish good will, and those that could be perceived as inducement for preferential treatment or even as theft/dishonesty.

ASUCLA employees are prohibited from:

- Accepting any form of monetary rebates, cash incentives, commissions, loans, or overrides from a vendor, supplier, customer or other outside entity.
- Borrowing or retaining for personal use merchandise, supplies, services or equipment paid for by ASUCLA.

The following items require the advance approval of the Executive Director, or his/her designee, by completing ASUCLA's "Gifts & Unusual Hospitality Acceptance Approval" form:

- Acceptance of any gift with a value greater than \$50.00 from any vendor, supplier, customer, or other outside entity/individual seeking to do business with ASUCLA. This includes such things as merchandise, services, samples, hospitality, gratuities/tips, discounts and prizes (this list is not intended to be all inclusive).
- Acceptance of any unusual hospitality provided or paid for by a vendor such as theater/sporting event tickets and green fees (these examples are not intended to be all inclusive).
- Purchases for the personal use of services, merchandise or product at less than ASUCLA's retail rate from an ASUCLA vendor.
- Acceptance of services, merchandise or product from an ASUCLA vendor to locations other than ASUCLA business premises.
- Acceptance of services, merchandise or product for personal use from an ASUCLA vendor on ASUCLA business premises.
- Any other gifts/services that could be perceived as inducement for preferential treatment or even as theft/dishonesty.

Corrective Action

The following actions may be taken where it is determined that a potential conflict of interest does exist, or the appearance of a conflict of interest:

- The employee may be disqualified from participating in or influencing any affected ASUCLA activity.
- The employee may be expected to cease any activity perceived to be creating the potential or appearance of conflict of interest, or to resign his/her position.

Violations of this policy are grounds for corrective action up to and including immediate dismissal.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"WHISTLE BLOWER PROTECTION"**

#118	1 of 1	Supersedes:	N/A	Effective:	7/1/2008
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Whistle Blowing Activities

ASUCLA encourages the reporting of any improper ASUCLA activity by an ASUCLA employee which includes but is not limited to corruption; malfeasance; bribery; fraud; coercion; financial wastefulness; theft or misuse of property; gross misconduct, incompetence or inefficiency.

Procedures and Confidentiality for Reporting Whistle Blowing Activities

Any improper ASUCLA activity should be reported orally or in writing with as much specific, factual information as possible to a Supervisor and/or Human Resources Representative. Confidentiality will be maintained to the extent possible. Reports may be made anonymously if preferred.

Non-Retaliation

ASUCLA is committed to protecting employees and applicants for employment from interference with making a protected disclosure or retaliation for having made a protected disclosure.

An ASUCLA employee may not:

- Retaliate against an employee or applicant for employment who has made a protected disclosure
- Directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the employee's immediate supervisor or ASUCLA

Retaliation against someone who reports whistleblowing is strictly prohibited. Retaliation includes threats, intimidation, reprisals and/or adverse actions related to employment, however, any act of reprisal violates this policy and will result in appropriate disciplinary action.

Any act of retaliation will be treated as a separate and distinct incident, regardless of the outcome of the whistleblowing report.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"PROPRIETARY INFORMATION"**

#121	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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Methods, procedures, processes, program software, documents, designs or products uniquely developed for ASUCLA by an employee compensated for their development belong to ASUCLA, and not to the employee. ASUCLA employees must agree to submit these to ASUCLA's control, and to surrender them at separation of employment, if not before. If material or information has been uniquely developed for ASUCLA and has potential commercial value, it is appropriate that ASUCLA produce the item commercially or license others to do so.

Violation of this policy may result in corrective action, up to and including immediate dismissal.

Duplication

Methods, procedures, processes, program software, documents, designs or products uniquely developed for ASUCLA may not be duplicated nor distributed unless:

- They will benefit UCLA, ASUCLA or the education community in general.
- Releasing them will in no way disadvantage ASUCLA.
- The duplication and/or distribution is approved in writing by ASUCLA's Executive Director.

Materials or information may not be reproduced for commercial use except by ASUCLA or its approved licensors.

Consulting Engagements

ASUCLA employees may use ASUCLA developed materials as a supplement to a personal consulting engagement if:

- The materials do not constitute the main substance of the consulting engagement.
- The consulting engagement is not in violation of ASUCLA's policy on "Conflict of Interest".
- Employees must request the approval of the Executive Director, or his/her designee, in writing prior to using such materials for a personal consulting engagement.

Employees will be responsible for the cost of reproducing approved materials/information. Any cost of reproducing materials/information passed on by an employee to his/her client shall contain no element of mark-up.

Confidential Information

Employees may not disclose any confidential information acquired in advance of its public dissemination or by reason of his/her ASUCLA position to any unauthorized person.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"MEDIA INQUIRIES"**

#126	1 of 1	Supersedes:	12/1/97	Effective:	8/1/2005
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All inquiries from media representatives are to be referred to ASUCLA's Executive Director's Office at (310)825-8011.

ASUCLA employees are not authorized to respond to inquiries from media representatives without the express authorization of ASUCLA's Executive Director or designee.

Failure to comply with this policy is grounds for corrective action up to and including immediate dismissal.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

ASUCLA STUDENT EMPLOYMENT POLICY:
“SUBSTANCE ABUSE IN THE WORK PLACE”

#131	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2003	Effective:	8/1/2005
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Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, use, purchase, or sale; of alcohol, illegal drugs, controlled substances, other intoxicants, or related paraphernalia; while engaged in ASUCLA business in or outside the work place, on ASUCLA and University premises, and at official ASUCLA and University functions.

In addition, employees shall not use illegal nor legal substances or related paraphernalia in a manner that impairs performance.

Employees found to be in violation of this policy may be subject to corrective action, up to and including immediate dismissal.

ASUCLA recognizes dependency on alcohol and other drugs as a treatable condition, and encourages employee use of counseling and referral services offered through UCLA's Student Psychological Services. Discussions with Student Psychological Services conform to confidentiality rights of clients and employees as defined by Federal and State laws, and ASUCLA policies/procedures.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"PRIVACY"**

#136	1 of 1	Supersedes:	9/1/90 12/1/97	Effective:	8/1/2005
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The State of California Information Practices Act of 1977 (effective July, 1978) requires the following information be provided to individuals asked to supply information about themselves:

- The purpose for the information requested on employment forms is for the administration of personnel actions including but not limited to employment and pay status, benefits, and withholding of taxes.
- Furnishing all information requested on employment forms is mandatory -- failure to do so may delay or prevent approval of the action for which the form is being completed.
- The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is required pursuant to the Internal Revenue Code. The Social Security number is used to verify your identity.
- ASUCLA does not sell, lend, or exchange information furnished on forms except under the following circumstances: for use by ASUCLA/UCLA departments and/or contract services for payroll and personnel administration reasons; for use of Federal/State government agencies as required by laws/regulations; in response to other matters requiring compliance to applicable laws/regulations; when compelling circumstances make disclosure necessary in a health or safety emergency.
- In such cases, an employee will be informed of disclosure of personal information made without his/her prior consent. A record of any such disclosure will be kept in the employee's personal Employment File.
- ASUCLA's Human Resources Division will respond to requests for verifications of employment and will provide only information concerning dates of employment, most recent job title, and whether or not the employee is eligible for rehire.
- Individuals may review any records retained in their personal Employment Files, which are located in ASUCLA's Human Resources Division.
- Employment forms and the information contained on them are maintained by ASUCLA's Human Resources Division.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"EMPLOYMENT FILES"**

#141	1 of 1	Supersedes:	4/1/96	Effective:	12/1/97
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The Human Resources Department maintains a confidential Employment File for each employee consisting of official documents related to your employment and job performance. This file is the Association's official record and is available only to management and Human Resources staff in transacting promotions, transfers and other employment related matters. You may also review your file, and obtain copies of any documents in it that you have signed.

You are required to notify your supervisor or manager in the event you change your name, address or phone number.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"FINGERPRINTING"**

#143	1 of 1	Supersedes:	7/1/2012	Effective:	8/1/2015
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As a condition of employment, ASUCLA requires that fingerprinting be conducted when deemed appropriate due to the nature of a new position and/or for employees who are under consideration for promotion, reclassification or transfer to a new position.

Positions considered as critical and/or sensitive requiring fingerprinting include:

- Customer Service Supervisors for Store (162,181,182) and Food Services (192,196)
- Customer Service Lead Supervisors for Store (163) and Food Services (193)
- Customer Senior Service Supervisors for Store (165) and Food Services (194)
- Store Customer Representatives (160) with DMV Pull Notices
- Loss Prevention Agents
- Building Managers

In addition, other employees that work in the following departments shall be fingerprinted:

- Accounts Payable/Accounts Receivable
- Main Cashiers Office
- Post Office
- Catering

Candidates in the categories listed above shall be sent to UCLA Police department for fingerprint examination. UCLA Police Department will serve as the Office of Record for criminal record background checks and background information obtained regarding fingerprint data. Copies of the information obtained by UCPD will be provided to ASUCLA Human Resources.

If a candidate disputes the accuracy of any information obtained in the criminal records check, s/he should be referred to the agency that provided the information.

ASUCLA Human Resources shall be responsible for assuring that a fingerprint examination is conducted when an employee is promoted or reclassified to any of the positions listed above unless they have already been fingerprinted.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"SMOKE FREE ENVIRONMENT"**

#146	1 of 1	Supersedes:	12/1/97 1/1/2001 5/1/2004 8/1/2005	Effective:	7/1/2013
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Smoking is not permitted in any ASUCLA facility, including in employees' personal offices.

Employees interested in seeking assistance to stop smoking are encouraged to contact the campus' Student Psychological Services at (310) 825-0768.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"STANDARDS FOR APPEARANCE"**

#151	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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Your department has established its own standards for work place appearance which it will review with you. In areas where there is a high degree of contact with the public or general campus community, you will likely be required to wear professional business attire, or you may be required to wear some type of uniform clothing. In other areas, there may be health and safety issues that require you to wear special clothing (e.g., long pants, head coverings, back supporting belts). There are areas where thongs and any sandals or footwear that do not provide protective covering to the foot are not permitted.

The following standards, however, apply to all ASUCLA employees:

- Employees and their attire must be clean, neat and/or well groomed when working.
- Strapless, halter, midriff and off-the-shoulder styles of shirts, blouses and dresses are not allowed.
- Low-cut, sheer or otherwise revealing styles of clothing (including some tank tops and spandex leggings) are not allowed.
- Skirt, dress and shorts lengths that rise above mid-thigh when you are seated are not permitted.
- Attire that is obscene, vulgar or offensive to others is not permitted.
- Employees are not permitted to wear attire of any type that is adorned with printed statements, buttons or pins, unless issued by the department.

An employee who violates these or any department standards of appearance may be sent home without pay. If the employee violates standards of appearance again, s/he would receive corrective action up to and including dismissal.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

ASUCLA STUDENT EMPLOYMENT POLICY:
"FAMILY & PERSONAL RELATIONSHIPS"

#156	1 of 1	Supersedes:	4/1/96 1/1/2001 8/1/2005	Effective:	7/1/2007
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The employment of family members or individuals involved in close personal relationships is not permitted where potential exists for conflict of interest, including under the following circumstances:

- When a supervisory relationship would exist between them;
- When they would have the same Division Manager;
- When they would be working closely together;
- When potential conflict of interest, or even the appearance of a conflict of interest, may arise due to concerns of: morale; data security; compensation; safety; trade secrets; proprietary information; purchasing and vendor selection; loss control; as well as other business considerations.

Additionally, supervisors are prohibited from dating employees they supervise, or who are otherwise their subordinates, under any of these circumstances.

Violation of this policy may be grounds for corrective action, up to and including immediate dismissal.

For the purposes of this policy, family members are defined as "spouses", domestic partners, siblings, cousins, parents, children, children of domestic partners, grandparents, aunts, uncles, in-laws, and other persons related by marriage. Relatives of the domestic partner who would be covered if the domestic partner were the employee's spouse are also defined as near relatives. Individuals involved in close personal relationships can also include "boyfriends/girlfriends" and fiancés.

When circumstances change so that employees who were not formerly family members or individuals involved in close personal relationships become so and a conflict of interest, potential conflict or the appearance of a conflict exists, ASUCLA will at its sole discretion attempt to resolve the situation by determining whether or not either of the employees can be transferred to another position without unduly disrupting business operations. If no comparable position exists, an employee may be demoted to a lesser position with appropriate pay adjustment. If transfer is not operationally feasible, then one of the employees may be terminated. In making its determination, ASUCLA will consider the expressed joint preference of the employees affected.

In situations involving a relationship between a supervisor and subordinate, including where they are dating, ASUCLA may at its sole discretion determine to demote or terminate the supervisor.

In any of these situations, the Human Resources Division and appropriate Division Director will be consulted. ASUCLA may determine at its sole discretion that no conflict of interest nor potential for conflict exists, and that no corrective action is required.

Employees are expected to disclose family, personal and supervisor/subordinate dating relationships to their supervisor or manager whenever a conflict of interest, potential conflict or the appearance of a conflict may arise as defined above.

An employee will be deemed ineligible to transfer or be promoted to another position within ASUCLA if by doing so s/he will be in violation of this policy.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"ATTENDANCE"**

#161	1 of 2	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2003
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Attendance is considered an important part of overall job performance since loss of time is detrimental to the efficient operation of ASUCLA and the accomplishment of each employee's job responsibilities.

This policy applies to all ASUCLA employees. Please note that this policy is intended to provide supervisors and managers with a *guideline* in addressing poor attendance. Extenuating attendance circumstances (such as overall poor attendance due to a combination of excessive absence, excessive tardiness and unnotified absence) may result in other actions.

Notification of Absence or Tardiness

All employees are responsible for notifying their supervisor/department of absence or tardiness no less than one hour before the commencement of the scheduled shift, if at all possible. This procedure must be repeated for each day of absence and each occasion of tardiness, unless the employee is hospitalized. Your department will let you know of any procedures they have established for reporting absences and tardiness.

Should you have an extended illness and are unable to report to work for some time, please notify your supervisor as much in advance as possible. You may be asked to submit a doctor's note releasing you to return to work after an extended illness. Failure to provide a doctor's note upon request may result in dismissal.

Excessive Absences

Excessive absences may result in the following corrective actions:
Supervisors/managers may request a Doctor's written excuse for absences.

# of Occurrences *	Time Period	Actions
2	within 30 days of one another	verbal warning
2 additional	within any 30 days of one another	written warning
1 additional	at any time	2ND written warning
1 additional	at any time	dismissal

* An absence "occurrence" may be defined as:

- One absence.
- A number of consecutive days of absence.

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Excessive Tardiness

Excessive tardiness may result in the following corrective actions:

# of Tardies *	Time Period	Actions
1	at any time	verbal warning
1 additional	within 30 days of last tardy	written warning
1 additional	within 30 days of last tardy	2ND written warning
1 additional	at any time	dismissal

*** Tardiness is defined as:**

- Reporting to work more than 5 minutes past the commencement of the scheduled shift.
- Returning to work from break or meal periods at any time past the scheduled time of return.

Unnotified Absences

An unnotified absence is defined as an employee's failure to notify ASUCLA when absent as detailed above. An unnotified absence generally results in immediate dismissal.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"DMV PULL NOTICE SYSTEM"**

#166	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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If you will be driving on the job at least one day per week, you will be enrolled in the California State DMV Pull Notice System. This system reviews and tracks your California driving record to ensure you qualify for a position with driving duties. Your supervisor or manager will advise you if you are to be enrolled.

Being enrolled in the DMV Pull Notice Systems means that driving is a key responsibility for your position. Receiving too many driving violations or failing to maintain and possess a valid California Driver's License will result in corrective action up to and including immediate dismissal.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"SOLICITATION"**

#171	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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Occasionally, employees are engaged in some form of private enterprise, volunteer fund raising, or special interest group that they wish to promote to co-workers. Employees are not permitted to engage in the promotion of such activities during their regular work hours, nor to interrupt others while they are at work. The distribution of flyers that promote such activities on work premises is also prohibited. Employees who do not comply may receive corrective action up to and including dismissal.

It is essential for employees wishing to engage in any type of solicitation activities during breaks and meal periods to exercise the highest levels of judgment and discretion, due to the sensitive nature of individual rights and preferences. For instance, discussions related to politics and religion should be avoided.

The only exceptions to this policy include ASUCLA endorsed activities related to such things as blood drives and other charitable campaigns.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"EMPLOYEE CHECK WRITING"**

#176	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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Employees who write personal checks to ASUCLA in exchange for merchandise or services are responsible for ensuring that there are sufficient funds to cover the amount of purchase.

When an employee's check is returned to ASUCLA due to insufficient funds:

- The employee will receive corrective action up to and including immediate dismissal.
- Additionally, the employee must reimburse ASUCLA in cash for the amount of purchase plus bank and administrative service charges, on or before the next pay day.

When an employee fails to provide the reimbursement on or before the next pay day:

- ASUCLA retains the right to initiate repayments through payroll deductions.
- Immediate dismissal may occur.

If a check is returned due to bank error, the employee must provide ASUCLA with written documentation from the bank. In this case, no corrective action would occur.

ASUCLA does not cash employees' payroll or personal checks, nor permit employees to write personal checks for cash back above the amount of purchase.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

200's SECURITY, LOSS PREVENTION & SAFETY



Security & Loss Prevention _____	#201
Security Related Policies & Procedures	
ASUCLA's Security HOTline	
Awards for HOT TIPS	
Inspections & Monitoring _____	#206
Use of ASUCLA Equipment, Supplies & Resources _____	#211
Data Security _____	#216
Investigations _____	#221
Safety _____	#226
Injury or Illness on the Job	
Emergency Procedures _____	#231
Work Place Violence _____	#236

**ASUCLA STUDENT EMPLOYMENT POLICY:
"SECURITY & LOSS PREVENTION"**

#201	1 of 5	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2005	Effective:	8/1/2006
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It is the responsibility of all ASUCLA employees to protect Association assets, and to prevent losses due to customer and/or internal theft. This is accomplished in the following ways:

- By creating a safe work environment.
- By providing our customers a safe and pleasant environment in which to shop, dine, study -- or seek any of our services.
- By reducing and eliminating the internal and external theft of ASUCLA merchandise and property.
- By preserving our reputation of being an honest, reputable organization with which to conduct business.

Awareness is our first line of defense against loss following and enforcing policies/procedures eliminates opportunities for dishonesty.

As in most large organizations, ASUCLA has a Security and Loss Prevention Department. This department is staffed by both professional and student employees. It is their responsibility to guide and assist ASUCLA employees and departments in the above activities.

Shrinkage

Shrinkage is a word that is familiar to most retail and food service settings. It simply means "loss". In an atmosphere such as ours, it is often divided into 2 categories: "internal" and "external".

Facts About Shrinkage

Internal shrinkage results from such things as pricing errors, inventory/receiving errors, and employee theft.

- Internal shrinkage is responsible for a phenomenal 60% - 70% of all losses!
- 1/2 of all internal shrinkage is due to employee theft!

Employee theft includes:

- Taking money from cash registers for personal use.
- Using ASUCLA equipment and/or supplies for personal use.
- Taking or using merchandise without permission or proper payment.
- Letting friends have merchandise or food without charging them, or at other than the posted or ticketed price.
- Violating the Employee Discount Policy and the Employee Meal Program policy.
- Timecard violations.

External shrinkage is responsible for the remaining 30% - 40% of losses and results from such things as credit card fraud, check fraud, and shoplifting.

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The Real Cost of Theft

The following information points out the dollar value amount of loss ASUCLA experiences when merchandise and resources are stolen or misappropriated:

Shrinkage at ASUCLA:

- Revenue = \$55,000,000 per year
- Total Shrinkage of 1% = \$550,000
- Internal Shrinkage = \$357,500 [represents 65% of \$550,000]
- Employee Theft = \$178,750 per year [represents 1/2 of \$357,500]
- External Shrinkage = \$192,500 [represents 35% of \$550,000]

ASUCLA loses \$1,528 every day we are open, or \$127 each hour we are open!

The true cost of theft includes also the amount of additional sales needed to offset these losses.

Most of us don't stop to consider the full effect that losses have on our ability to provide goods and services to UCLA students and our other customers on a competitive basis.

Discouraging Theft

The most effective way of discouraging theft is by providing good customer service.

Most people who intend to commit theft are unwilling to do so if they know they have been noticed. Therefore, it is important to greet customers with:

- "Hi, how are you today?"
- "What can I show you today?"
- "Is there something I can help you find?"

Good customer service eliminates the opportunity for theft, because we are establishing our presence.

As our last line of defense against theft – particularly shoplifters -- most organizations (including ASUCLA) employ the use of plainclothes agents.

Our plainclothes agents observe and apprehend persons for taking merchandise from our premises without making payment, and they report other observed loss/theft to management.

But Security and Loss Prevention can't be everywhere! They need your help in alerting them to persons who are acting suspiciously in our stores, restaurants and departments.

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Recognizing Potential Shoplifters

Shoplifting is a common form of theft in most retail and food settings, including at ASUCLA.

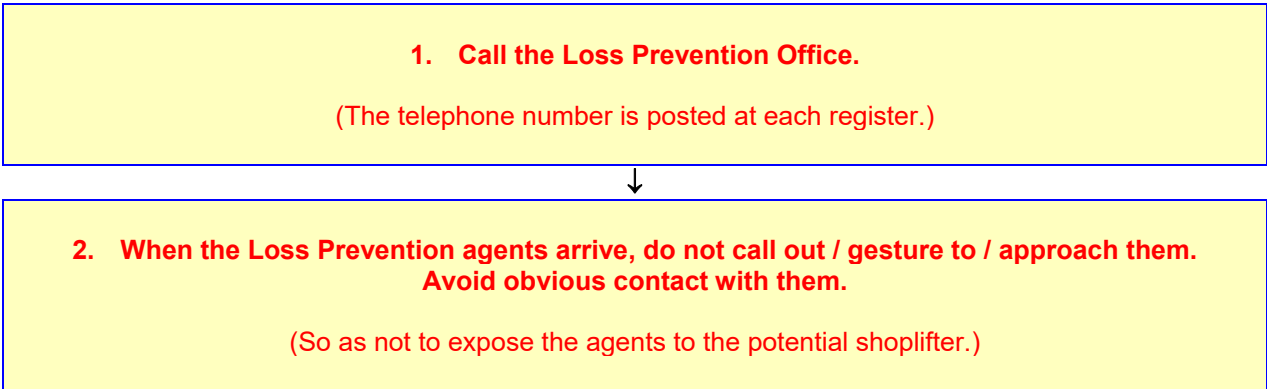
Look for these signs:

- Persons who avoid store employees.
- Persons who constantly watch store employees instead of the merchandise.
- Persons who spend an unusually long time in the same area, or who keep returning to the same area.
- Persons who enter with empty store, shopping or school bags.
- Persons who wear/carry unseasonable clothing, anytime of the year.

Responding to a Potential Shoplifter

For your safety, and the safety of others, **do not attempt to stop or question a potential shoplifter.**

Instead, follow these steps:



If you cannot reach a Loss Prevention Agent:

- Call the Store Managers Office and have Loss Prevention paged.
- Alert your supervisor or manager.
- Use customer service techniques to discourage the theft.

Food Service

Internal and external theft are not confined to our UCLA Stores.

The loss of prepared foods as well as food supplies adds significantly to ASUCLA's total losses.

Many of the guidelines above apply to situations you may encounter if you work for Food Service.

The following are some frequently asked questions, and answers, relating to our Food Service areas:

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Q: What should I do when I see a person leaving the restaurant with food they did not pay for?

A: Ask the person to pay; notify your supervisor/manager.

Q: Should I follow or physically detain the individual?

A: NO! Your safety is more important! Get a description, if possible.

Q: What should I do if I see an employee take or give away food, or violate the Meal Program?

A: Notify your supervisor/manager.

Q: What should we do about vagrants panhandling and interfering with our customers?

A: Call Security/Loss Prevention and UCPD.

Security Related Policies & Procedures

The following lists some policies and procedures that provide defense against loss/theft, and apply to all ASUCLA employees. This list is not intended to be all inclusive. In addition, your department may inform you of other policies and procedures they have implemented. Failure to adhere to ASUCLA and department security policies and procedures will result in corrective action, up to and including immediate dismissal. Violations should be reported immediately to your supervisor/manager, or to the Security/Loss Prevention Department.

Badges

Employees who are issued name badges must wear them at all times while on duty.

Personal Belongings

Backpacks and other bags are not allowed in retail/food service storerooms or work areas.

Merchandise Holds

You may under no circumstances place hold items in locker rooms and/or in personal bags or backpacks. You must follow your department's procedures when placing items on hold.

Employee Discount

You must be aware of, and follow, the published guidelines for the Employee Discount Policy.

Refunds

Established procedures must ALWAYS be followed, and refunded items must be properly secured/maintained.

Voids

Established procedures must be followed, including securing supervisor approval when required.

Receipts

Customers must always be given a receipt, if a receipt is generated. Any receipts left behind by customers must be torn lengthwise and discarded.

Overs & Shorts

Must be recorded and reported in a timely fashion, in accordance with department procedures.

Pricing

All pricing materials must be stored and secured when not in use.

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Registers

Employees are required to use their own identification number at any time they are ringing on a register.

Entering & Exiting

Employees must use designated employee entrances/exits when coming to or leaving the work site.

Cashiering

All employees are responsible for adhering to ASUCLA/department cash handling policies/procedures.

Wearing/Use of Store Merchandise

Employees are prohibited from wearing/using store merchandise that has not been purchased.

Employees as Customers

Employees are prohibited from performing any transactions for him/herself. This includes but is not limited to sales, returns and voids.

Suspicious Activities

Employees are required to report any suspicious activities to their supervisor, manager and/or Security/Loss Prevention Department.

**ASUCLA's Security
(310) 206-0757
(310) 206-1817**

In cases of theft/misappropriation of ASUCLA assets by other employees, you may call ASUCLA's Security. Employees may maintain their anonymity when making reports.

\$\$ Awards for "HOT TIPS"

Employees who do identify themselves when making reports may be eligible for a monetary award if the information reported leads to recovery of ASUCLA assets:

- **\$50 every month** will be awarded to the employee whose report leads to the largest recovery in that month.
- **\$250 every fiscal year** will be awarded to the employee whose report leads to the largest recovery in that year.

Security/Loss Prevention staff are not eligible for "HOT TIPS" awards.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"INSPECTIONS & MONITORING"**

#206	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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All packages, parcels, bags, and backpacks being removed from ASUCLA property by ASUCLA employees are subject to inspection. ASUCLA also reserves the right to conduct searches or inspections of employees' electronic data files, work areas including desks and files, and personal belongings in circumstances where these measures are deemed warranted.

From time to time, employee activities may be monitored to ensure compliance with service standards, operating programs, and policies/procedures. Monitoring may include such things as "silent shopper" programs and auditing customer service telephone calls.

ASUCLA encourages the use of electronic mail and respects the privacy of users. It affords electronic mail privacy protections comparable to that which it traditionally affords paper mail and telephone communications. Electronic mail may constitute a University record subject to disclosure under the California Public Records act or other laws or as a result of litigation. An E-mail holder's consent shall be sought by ASUCLA prior to any inspection, monitoring or disclosure of ASUCLA E-mail record in the holder's possession. However, access to ASUCLA's electronic mail services is a privilege that may be wholly or partially restricted by ASUCLA without prior notice and without the consent of the email user. ASUCLA may inspect, monitor or disclose electronic mail without the consent of the email user when required by and consistent with law when there is substantiated reason to believe that violations of law or of ASUCLA policies have taken place or in exceptional cases, when required to meet time-dependent, critical operational needs. In either case, the responsible authority or designee shall, at the earliest possible opportunity that is lawful and consistent with other ASUCLA policy, notify the affected individual of the action(s) taken and the reasons for the action(s) taken.

ASUCLA will publish, where consistent with law, an annual report summarizing instances of authorized or emergency nonconsensual access to electronic mail.

Searches, inspections and monitoring shall be conducted in compliance with applicable State and Federal laws.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

ASUCLA STUDENT EMPLOYMENT POLICY:

“USE OF ASUCLA EQUIPMENT, SUPPLIES & RESOURCES”

#211	1 of 2	Supersedes:	1/1/2001	Effective:	8/1/2005
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Equipment, supplies and other resources are provided to ASUCLA departments for the administration of the Association’s business activities.

Employees are to check with their supervisors/managers concerning departmental policies/procedures that address the use of ASUCLA equipment, supplies and other resources. Employees are expected to adhere to such policies/procedures, and to consistently use tracking forms, logs and reports.

Employees are expected to demonstrate the highest levels of professionalism and judgement in the use of ASUCLA equipment, supplies and other resources, and to adhere to the guidelines provided below. Violation of this policy may be grounds for immediate dismissal (see “Involuntary Separation”).

Telephones

The following are prohibited:

- Excessive time spent engaged in personal use of ASUCLA telephones.
- Personal use of ASUCLA telephones in a manner that interferes with business activities.

Employees are permitted to make and receive brief personal calls, but are expected to do so during regular breaks and meal periods whenever possible. It is recognized that, on occasion, employees may have need to make long distance personal calls using ASUCLA telephones, and/or calls lasting more than a few minutes. Employees are required to seek advance approval of their supervisors/managers before making such calls, and are expected to reimburse ASUCLA for the cost of them if unable to use a personal calling card.

E-Mail

Electronic mail services may be used for incidental personal purposes provided that such use does not directly or indirectly interfere with ASUCLA’s operation of computing facilities or electronic mail services, burden ASUCLA with noticeable incremental cost or interfere with the e-mail user’s employment or other obligations to ASUCLA.

Electronic mail services may not be used for: unlawful activities; commercial purposes not under the auspices of ASUCLA; personal financial gain; personal use or uses that violate other ASUCLA policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding intellectual property, or regarding sexual or other forms of harassment.

E-mail users shall not employ a false identity. E-mail may, however, be sent anonymously provided this does not violate any law or any other ASUCLA policy, and does not unreasonably interfere with the administrative business of ASUCLA.

Electronic mail users shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of ASUCLA unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing ASUCLA. An appropriate disclaimer is: “These statements are my own, not those of ASUCLA.”

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Photocopiers, Facsimile (“FAX”) Machines, Computer Printers & Other equipment

Use of ASUCLA photocopiers, facsimile machines, computer printers, and any other equipment is to be restricted to business activities. On rare occasions and under special circumstances, employees may have need to use ASUCLA equipment for personal reasons. Employees are required to seek advance approval of their supervisors/managers before making personal use of ASUCLA equipment, and are expected to reimburse ASUCLA for all costs associated with such personal use.

Supplies

The following are prohibited:

- Personal use of any supplies purchased by ASUCLA.
- Removal of any supplies purchased by ASUCLA from ASUCLA facilities.

ASUCLA Resources

Employee use of the following ASUCLA resources for personal use and/or advantage is prohibited:

- Mail services, distribution and receiving services.
- Other resources as defined by ASUCLA policies/procedures (see “Conflict of Interest” and “Proprietary Information”).

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"DATA SECURITY"**

#216	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2005 7/1/2009	Effective:	8/1/2015
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Company and non-company personnel using the computing and communications network are responsible for compliance with these data security standards and guidelines to prevent accidental or intentional unauthorized use, disclosure, modification or destruction of data and programs. This includes all remote access through authorized ASUCLA communications devices and processes. Unauthorized connectivity is not permitted. All users are individually responsible for reviewing the security standards that are specifically applicable. Serious and/or repeated violations of these data security standards and guidelines will result in corrective action, up to and including immediate dismissal.

Protection of Equipment and Data

Users of ASUCLA computer equipment (i.e., portable terminals, personal computers, diskettes, etc.) must take prudent steps to ensure the physical security and protection from theft, damage, destruction or unauthorized use.

Persons designated as owners of specific data are responsible for controlling access to that data. This includes secure storage and protection of sensitive data used in personal computers and/or transmitted via ASUCLA computing and communications resources.

Users of personal computers are responsible for providing backup and recovery copies of their critical data, programs, and system documentation.

Do not install unknown or unsolicited programs on computers.

No sensitive information such as Social Security Numbers, Driver's License or California Identification Card Numbers, Bank Account Numbers, or Debit or Credit Card Numbers is to be downloaded or stored on any of the following:

- Laptop Computers
- Home Computers
- PDAs or other mobile devices
- Removable media other than departmental back-up devices
- Any local workstation hard drives (i.e. "C" drives)

Users of data are responsible for the protection of that data. This includes all data on computers, printed reports, microfiche, etc. Lock up any sensitive materials before you leave your area.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less.

Employees should secure their workstations by logging off or locking (control-alt-delete for Windows users) prior to leaving them unattended.

All hosts used by the employee that are connected to ASUCLA Internet/Intranet/Extranet, whether owned by the employee or ASUCLA, shall be continually executing approved virus-scanning software with a current virus database. Home users accessing their workstations via Remote Desktop must have an anti-virus and spyware program on their home PCs prior to using this specialized service.

Encryption of information is to be used in compliance with ASUCLA IT Security Policies.

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Because information contained on portable computers is especially vulnerable, special care should be exercised. Laptops are to be protected in accordance with the ASUCLA IT Security Policies, including personal firewalls.

Passwords

Passwords are not to be shared, written down or displayed in unsecured places. Authorized users are responsible for the security of their passwords and accounts. Passwords must be selected using a pattern of letters and numbers that would be difficult to guess. Passwords should be at least 8 characters in length and contain characters from at least 3 of the following 4 categories:

- Lower case letters
- Upper case letters
- Numbers
- Special characters (i.e. !@#%&*&*()+_)

System and user level passwords should be changed every 45 days.

Transmission or Reception of Data

Transmission or reception of any material in violation of any governmental regulation is prohibited. This includes, but is not limited to: threatening, discriminatory or obscene material; copyright material; or material protected as a trade secret. Use of networks for illegal or inappropriate activities is prohibited.

All data, programs, systems, and documentation created or used for company business become the exclusive property of ASUCLA and are not to be reproduced or distributed externally without prior management approval.

Proprietary software such as Microsoft Word, Excel, Access, Schedule+, etc. and associated documentation are subject to copyright laws and licensing agreements and are not to be reproduced without prior written management approval.

Under no circumstances is an employee of ASUCLA authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing ASUCLA -owned resources.

Personal Data

All data, programs, systems, and documentation created or used for company business become the exclusive property of ASUCLA. Personal data should not be saved on any ASUCLA computer and ASUCLA reserves the right to access all files on company equipment.

E-Mail

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail or the Trojan horse code.

E-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of e-mail or e-mail systems. Such uses include, but are not limited to, the use of e-mail services to: send or forward e-mail chain letters; spam, that is, to exploit listservers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail and "letter-bomb", that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"INVESTIGATIONS"**

#221	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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From time to time, ASUCLA will be required to conduct internal investigations in order to verify compliance with laws, regulations, and policies/procedures. Investigations may also take place as a measure to resolve employee concerns and/or complaints related to their employment or the work place.

ASUCLA requires all employees to cooperate fully with any of its investigators or representatives throughout the course of an internal investigation.

Employees are to provide complete, honest answers when responding to ASUCLA investigators/representatives. They are to volunteer all information and documentation that may be helpful to ASUCLA in conducting its investigation. If information and/or documentation is discovered following an investigative interview, it must be immediately provided to the investigators/representatives.

Employees must not interfere with an investigation, or attempt to conduct their own investigations. Doing so may compromise the integrity of an investigation and expose employees and ASUCLA to the risk of claims such as retaliation and interference.

ASUCLA may also be required to participate in external investigations conducted by government entities. Employees will be instructed by ASUCLA when their participation and cooperation is needed during an external investigation.

Violation of this policy will be grounds for corrective action, up to and including immediate dismissal.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"SAFETY"**

#226	1 of 3	Supersedes:	12/1/97 1/1/2001 8/1/2005 7/1/2008 5/1/2009	Effective:	7/1/2013
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ASUCLA makes every effort to provide safe working conditions free from hazards which could lead to injury to our employees and customers, or to property damage. Every ASUCLA employee has an important place in safety and accident prevention, and is expected to cooperate fully with established safety measures. Failure to do so may result in corrective action, up to and including dismissal. This includes:

- Complying with safety guidelines, regulations and procedures.
- Reporting unsafe conditions or procedures to your supervisor.
- Reporting safety/accident incidents to your supervisor.
- Accepting responsibility for safe work performance.

Only through the joint efforts of all employees and supervisors can safety and accident prevention be attained.

General Safety Guidelines

Employees are expected to follow these guidelines and to report observed violations to their supervisor or manager. This list is not intended to be all inclusive. Employees are expected to apply the highest levels of judgment to ensure safety and accident prevention. In addition, other safety guidelines may apply to your job and daily activities which your supervisor will review with you.

- Report any incident or accident to your supervisor or manager at once, no matter how minor.
- If you become ill or are injured on the job, immediately notify your supervisor or manager.
- Walk -- do not run -- on work premises.
- Only operate equipment on which you have been properly trained.
- Keep stairs, aisles, floors and walkways dry and clear of materials.
- Be on the alert for fire hazards, and report or correct them.
- Know the location of the nearest fire exit, as well as the location and use of the fire fighting equipment in your area.
- No smoking: all Campus & ASUCLA facilities are smoke-free
- Dispose of waste and trash immediately.
- Report all unsafe conditions and equipment to your supervisor or manager.
- Appliances such as fans, lamps and radios are only permitted if they are UL approved and so marked, and if you have your supervisor's or manager's approval to use them.

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- Close cabinets, files and desk drawers at all times when not in use.
- Stack materials on desks, cabinets and storage areas neatly and in a secure manner.
- Keep exits free from obstructions.
- Use proper lifting techniques when lifting materials. Keep your back straight, bend at your knees, and lift with your legs. Only lift materials you can comfortably manage. Request assistance from co-workers for heavy objects.
- Be careful not to overload electrical outlets or allow electrical cords to tangle.
- Approach any solid door with caution to avoid being hit if someone opens it from the other side.
- Be alert to dangerous weather conditions and any potential impact on safety and accident prevention.

Office and Computer Safety

If you work at a computer or desk for a significant portion of the day, remember to periodically shift positions and stretch to relieve muscle tension. Computer screens should be adjusted slightly below eye level and have good contrast. Relax your eyes occasionally to prevent eye strain. Adjust your chair and keyboard height so forearms are level and wrists are straight when your hands rest on the keys. Your feet should rest comfortably on the floor.

Housekeeping

In addition to being responsible for accident prevention in performing work and in their own work surroundings, employees are accountable for the general cleanliness of their work space.

Safe Fire Response

Immediately report any fire to your supervisor or manager and call "911".

In its beginning stage, a fire can often be extinguished or controlled using mounted or portable fire extinguishers. However, if you are not familiar with how to use this equipment, or if the fire appears to be growing out of control, evacuate the facility.

Safe Evacuation

When evacuation is required in response to a fire, explosion or natural disaster, an alarm system will be your cue to evacuate. To ensure safe evacuation, it is essential not to panic. Evacuate quietly and in an orderly manner through the nearest exit. Elevators should never be used when evacuating. Remember to close your office door prior to leaving, but not if that would endanger you or others.

Seat Belts

It is a well proven fact that the use of seat belts reduces the risk of injury or death in the event of an accident. When on company business, whether using a personal or company vehicle, employees are required to use a seat belt.

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Hands Free Cell Devices

No employee shall operate a company motor vehicle while using a mobile telephone to engage in a call while the vehicle is in motion unless the employee uses a hands-free mobile telephone which allows the user to communicate without the use of either hand or when the sole purpose of the phone call is to communicate an emergency to a police or fire department, a hospital or physician's office or an ambulance corps.

Using electronic wireless communications devices including BlackBerries, iPhones, Ipod Touch devices, pagers, cell phones, laptop computers, etc. to manually communicate with any person by writing, sending or reading a text message using a text-based communication, such as text messages, instant messages or e-mail while driving a motor vehicle is also prohibited.

Injury or Illness On The Job

ASUCLA employees are covered by Workers Compensation Insurance. This insurance provides:

- Payment of approved medical expenses that result from work-incurred injury or illness.
- Payment of an allotted percentage for time off work due to the injury or illness.
- In some cases, employees are also eligible for a Work-Incurred Leave of Absence.

Employees who are injured while at work should notify their supervisor immediately, no matter how minor the injury may seem to be at the time.

Employees should contact ASUCLA's HR Division Area Manager with questions about Workers Compensation Insurance benefits.

Treating Physician/Professional

Employees who file a report of work-incurred injury or illness will be referred by ASUCLA to an appropriate physician/professional for assessment and/or treatment. 30 days after filing the report, employees may designate their own treating physician/professional.

Employees may be immediately referred to a physician/professional of their choosing if they have previously submitted a request to do so in the event of work-incurred injury or illness. The request must be submitted in writing prior to the report of work-incurred injury or illness. It is recommended that the written request be submitted at the time of hire for inclusion in the Employment File.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"EMERGENCY PROCEDURES"**

#231	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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ASUCLA has developed detailed guidelines for its employees in the event of a disaster or emergency such as an earthquake, fire, hazardous materials spill or civil disorder. These emergency procedures may be maintained by Division Heads, and can be located from your PC, as follows:

From WORD, select:
S: > Shared > Security > "Emergncy.doc"

In addition, each department maintains a telephone list to facilitate communication during such times. It is vital that you know how to call your department and that you notify your supervisor of any changes to your address or telephone number.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"WORK PLACE VIOLENCE"**

#236	1 of 1	Supersedes:	6/1/98 1/1/2001 8/1/2003 8/1/2005	Effective:	8/1/2006
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ASUCLA is committed to providing and maintaining an environment that is free of intimidation from acts or threats of violent behavior. Such behavior is not only a violation of ASUCLA policy, it is prohibited by law.

For purposes of this policy, violent behavior and threats of violent behavior are defined as:

- The actual or implied threat of harm to an individual or a group of individuals.
- The possession on ASUCLA/University property of weapons of any kind, unless specifically authorized by the UCPD Chief of Police.
- The brandishing of any object that could reasonably be construed as a weapon.
- Reckless or intentional disregard for the physical safety or well being of others; putting individuals at risk of being injured.
- The actual or implied threat of willful destruction to ASUCLA/University property, or to private/personal property on ASUCLA/University premises.
- Commission of a violent felony or misdemeanor against any person(s) on ASUCLA/University property including but not limited to stalking, physical assault, and battery.
- Any other conduct, either physical or verbal, that a reasonable person would perceive as actual or threatened violence.

Employees are to immediately report actual or threatened violence to their supervisors and/or ASUCLA's Security & Loss Prevention Division when they have been subjected to, witnessed, or have knowledge of actual or threatened violence, or any conduct that could be perceived as actual or threatened violence.

Violent behavior and threats of violent behavior are a form of work place misconduct which is subject to corrective action up to and including immediate dismissal, as well as to prosecution to the fullest extent of the law.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

300's COMPENSATION



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**ASUCLA's STUDENT EMPLOYEE TITLE & PAY PLAN:
"CLASSIFICATIONS & PAY RANGES"**

#301-A	1 of 4	Supersedes:	7/1/2017 1/1/2018 6/1/2018 7/1/2018 7/2/2019 7/1/2021 7/1/2022	Effective:	7/1/2023
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**STUDENT PART-TIME CLASSIFICATIONS
JOB CODE 4921**

Rate	Minimum	Midpoint	Maximum	Status
Range				
Salary Grade: 160 NON-EX				
Customer Service Representative <i>UEP 4922 Asst. I</i>				
HR	\$16.80	\$21.00	\$25.20	
Salary Grade: 162 NON-EX				
Customer Service Supervisor/ Administrative Service Representative <i>UEP 4921 Asst. II</i>				
HR	\$17.65	\$22.06	\$26.48	
Salary Grade: 163 NON-EX				
Customer Service Lead Supervisor <i>UEP 4920 Asst. III</i>				
HR	\$18.55	\$23.19	\$27.83	
Salary Grade: 164 NON-EX				
Management Assistant <i>UEP 4920 Asst. III</i>				
HR	\$18.55	\$23.19	\$27.83	
Salary Grade: 165 NON-EX				
Customer Service Senior Supervisor/Management Trainee <i>UEP 4919 Asst. IV</i>				
HR	\$19.40	\$24.25	\$29.10	
Salary Grade: 166 NON-EX				
Project Assistant <i>UEP 4919 Asst. IV</i>				
HR	\$19.40	\$24.25	\$29.10	
Salary Grade: 167 NON-EX				
Technical Assistant <i>UEP 4919 Asst. IV</i>				
HR	\$19.40	\$24.25	\$29.10	

Continued

**ASUCLA's STUDENT EMPLOYEE TITLE & PAY PLAN:
"CLASSIFICATIONS & PAY RANGES"**

#301-A	2 of 4	Supersedes:	7/1/2017 1/1/2018 6/1/2018 7/1/2018 7/2/2019 7/1/2021 7/1/2022	Effective:	7/1/2023
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**STUDENT PART-TIME CLASSIFICATIONS – COMPUTER STORE
JOB CODE 4921**

Rate	Minimum	Midpoint	Maximum	Status
	Range			

Salary Grade: 180						NON-EX
Computer Store Representative						<i>UEP 4921 Asst. II</i>
	HR	\$17.65	\$22.06	\$26.48		
Salary Grade: 181						NON-EX
Computer Store Specialist						<i>UEP 4920 Asst. III</i>
	HR	\$18.55	\$23.19	\$27.83		
Salary Grade: 182						NON-EX
Technical Services Supervisor						<i>UEP 4919 Asst. IV</i>
	HR	\$19.40	\$24.25	\$29.10		

Continued

Continued "CLASSIFICATIONS AND PAY RANGES"

#301-A	3 of 4	Supersedes:	7/1/2017 1/1/2018 6/1/2018 7/1/2018 7/2/2019 7/1/2021 7/1/2022	Effective:	7/1/2023
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**STUDENT PART-TIME CLASSIFICATION – FOOD SERVICE
JOB CODE 4922**

Rate	Minimum	Midpoint	Maximum	Status
	Range			

Salary Grade: 190				NON-EX
Customer Service Representative				<i>UEP 4922 Asst. I</i>
	HR	\$16.80	\$21.00	\$25.20
Salary Grade: 191				NON-EX
Customer Service Representative				<i>UEP 4921 Asst. II</i>
Back of House	HR	\$17.30	\$21.63	\$25.95
Salary Grade: 192				NON-EX
Customer Service Supervisor				<i>UEP 4921 Asst. II</i>
	HR	\$17.65	\$22.06	\$26.48
Salary Grade: 196				NON-EX
Customer Service Supervisor				<i>UEP 4921 Asst. II</i>
Back of House	HR	\$18.20	\$22.75	\$27.30
Salary Grade: 193				NON-EX
Customer Service Lead Supervisor				<i>UEP 4920 Asst. III</i>
	HR	\$18.55	\$23.19	\$27.83
Salary Grade: 194				NON-EX
Customer Service Senior Supervisor				<i>UEP 4919 Asst. IV</i>
	HR	\$19.40	\$24.25	\$29.1
Salary Grade: 195				NON-EX
Dishwasher				<i>UEP 4922 Asst. I</i>
	HR	\$17.80	\$22.25	\$26.7
Salary Grade: 196				NON-EX
Customer Service Super				<i>UEP 4922 Asst. I</i>
Back of House	HR	\$18.20	\$22.75	\$27.30

Continued

Continued "CLASSIFICATIONS AND PAY RANGES"

#301-A	4 of 4	Supersedes:	7/1/2017 1/1/2018 6/1/2018 7/1/2018 7/2/2019 7/1/2021 7/1/2022	Effective:	7/1/2023
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**STUDENT PART-TIME CLASSIFICATIONS– STUDENT MEDIA
JOB CODE 4920**

	Rate	Minimum	Midpoint	Maximum	Status
	Range				
Salary Grade: 760 Customer Service Representative	HR	\$16.80	\$21.00	\$25.20	NON-EX <i>UEP 4922 Asst. I</i>
Salary Grade: 762 Customer Service Supervisor/ Administrative Service Representative	HR	\$17.65	\$22.06	\$26.48	NON-EX <i>UEP 4921 Asst. II</i>
Salary Grade: 763 Customer Service Senior Supervisor	HR	\$18.55	\$23.19	\$27.83	NON-EX <i>UEP 4920 Asst. III</i>
Salary Grade: 764 Management Assistant	HR	\$18.55	\$23.19	\$27.83	NON-EX <i>UEP 4920 Asst. III</i>
Salary Grade: 765 Management Trainee	HR	\$19.40	\$24.25	\$29.10	NON-EX <i>UEP 4919 Asst. IV</i>
Salary Grade: 766 Project Assistant	HR	By terms of agreement			NON-EX
Salary Grade: 767 Technical Assistant	HR	By terms of agreement			NON-EX

**STUDENT PART-TIME CLASSIFICATIONS– STIPEND
JOB CODE 4919**

By terms of agreement

**ASUCLA's STUDENT EMPLOYEE TITLE & PAY PLAN:
"ABBREVIATIONS & TERMS"**

#301-F	1 of 1	Supersedes:	12/1/97	Effective:	3/1/98
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Code:

Identifies a specific payroll classification.

Title:

- The name of a specific payroll classification.
- This is to be differentiated from a specific position's "Working Title".

Rate:

- "HR" = the hourly pay rate.
- All student employee pay rates are hourly.

Pay Range:

The range of compensation for any classification.

Ranges begin with minimum and end with maximum pay rates. Midpoint pay rates are also shown.

Employees are paid within the established minimum and maximum pay rates for their classification.

Status:

- "NON-EX" = Non-exempt (see "Pay Status").

**ASUCLA's STUDENT EMPLOYEE TITLE & PAY PLAN:
"PAY INCREASES & ADJUSTMENTS"**

#301-J	1 of 3	Supersedes:	7/1/98 1/1/2001 8/1/2003 8/1/2005 8/1/2006 7/1/2007 10/1/2007 7/1/2008 5/1/2009 7/1/2009 7/1/2010 7/1/2011 7/1/2012 9/1/2012	Effective:	7/1/2013
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General Provisions

- Employees are paid within the established "Minimum" and "Maximum" pay rates for their classification.
- Student employees are usually hired at "Minimum" of the pay range for their job.

Employment Changes & Current Student Employee Pay

Regular Student Employees

The following shows how pay is affected when a current regular status student employee is transferred to another service area, reclassified or elects to assume a different or "ADD" position:

If the position level = :	Pay rate would = :
Same classification as current	Same rate as current
Lower classification than current	Same % into the pay range of the lower classification as the % into the pay range of the current job classification
Higher classification than current	Employee receives the greater of: <ul style="list-style-type: none"> • "Minimum" of new pay range OR • 5% increase

Rehires

Regular Student Employees

Regular status student employees who return to regular status ASUCLA student employment at any time following separation are paid:

If hired into a Higher Classification	If hired into the Same or Lower Classification
"Minimum" of the pay range for new job or prior rate, whichever is higher	Same % into the pay range of the new job classification as the % into the pay range of the job classification occupied by the individual when they left ASUCLA employment

#301-J	2 of 3	Supersedes:	7/1/98 1/1/2001 8/1/2003 8/1/2005 8/1/2006 7/1/2007 10/1/2007 7/1/2008 5/1/2009 7/1/2009 7/1/2010 7/1/2011 7/1/2012 9/1/2012	Effective:	7/1/2013
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Stipends

Individuals who formerly received stipends will be paid by new terms of agreement if they accept a new stipend assignment.

Individuals who formerly received stipends will be paid at "Minimum" of the range for the new position on accepting regular status ASUCLA student employment.

Merit Increases

Regular status student employees are eligible for merit increases based on annual performance review ratings (see "Performance Reviews") and availability of funds.

The first eligibility for merit increase review occurs on April 1st if hired on or before February 1st of the same year. If hired after February 1st of that year, the first eligibility of merit increase will be April 1st the following year.

Merit increases are normally awarded annually, effective April 1.

Student employees who have reached the top of their pay range are not eligible for merit increases.

Ineligible for Merit Increases

Individuals receiving stipends are not eligible for annual merit increases.

Promotional Increases

A pay increase of 5% or "Minimum" of the new range, whichever is greater, may be awarded upon promotion or upward reclassification that includes significantly increased responsibilities.

Pay Adjustments

Compensation may be adjusted in response to a number of circumstances, including but not limited to:

- When significantly additional work is assumed without change to classification.
- When temporarily assigned the responsibilities of a higher level position.

Pay adjustments are generally increases of 5%.

Pay adjustments require the approval of ASUCLA's Executive Director.

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Demotion or Downward Reclassification

Employees who are demoted to a lesser position generally receive a pay decrease.

Employees whose positions are reclassified downward will receive a pay decrease when duties/responsibilities are significantly decreased, or under similar circumstances.

Range Adjustments

Pay ranges are adjusted periodically to provide increased potential for pay advancement.

Exceptions

Exceptions require the advance approval of the operating Division and Human Resources Directors.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"PAY STATUS"**

#306	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2006 10/1/2007	Effective:	7/1/2013
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All regular status student employees are identified in ASUCLA's Title & Pay Plan as Non-exempt.

Non-exempt employees are defined as employees who, based on duties performed and manner of compensation, are subject to all Fair Labor Standards Act provisions.

Non-exempt employees are compensated for actual time worked:

- They are required to report actual hours worked and all time off on the Kronos Timekeeping System. Managers will input hours worked from timesheets for special events if there is no Kronos Timeclock available.
- They are eligible to receive overtime pay or compensatory time off.

Individuals receiving stipends are not subject to the provisions of the Fair Labor Standards Act.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"DEFINED CONTRIBUTION PLAN"**

#311	1 of 1	Supersedes:	3/1/98 1/1/2001 8/1/2005	Effective:	8/1/2006
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DCP is a qualified retirement program governed and mandated by the Internal Revenue Service. It is administered by University of California Employee Benefits in the Office of the President, located in Oakland. Unless exempt, employees must contribute 7.5% of their gross wages to the DCP and 1.45% to Medicare (on a pre-tax basis). DCP contributions are made in lieu of Social Security.

Several investment options, from which you may choose, are available for your contributions. If you do not make an investment choice, the contributions will automatically be invested into a savings fund. To find out more about the DCP, contact the Human Resources Office.

You will receive a refund of your contributions and earnings upon terminating your employment with ASUCLA. The refund check will come to you 6 - 8 weeks later. Usual Federal and State taxes will be withheld, as well as tax penalties of 10% (federal) and 2.5% (state) if you are not of retirement age. To avoid such penalties, you have the option of arranging for a direct rollover of the money into an IRA or similar account.

Exemptions

To be exempt, you must satisfy the following requirements:

- You are subject to foreign taxes or Social Security totalization agreements; **OR**
- You are a nonresident alien with F-1/J-1 visa; **OR**
- You are enrolled in the following minimum unit requirements:

	Fall, Winter, & Spring Terms	Summer Terms
Undergraduate Students	6 units per term	4 units per term
Graduate Students	6 units per term or approved doctoral candidacy	4 units per term

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"TIMEKEEPING"**

#316	1 of 1	Supersedes:	1/1/2001	Effective:	8/1/2006
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All student employees are required to record time worked using the KRONOS timekeeping system. Pay checks are generated based on the hours reported worked from the KRONOS system by:

- 'Swiping in' promptly at the beginning of the scheduled shift.
- 'Swiping out' promptly at the end of the scheduled shift.
- 'Swiping out and in' promptly at the beginning and end of a meal period.

Employees are to immediately advise a professional supervisor or manager in the event they neglect to 'swipe in or out'.

Violations of this policy are grounds for immediate dismissal, including but not limited to:

- Failing to 'swipe' at the beginning or end of a scheduled shift or meal period.
- Accepting pay for time not worked while 'swiped in' the KRONOS system.
- 'Swiping in' before the beginning of a scheduled shift without supervisory/management approval in a manner that could result in pay for time not actually worked.
- 'Swiping out' after the end of a scheduled shift without supervisory/management approval in a manner that could result in pay for time not actually worked.
- 'Swiping out' after beginning a meal period without supervisory/management approval in a manner that could result in pay for time not actually worked.
- 'Swiping in' before returning from a meal period without supervisory/management approval in a manner that could result in pay for time not actually worked.
- Having someone else 'swipe in or out' on your behalf, or 'swiping in or out' on behalf of someone else.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"PAY CHECKS"**

#321	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2006 9/1/2012 7/1/2013	Effective:	7/1/2020
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Pay Days

ASUCLA's pay days are every other Wednesday.

There is a ten (10) day process period from the pay period end to the pay day, therefore, Wednesday pay day will pay time worked for the two weeks prior to the 10-day process period.

When a pay day falls on a holiday, pay checks are distributed the previous regular work day.

The "Work Week"

ASUCLA's work week begins at 12:00 a.m. every Sunday, and ends every Saturday at 11:59 p.m.

Automatic Deposit

Employees can log onto <https://ucpath.universityofcalifornia.edu> and elect to have their pay automatically deposited to a savings or checking account at almost any bank, savings institution or credit union in the Southern California area.

Employees who elect Automatic Deposit will also view their pay information on line at <https://ucpath.universityofcalifornia.edu>.

Pay Check Errors

Employees and individuals receiving stipends are responsible for reviewing their pay carefully to verify the number of hours, rate paid and deductions taken prior to cashing or otherwise negotiating them.

Employees and individuals receiving stipends are required to report discrepancies immediately to their supervisor or manager. Failure to report pay discrepancies resulting in overpayment may result in immediate dismissal.

ASUCLA retains the right to initiate employee and stipend repayments through payroll deductions when an overpayment occurs.

#326	1 of 1	Supersedes:	12/1/97	Effective:	1/1/2001
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Minimum/Maximum Hours

Each department establishes its own requirements for a **minimum** work schedule, but most ask their student employees to be available to work at least 10 hours per week.

ASUCLA's **maximum** work schedule for part-time employees is 20 hours per week. The 20 hour maximum work schedule may be waived when classes are not in session, such as during the summer months, holidays, and academic session breaks.

Individuals receiving stipends are not subject to these provisions.

Scheduling

The hours you work each week are scheduled according to your availability and are based on your department's business needs.

When schedules are changing due to such things as finals weeks, academic session breaks or the beginning of an academic quarter, you will be asked to provide your supervisor with your availability for the new period, in advance. Failure to do so may result in being removed from your department's schedule. This applies to:

- Regular status student employees.
- Project and Technical Assistants.
- Individuals receiving stipends.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"BREAKS & MEAL PERIODS"**

#331	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2005 8/1/2006 7/1/2011 7/1/2019	Effective:	10/1/2020
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ASUCLA adheres to the provisions of State and Federal law in scheduling employee breaks and meal periods.

Breaks and meal periods are scheduled by your supervisor based on the operating needs of the department, according to the following schedules:

BREAKS	
You may not combine 2 breaks to equal one, add breaks to a meal period, accumulate breaks for use another day, nor take breaks at the beginning or end of your work shift.	
Hours Scheduled	Length of Break
Under 3	Not eligible
At least 3 but fewer than 8 hours	One 15-minute break period
8 hours or more	Two 15-minute break periods

MEALS	
Length of meal periods when more than 6 hours are worked will be determined by your supervisor. Meal periods must fall as close as possible to the middle of your shift. You may not accumulate meal periods for use another day.	
Hours Scheduled	Length of Meal Period
Under 5....	Not eligible
5 - 6....	One 30-minute period (optional)
Over 6....	One 30 - 60-minute period (required)

Meal Period Waivers

Student employees are paid at their regular rates for meal periods under these conditions only:

- When required to stay at their work station during the meal period.
- When required to remain on "standby" at ASUCLA facilities/premises during the meal period.

Employees and their supervisors must have agreed in advance, in writing, to waiving the meal period, and must have advance approval of the Human Resources Division.

Stipends

Individuals receiving stipends are not covered under the provisions of State and Federal law concerning breaks and meal periods. Supervisors are therefore not obligated to provide breaks and meal periods to individuals in stipend assignments. Supervisors may, however, allow individuals in stipend assignments to take breaks and meal periods based on the operating needs of the department and the preferences of the individuals in stipend assignments.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"SPECIAL PAY"**

#336	1 of 3	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2005 7/1/2007	Effective:	7/1/2023
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Overtime Hours

In accordance with the Fair Labor Standards Act, when student employees are required to work more than 40 hours in a single work week, they will be compensated with either:

- Overtime pay at 1.5 times the regular hourly rate of pay.
- Compensatory Time at 1.5 times "straight time".

Wherever operationally feasible, Comp Time is to be taken in the same work week in which overtime hours will occur. In such cases, Comp Time is taken at "straight time".

Overtime pay or Comp Time does not occur when a student employee works in excess of 8 hours in one day, unless the 40 hours per week minimum requirement has been exceeded.

No more than 240 hours of Comp Time may be accrued (160 hours of actual overtime worked at 1.5 times "straight time"). Student employees shall be paid for overtime hours that exceed this maximum accrual limit, at 1.5 times the regular hourly rate.

Employees must have supervisory approval prior to working overtime hours or taking Comp Time.

Based on operating needs and employee preferences, supervisors will determine which method of compensation to apply to overtime hours worked.

"Standby" Pay

In accordance with applicable State and Federal laws/regulations, student employees will be paid at their regular rates for any hours they are required to remain on standby at ASUCLA facilities/premises. If an excess of 40 hours are worked in that work week, overtime rates will be paid.

Student employees who are performing on-call duty but who are not required to remain at ASUCLA facilities/premises (e.g., wearing pagers or checking in periodically) do not receive standby pay and are not eligible for minimum callback pay if asked to report for actual work.

"Callback" Pay

In accordance with applicable State and Federal laws/regulations, when called back to work after completing the regular work schedule and leaving the work premises, student employees will be paid at their regular rates for a minimum of 2 hours plus any additional hours actually worked. If an excess of 40 hours are worked in that work week, overtime rates will be paid.

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Travel Time

In accordance with applicable Federal laws/regulations, student employees will be paid at their regular rates for time spent traveling to and/or from a work location that is not the employee's regular work site. The usual amount of time spent traveling to and/or from home to the regular work site, and any meal periods, may be deducted.

Blood Drive Participation

All student employees who donate blood or platelets during campus blood drives will receive 4 hours of Comp Time at "straight time".

Shift Differential

In some cases, student employees assigned to work special shifts receive a shift differential rate in addition to their regular rate of pay. Check with your supervisor or manager to determine how shift differential is administered in your department.

The differential pay rate applies only to the hours worked that fall into your department's "special shift". For example:

If "special shift" is	And your shift is	You'd receive differential pay for
8:00 - 12:00	8:00 - 12:00	8:00 - 12:00
8:00 - 12:00	6:00 - 10:00	8:00 - 10:00

Jury Duty

Student employees do not receive pay when they are called to jury service. Many courts recognize this as financial hardship, and excuse those who claim financial hardship from serving on an extended panel. If you are subpoenaed for jury duty, you may wish to obtain a letter from ASUCLA's Human Resources Office that verifies that you would not receive any pay while on jury duty.

Pay Advances

ASUCLA does not provide pay advances.

Gratuities ("Tips")

All employees, including individuals receiving stipends, are prohibited from accepting any form of gratuity from ASUCLA customers or vendors.

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Stipends

Individuals in stipend assignments are not covered under the provisions of State and Federal law concerning special pay, and are therefore not eligible for the following:

- Premium pay/CTO for overtime hours worked.
- "Standby" pay.
- "Callback" pay.
- Travel time pay.
- Shift differential pay.
- Paid leave for jury duty.

ASUCLA STUDENT EMPLOYMENT POLICY:

“REPORT OF EARNINGS TO FINANCIAL AID OFFICE”

#341	1 of 1	Supersedes:	9/1/90 1/1/2001	Effective:	8/1/2005
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The UCLA Financial Aid Office requires that ASUCLA provide them with payroll information on our student employees and individuals in stipend assignments. The information is used to audit financial aid applications submitted by students. It is important that you advise the Financial Aid Office of your earnings with ASUCLA if you are, or expect to be, a financial aid recipient.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"WORK STUDY"**

#346	1 of 1	Supersedes:	12/1/97	Effective:	1/1/2001
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If you are eligible to receive Work Study funds, you can apply these funds to your ASUCLA earnings if you are a student employee. To do so, you must contact ASUCLA's Human Resources Office to complete necessary paperwork.

Students applying Work Study funds to ASUCLA employment will be paid at the same rate of pay as other ASUCLA student employees. Your supervisor, manager or a Human Resources Representative can provide you with additional information about the Work Study program.

The Work Study Program does not allow the application of Work Study funds towards stipends.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"GARNISHMENTS OF PAY"**

#351	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2005	Effective:	7/1/2007
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A garnishment is any judicial or government administrative procedure through which an employee's wages are required to be withheld for the payment of any debt.

Upon receipt of a court order for pay garnishment, and if the employee cannot obtain a release from the creditor, the moneys due will be forwarded to the proper authority.

Any other type of inquiry or request by an outside concern addressing an employee's indebtedness will not, for purposes of this policy, be considered a garnishment.

ASUCLA will not assume responsibility for the collection of any employee debt, except those owed to ASUCLA or when directed by court order.

ASUCLA will provide information to creditors only in accordance with applicable laws and regulations.

Corrective Action

ASUCLA recognizes garnishments of an employee's pay as a costly, administrative burden. In accordance with state and federal laws, ASUCLA may therefore take corrective action, up to and including dismissal, with an employee when a court order to garnish or withhold his/her earnings is received.

By statute, an employee may not be dismissed because of multiple garnishments to satisfy a single judgment, or to satisfy a Support Order.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

400's SPECIAL EMPLOYMENT BENEFITS



Food Service Employee Meal Program _____	#401
Employee Discount Program _____	#406
Student Employee Referral Bonuses _____	#411
Performance Recognition Awards _____	#416

ASUCLA STUDENT EMPLOYMENT POLICY:
“FOOD SERVICE EMPLOYEE MEAL PROGRAM”

#401	1 of 1	Supersedes:	12/1/97	Effective:	1/1/2001
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If you are a student employee of the Food Service Division, you will be eligible for an Employee Meal Allowance. Any day you work 2 or more hours, this program provides an allowance worth up to 50% of the cost of a meal, up to a retail value of \$5.00:

If meal costs	You pay
\$3.50	\$1.75
\$5.00	\$2.50
\$6.00	\$3.50

Your department will provide you with complete information about this program when you are hired.

Violations of Food Service Employee Meal Program policy/procedure will result in immediate dismissal.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"EMPLOYEE DISCOUNT PROGRAM"**

#406	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2003 5/1/2004	Effective:	8/1/2005
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Eligibility

The following individuals are eligible to receive a 20% discount on designated items, regular and sale price, in the UCLA Stores:

- All ASUCLA student employees
- Individuals in stipend assignments at ASUCLA
- USAC/GSA volunteers

Employee Discounts are not stackable during One Day Sale events.

To Receive Your Discount

- All ASUCLA student employees
- Individuals in stipend assignments at ASUCLA

Present your Bruin Card and advise the cashier you are an ASUCLA employee at the time you wish to make a purchase.

- USAC/GSA volunteers

You will receive a Temporary Discount Card from the Human Resources Office upon presentation of your Bruin Card and verification of your volunteer status. Present your Temporary Discount Card to the cashier at the time you wish to make a purchase.

The 20% discount will be automatically subtracted from the total of your purchase. You will be asked to sign a receipt which records and verifies the discount sale.

Discount Privileges

This discount privilege applies only to purchases you make for:

- Yourself
- Your spouse
- Dependents living in your household
- Gifts from you to anyone you personally know

You may not apply your employee discount to:

- Purchases you make for anyone not designated above from whom you will be reimbursed
- Purchases you make using another person's cash, check, credit or debit card

Violations of Employee Discount policy/procedure may result in immediate dismissal.

ASUCLA STUDENT EMPLOYMENT POLICY:
“STUDENT EMPLOYEE REFERRAL BONUSES”

#411	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2005 7/1/2007	Effective:	7/1/2008
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Student employees are encouraged to refer UCLA students for part-time job openings with ASUCLA, and may receive bonus payouts if referrals are successfully hired.

Eligibility

- All student employees are eligible to participate, excluding any Human Resources employees.
- All referrals must be regularly enrolled UCLA students.

Bonus Payout

A \$50 bonus will be credited to an ASUCLA Student Employee’s Bruincard when s/he refers a candidate who is hired to a specific student position that is posted (excluding stipend assignments).

All referrals must complete 90 days of satisfactory employment in order for the bonus payout to be granted.

Both the employee who made the referral and the referred candidate must be employed on the bonus payout date.

If more than one employee submits the same referral, the earliest submitted will be eligible for the bonus payout.

Exclusions

Referrals of individuals presently or previously working at ASUCLA in any capacity (such as student employee, individuals in stipend assignments or temp) are not eligible for bonus payouts.

Applicants already on file or under active consideration will not be accepted.

Administrative Guidelines

Referrals must be submitted to ASUCLA’s Human Resources Division on an “Employee Referral Form” that is attached to the candidate’s completed application.

ASUCLA STUDENT EMPLOYMENT POLICY:
“PERFORMANCE RECOGNITION AWARDS”

#416	1 of 1	Supersedes:	11/1/97 1/1/2001 2/28/2001 8/1/2003	Effective:	8/1/2005
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Superior Service Award\$

Student employees who are observed providing superior customer service by any ASUCLA professional staff may receive:

- A certificate of recognition.
- **\$5** credited to the recipient's UCLA BruinCard.

Student employees are eligible to receive multiple “Spot” awards.

Spot Award\$

Student employees who perform outstanding performance that is beyond the requirements of their positions may receive:

- A certificate of recognition.
- **\$25** credited to the recipient's UCLA BruinCard.

Student employees are eligible to receive multiple “Superior Service” awards.

Exceptional Performance Award\$

Student employees who have contributed to ASUCLA's mission through their participation in a major project and/or demonstration of exceptional commitment and leadership may receive:

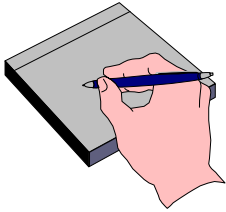
- A certificate of recognition.
- **\$100** in the form of a check.

“Exceptional Performance” awards are awarded annually. Recipients are honored at an event that is attended by professional and student staff of ASUCLA.

Eligibility

All student employees of ASUCLA Services & Enterprises are eligible to participate.

Individuals in stipend assignments are not eligible.



Performance Reviews _____ **#501**

- Timing of Reviews
- Appraisal Areas
- Appraisal Ratings
- Continuing Status
- Merit Increase Eligibility

**ASUCLA STUDENT EMPLOYMENT POLICY:
"PERFORMANCE REVIEWS"**

#501	1 of 2	Supersedes:	7/1/98 1/1/2001 8/1/2003 8/1/2005 8/1/2006 7/1/2007 7/1/2008 5/1/2009 7/1/2010 7/1/2011 7/1/2012	Effective:	7/1/2013
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ASUCLA offers UCLA students a variety of opportunities for skills development through meaningful job experiences and regular performance feedback. Regular status student employees who are employed at the end of the academic year receive a written review of performance on the job.

Timing of Reviews

Regular status student employees receive their performance reviews just prior to the beginning of Spring quarter if they are currently employed at that time.

Newly hired and rehired regular status student employees receive their first performance reviews on April 1st if hired on or before February 1st of the same year. If hired after February 1st of that year, their first performance review will be April 1st the following year.

Thereafter for continuing regular status student employees, reviews are received annually, effective April 1st.

Appraisal Areas

The review addresses job-related strengths and/or areas for improvement in the following areas:

- | | | |
|---------------------------|-------------------------|------------------------------|
| • Service | • Productivity | • Follows Direction |
| • Job Competencies | • Cooperation | • Policies/Procedures |
| • Attendance | • Responsiveness | • Supervisory Skills |

Appraisal Ratings

Supervisors and managers rate employee performance in each of the above categories as follows with the highest number of ratings constituting the overall performance rating:

Outstanding	Continuing status eligible. Merit increase eligible if employed at least 90 days.
Very Good	Continuing status eligible. Merit increase eligible if employed at least 90 days.
Good	Continuing status eligible. Merit increase eligible if employed at least 90 days.
Needs Improvement	Employment may be discontinued.
Unsatisfactory	Employment may be discontinued.

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Continuing Status

Regular status student employees who receive a summary rating of “Good” or above may be eligible to continue employment with ASUCLA. Employees and their supervisors or managers will discuss whether or not they’ll be working during the summer, or returning next Fall quarter. Because our operations are less busy in summer, we may not be able to provide summer jobs for all students who are interested.

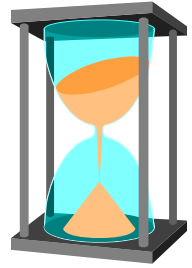
Most departments establish dates by which student employees must provide their availability if they are returning to work in the Fall. If student employees do not respond to their departments by the requested date, they may lose their continuing employment status. Employment in the Fall is also contingent upon the compatibility of student employees’ availability with the department’s staffing needs.

If the review has a summary rating of “Needs Improvement” employment could discontinue.
If the review has a summary rating of “Unsatisfactory”, employment could discontinue.

Merit Increase Eligibility

Consideration for merit increase may be granted when a regular status student employee receives a summary rating of “Good” or above.

CONTINUING SERVICE OPPORTUNITIES



Continuing Service Opportunities _____ **#601**

- Transfer
- “Add” Positions
- Promotion
- Graduation & Employment
- Breaks in Service

**ASUCLA STUDENT EMPLOYMENT POLICY:
“CONTINUING SERVICE OPPORTUNITIES”**

#601	1 of 2	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2005	Effective:	5/1/2009
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Student employees demonstrating good job performance are encouraged to seek different opportunities within the Association that will help develop professional level skills.

To qualify for any of the following opportunities, you must have received your first performance review with a rating of Good or above, and have no other record of performance deficiency.

Transfer

You may apply for opportunities in different departments by completing an “Application for Employment Change” at the Human Resources Office. To find out what other opportunities may exist you can review the student job postings, also available at the Human Resources Office.

If you are accepted by another department for transfer, your new supervisor or manager will contact your current department to arrange a mutually convenient transfer date. In most cases, 2 weeks of notice is given to the current department.

“Add” Positions

ASUCLA tries to provide jobs to meet the many different employment needs of students. There are times when schedules or other circumstances provide the need for students to hold 2 jobs.

You may work 2 jobs at ASUCLA, providing your combined work schedule does not exceed a maximum of 20 hours per week during regular academic sessions, or 40 hours per week during academic session breaks.

We refer to your second job as an “Add” position. The department for which you work the most hours per week is considered your “Home Department.”

Your pay checks and performance reviews will be generated from the Home Department. Your “Add Department” will give input into the performance reviews your “Home Department” prepares.

Student employees enrolled in ASUCLA’s Work Study program are not eligible for “Add” positions.

Promotion

Regular status student employees who are promoted (that is, hired to a job in a higher classification than the one you currently hold with increased job responsibilities) receive an increase in pay to the “Minimum” of the new pay range, or a 5% increase, whichever is greater.

Most often, employees receive promotions in their current departments. However, if interested in seeking a more responsible position elsewhere in the Association, you can review the student job postings on line at <http://www.collegestore.org/jobs-student/asucla-jobs.asp> or at the Human Resources Office and apply.

Continued "CONTINUING SERVICE OPPORTUNITIES"

#601	2 of 2	Supersedes:	12/1/97 1/1/2001 8/1/2003 8/1/2005	Effective:	5/1/2009
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Graduation & Employment

Graduated students are no longer eligible for student employment or to continue in a stipend assignment. If interested in continuing to work at ASUCLA, they must apply for available professional or limited appointment positions for which they are qualified.

Student employees are sometimes permitted to continue working at ASUCLA for one academic quarter directly following the quarter in which they graduate to assist them while they seek other employment.

Breaks in Service

Many students leave for the summer months, take an occasional quarter off, or discover there are quarters during which they attend UCLA but do not wish to work. Refer to ASUCLA's "[Title & Pay Plan](#)" for a more detailed explanation of how pay rates are administered for returning student employees.



Corrective Action _____ **701**
Investigation Preceding Corrective Action

**ASUCLA STUDENT EMPLOYMENT POLICY:
"CORRECTIVE ACTION"**

#701	1 of 1	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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General Provisions

Student employees of ASUCLA may be released at any time at the discretion of the Association. On occasion, corrective action is administered when student employees are not meeting minimum standards of job performance or conduct. Corrective actions include but are not limited to: verbal counselings, written performance warnings; suspensions; demotions; corrective pay decreases; and dismissal. The nature of the performance problem determines what corrective action is administered.

Records of corrective actions dating back more than 2 years shall not provide the bases for more serious corrective actions. With respect to matters of discrimination, sexual harassment and other work place misconduct, however, no such limitation shall apply.

Investigation Preceding Corrective Action

Prior to making a determination concerning corrective action, it may be necessary for ASUCLA to conduct a review or investigation into an employee's actions. In such cases, the employee would be placed on Investigative Leave.

Reasons for Investigative Leave include but are not limited to:

- Dishonesty, theft, or misappropriation of ASUCLA property/resources.
- Insubordination; inappropriate conduct.
- Acts endangering others, including use of verbal/physical violence or force.
- Other conduct that warrants removing the employee from the work site.

A written confirmation of Investigative Leave is provided within 3 regular business days of the incident leading to the Leave, stating the reason(s) and expected duration of the Leave. In addition, a statement will be included that the employee may respond in writing within 8 calendar days from the commencement of the Leave. At conclusion of the investigation, the employee is informed in writing of the actual duration and pay status of the Leave, and of disciplinary outcomes, if any.

No conclusion or inference is to be drawn from the fact that an employee has been placed on Investigative Leave, nor does being placed on Investigative Leave indicate the outcome of any investigation.

An employee who has been placed on Investigative Leave shall fully cooperate with ASUCLA's efforts to bring the investigation to closure by:

- Remaining available during normal working hours to meet with, and/or provide information to, ASUCLA's investigators and representatives.
- Keeping ASUCLA informed of how to be contacted while on Investigative Leave.
- Adhering to ASUCLA's policies on investigations (see "Investigations" and "Involuntary Separation").

Where it is determined in the course of an investigation that corrective action and/or dismissal is warranted, Investigative Leaves are without pay.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

801 COMPLAINT RESOLUTION



Complaint Resolution _____ #801

**ASUCLA STUDENT EMPLOYMENT POLICY:
"COMPLAINT RESOLUTION"**

#801	1 of 6	Supersedes:	7/1/98 1/1/2001 8/1/2003 8/1/2005 7/1/2008 7/1/2011	Effective:	9/1/2012
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ASUCLA has an 'open door' policy, and encourages its employees to discuss their work place concerns immediately with their supervisor or manager. At times, however, employees are more comfortable first discussing their concerns with the Human Resources Division. Often, meetings with Human Resources focus on how an employee can directly resolve her/his concerns.

Employees are encouraged to discuss their unresolved employment concerns with the Human Resources Office as soon as possible, since Formal Review of an employee's concerns is subject to various timelines (see "Formal Review", below).

Employee Complaint Resolution Procedures

ASUCLA's Employee Complaint Resolution Procedures are designed to facilitate the resolution of employee concerns arising out of employment or termination of employment.

Employees with concerns shall attempt to resolve them by following each of the steps outlined in the Complaint Resolution Procedures under "Informal Review" and "Formal Review".

Eligibility

All student employees are eligible for Informal Review of any work place concerns.

Student employees who have completed 13 months of consecutive employment on pay status may also request Formal Review of concerns if not resolved through the Informal process, with the exception that those who voluntarily terminate are not eligible.

Individuals in stipend assignments at ASUCLA are eligible for Informal Review of any concerns arising out of their assignment, but are not eligible for Formal Review.

Scope

Concerns about specific actions alleged to have adversely affected an employee's existing terms or conditions of employment, or alleged violation of ASUCLA policies/procedures, may be addressed through the Informal Review process.

Formal Review under ASUCLA's Grievance Procedures applies to complaints about:

- Corrective suspensions, demotions, pay decreases, dismissals, and written performance warnings pertaining only to such actions.
- Medical separation.
- Hours of work, overtime, shift differential.
- Reprisal for using or participating in the complaint process.
- Alleged violations of ASUCLA's policies on Non-discrimination or Sexual Harassment pertaining only to discriminatory application of policies listed above in this section.

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Informal Review

Step One:	Employee attempts to resolve concerns with immediate supervisor/manager. <i>If not resolved</i>
Step Two:	Employee requests review by Division and/or Human Resources Managers or Directors.
Step Three:	Employee requests review by Executive Director

Formal Review

Eligible employees whose concerns are not resolved after taking all of the steps in the Informal Review process may request Formal Review of employment matters:

Step Four:	Employee submits Request for Formal Review <i>If accepted</i>
Step Five:	Administrative Review or Hearing

Submitting a Request for Formal Review

A Request for Formal Review of employment matters must be submitted on a completed "ASUCLA Request for Formal Review" form. ASUCLA's "Request for Formal Review" form can be obtained at ASUCLA's Human Resources Office, or on the "S" drive "Shared" directory from WORD under: "Forms" > "HR" > "Complaint Resolution Form".

The employee must describe on the form:

- The specific actions that are requested for review.
- The date each specific action occurred.
- Any provisions under ASUCLA policies/procedures alleged to be violated.
- The manner in which they were violated.
- How the employee was adversely affected.
- The remedy requested.
- If they choose Administrative Review or Hearing.

The Request for Formal Review must be submitted to ASUCLA's Human Resources Division within 30 calendar days after the date on which the employee could be expected to know of the event or action of the complaint, or within 30 calendar days of the date of separation, whichever occurs first. If the complaint alleges a series of policy violations or pattern of management actions that are subject to review under this policy, the complaint must be filed within 30 calendar days after the most recent policy violation or management action

A Request for Formal Review is considered "submitted" on the date it is postmarked, the date it is personally delivered, the date it is faxed or the date it is e-mailed.

The Human Resources Division shall respond to the Request for Formal Review no later than 15 calendar days from the date the Request for Formal Review is received. ASUCLA may identify and require additional detail needed from the employee. If the employee does not provide the additional detail within the timeframe established, the incomplete claims will not be accepted for review. The Human Resources Division shall accept the request or inform the employee of ineligibility no later than 15 calendar days from the most recent correspondence.

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The Human Resources Division shall advise appropriate department and division management that a Request for Formal Review of the employee's concerns has been submitted and whether it was accepted or deemed ineligible.

Appeals

If an employee's Request for Formal Review was deemed ineligible, the employee may petition in writing to ASUCLA's Executive Director for a review of the following only:

- If the complaint is timely.
- If the complaint is within the scope of this policy.
- If the dismissal or closure of the complaint is due to the employee's failure to participate

The petition shall include copies of the Request for Formal Review and related documents, and shall be filed within 20 calendar days of the date that the employee's Request for Formal Review was deemed ineligible.

An appeal is considered "filed" on the date it is postmarked, the date it is personally delivered, the date it is faxed or the date it is e-mailed.

The Executive Director shall respond to the appeal in writing no later than 15 calendar days from the date the appeal is received, accepting or informing of ineligibility.

If the Executive Director determines that the Request for Formal Review is ineligible, the employee may appeal to the ASUCLA Board of Directors within 20 calendar days of the date that the employee received the Executive Director's written decision.

An appeal is considered "filed" on the date it is postmarked, the date it is personally delivered, the date it is faxed or the date it is e-mailed.

ASUCLA's Board of Directors shall respond to the appeal in writing no later than 15 calendar days from the date the appeal is received, accepting or informing of ineligibility.

If ASUCLA's Board of Directors determines that the Request for Formal Review is ineligible, the employee may appeal to the Vice President – Human Resources (or designee) at the University of California Office of the President within 20 calendar days of the date that the employee received ASUCLA's Board of Directors written decision.

An appeal is considered "filed" on the date it is postmarked, the date it is personally delivered, the date it is faxed or the date it is e-mailed.

The Vice President – Human Resources (or designee) at the University of California Office of the President has final authority for interpreting this policy.

Administrative Review

If the Request for Formal Review was accepted and the employee chose Administrative Review:

The Human Resources Division will meet with the employee to discuss the employee's statements regarding the complaint. This meeting will occur within 15 calendar days of the letter that confirmed acceptance of the Request for Formal Review.

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The Human Resources Division will then attempt to address the employee's concerns through:

- Fact finding, including interviews with supervisors, managers, witnesses and other appropriate parties, and review of relevant documentation.

A written decision will be prepared by the Human Resources Division and appropriate management, and will be sent by registered mail to the employee's home address no later than 21 calendar days from conclusion of the Administrative Review meeting. The decision shall be final and binding.

[Appeals](#)

If the employee does not agree with the written decision, they may appeal in writing to the Executive Director within 20 calendar days of the date that the written decision was received by the employee.

An appeal is considered "filed" on the date it is postmarked, the date it is personally delivered, the date it is faxed or the date it is e-mailed.

The Executive Director shall respond to the appeal no later than 15 calendar days from the date the appeal is received.

If the employee does not agree with the written decision of the Executive Director, they may appeal in writing to the ASUCLA Board of Directors within 20 calendar days of the date that the written decision was received by the employee.

An appeal is considered "filed" on the date it is postmarked, the date it is personally delivered, the date it is faxed or the date it is e-mailed.

The Board of Directors shall respond to the appeal no later than 15 calendar days from the date the appeal is received. Their decision will be final and binding.

[Hearing](#)

If the Request for Formal Review was accepted and the employee chose Hearing:

Hearings shall be conducted by a Hearing Officer from the American Arbitration Association. The Human Resources Division will provide the employee with a list of 5 Hearing Officers, from which one will be chosen by the process of alternating elimination, with the employee making the first of the eliminations. This will be done at a meeting between the employee and the Human Resources Division, which shall take place within 21 days following receipt of the employee's submitted request for hearing.

Hearing fees are borne equally by the parties, except that recording and stenographic fees are borne by the requesting party unless both parties agree otherwise in advance.

If the employee does not wish to pay hearing fees, the hearing shall be conducted by an assigned University Hearing Officer.

Individual complaints of 2 or more employees may be included in one hearing when the complaints arise from the same action and when it is agreed upon, in advance, by the employees and the appropriate member of management.

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Both the employee and ASUCLA are provided the opportunity to be represented throughout the hearing process by legal counsel or Campus Human Resources. Each party may bring one representative to the hearing or any meeting throughout the hearing process. The employee must include in their letter of request for hearing advance notice of the name, address and telephone number of their representative.

Except by mutual agreement of the parties, only issues that were accepted for formal review may be introduced at the hearing. The parties shall attempt to stipulate in writing to the Statement of Issues to be submitted for review at the hearing.

Each party will provide the other with relevant materials and names of all witnesses who are to be introduced at the hearing. This material shall be provided at least 10 calendar days prior to the hearing.

The standard of proof will be the preponderance of the evidence. In cases of corrective action or termination by ASUCLA, ASUCLA will bear the burden of proof and will present its case first. In all other cases, the employee will bear the burden of proof.

Offers of settlement or statements made in the course of settlement discussions shall not be admissible.

The hearing shall be closed to the general public. Attendance will be restricted to the parties directly involved including those on the witness list. In addition, another Human Resources representative may also be present.

The hearing will be recorded and a copy of the recording will be made available subject to payment of the cost by the requesting party. In addition, either party may make provisions for a stenographic report of the hearing, subject to payment of the cost, or the parties may agree in advance to share the expense of a stenographic report.

The Hearing Officer will conduct the hearing to determine the facts and whether the action portrayed in the complaint was in violation of ASUCLA policies/procedures. If the complaint involves corrective action or dismissal, the Hearing Officer will also determine whether the management action was in accordance with applicable laws/regulations. The Hearing Officer shall have no authority to depart from or otherwise modify ASUCLA policies/procedures, issue subpoenas, or order stenographic records.

The Hearing Officer will submit a report to the Executive Director, Human Resources Director and complainant within 30 calendar days following the close of the hearing.

The report will describe:

- Each incident or management action stated in the complaint.
- Each issue under submission.
- The positions of the parties.
- The findings of fact and policies/procedures violations, if any.
- A recommendation for resolution of each of the issues of the complaint.

The Hearing Officer shall not recommend any remedy that exceeds restoring to the employee pay, benefits, and/or rights lost as a result of the action taken, less any compensation from other sources.

Unemployment payments and Workers Compensation payments for permanent disability are not considered as compensation when determining the amount of the remedy. No interest shall be earned or paid on any amount restored to the employee; nor will the remedy include payment of attorney's fees or costs incurred by the employee. Compensation shall not be granted for any period of time resulting from an extension of time requested by or on behalf of the employee.

The decision shall be final and binding.

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Time Limits

The Human Resources Director may approve reasonable extension of any of the stipulated timelines. The employee and appropriate management will receive written confirmation of such extensions.

Any time limit that expires on a Saturday, Sunday, administrative holiday or other day off observed by ASUCLA shall be extended to the next regular business day.

Pay Status during the Complaint Process

An employee may be granted reasonable time off with pay during scheduled working hours to attend meetings convened by ASUCLA management to consider a complaint, or to attend a hearing. An employee will be on pay status for time spent testifying at a hearing if participating as a witness, and for time spent meeting with management relative to the investigation and resolution of an employee complaint. Other time spent relative to the complaint will be without pay.

Withdrawal of a Complaint

In agreement with ASUCLA, an employee may withdraw their complaint in writing, in whole or in part, at any time.

Failure to Participate

If an employee fails to participate in a timely manner in key aspects of the review process, ASUCLA may consider the complaint resolved and closed based on the last ASUCLA response.

Key aspects of the review process include (as applicable), but are not limited to, selection of a hearing officer, scheduling of and attendance at the hearing and responding on a timely basis to communications from ASUCLA representatives.

The employee will be notified in writing when their complaint is dismissed or closed due to failure to participate in the process. The employee may appeal the decision to dismiss or close the complaint to the Executive Director.

Conflict of Interest

If an employee has concerns about a conflict of interest on the part of the hearing officer and/or decision-maker, the employee should promptly raise those concerns with ASUCLA Human Resources. ASUCLA will determine whether an actual conflict of interest exists. In situations where it is determined that the hearing officer and/or decision-maker has an actual conflict of interest that would prevent them from serving impartially, a different hearing officer and/or decision-maker will be designated according to the Hearing procedure.

Retaliation

It is a violation of ASUCLA policy to retaliate against any employee for using or participating in the Complaint Resolution process.

SEPARATION



Resignation _____	#901
Medical Separation _____	#906
Involuntary Separation _____	#911
Final Pay checks _____	#916
Employment Verification _____	#921

**ASUCLA STUDENT EMPLOYMENT POLICY:
"RESIGNATION"**

#901	1 of 1	Supersedes:	12/1/97	Effective:	1/1/2001
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Student employees are expected to advise their supervisors in writing when they are voluntarily leaving ASUCLA's employment, and are asked to provide as much advance notice of their resignation as possible.

Students who fail to advise their supervisors of their resignation will be considered to have abandoned their job and will be ineligible for reemployment with ASUCLA at any time in the future.

On receiving an employee's verbal notice of resignation, supervisors should:

- Complete and sign the front page of ASUCLA's "Notice of Separation Form".
- Ask the resigning employee to sign the front page, and to complete the back page of this form.
- Forward the completed form to Human Resources no later than on the next business day.

The Resignation Notice Period

Student employees are encouraged to provide their supervisors with as much advance notice of their resignation as possible. 2 weeks' advance notice is desirable.

A determination may be made that it is in the best interests of ASUCLA to separate the employee prior to the requested last day of work.

Employees are expected to maintain satisfactory performance and conduct after giving notice of their resignation, and must continue to adhere to ASUCLA policies and procedures. Failure to do so will result in immediate release or dismissal.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"MEDICAL SEPARATION"**

#906	1 of 1	Supersedes:	1/1/2001 8/1/2003 7/1/2007	Effective:	7/1/2013
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An employee may be medically separated when unable to perform essential, assigned job functions due to a disability or medical condition. Prior to medical separation, ASUCLA will engage in the interactive process.

The determination to medically separate an employee may be based on:

- A written statement describing essential job functions that the employee is unable to perform.
- A written review by a vocational rehabilitation counselor, or appropriate representative, determining that no reasonable accommodation exists without causing undue hardship.

For disabilities and medical conditions that are not work-incurred, an evaluation of whether or not to medically separate will occur when an employee has been on medical leave for 6 months.

Employees will not be separated under this policy while on sick leave or extended sick leave. However, employees may be separated for medical or other reasons if the separation date was set prior to the commencement of sick or extended sick leave, and if they are afforded all rights provided by their retirement system.

Medical Documentation

Proof of the employee's disability or medical condition is required and is subject to verification by an ASUCLA-appointed healthcare provider. ASUCLA shall pay the costs of any medical examinations requested or required for the medical separation.

Written Notice of Intent to Medically Separate

Employees receive advance written notice of ASUCLA's intent to medically separate, which specifies:

- The essential job functions that the employee is unable to perform and any other pertinent documentation related to the interactive process.
- The employee may respond in writing to the written notice within 8 calendar days from the date it is issued.

Written Confirmation of Medical Separation

Employees receive written confirmation of the medical separation and notice of right to appeal after responding to the written notice of intent to medically separate, or 8 days after the written notice of intent to medically separate was issued.

#906	2 of 2	Supersedes:	4/1/98 1/1/2001 5/15/2003 7/1/2007	Effective:	7/1/2013
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The written confirmation of medical separation addresses:

- The reason(s) for the medical separation.
- The effective date of medical separation will be 18 calendar days after the written notice of intent to medically separate was issued.
- Employment verifications, final pay check(s), and benefits.
- ASUCLA's policies on "Medical Separation" and "Complaint Resolution".

Special Reemployment

An employee may be selected for a position without the requirement that the position be posted for a period of 1 year following medical separation.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"INVOLUNTARY SEPARATION"**

#911	1 of 2	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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General Provisions

ASUCLA student employees are involuntarily separated from employment under the following circumstances:

- In response to current business needs.
- When performance or conduct does not meet business needs and/or standards.

Student employees of ASUCLA may be released at any time at the discretion of the Association.

Immediate Dismissal

The following lists some examples of grounds for immediate dismissal (this list is not intended to be all inclusive):

- Theft/dishonesty, including misappropriation of Association time, property, money, systems, merchandise or product, and engaging in any illicit activity.
- Negligence, including any unsatisfactory performance that results in the misappropriation or loss of Association time, property, money, systems, merchandise or product.
- Violations/misuse of employee discount and meal allowance programs.
- Unauthorized destruction of Association property.
- Use of verbal or physical violence or force; threats of any nature.
- Unlawful discrimination or harassment.
- Falsification of Association records or documents.
- Insubordination; inappropriate conduct.
- Failure to comply with established policies and procedures.
- Unlawful manufacture, distribution, dispensing, possession, use, purchase or sale of alcohol or of controlled substances in the work place or while engaged in ASUCLA business; use or abuse of substances, legal or illegal, in a manner that impairs performance.
- Failing to notify your supervisor/manager when absent (unnotified absence and job abandonment).
- Sleeping on the job.
- Misrepresenting facts to your supervisors/managers.
- Providing false testimony in the course of an investigation.
- Bringing forth false or malicious complaints about others in the work place; failing to comply with an investigation into work place complaints.

#911	2 of 2	Supersedes:	12/1/97 1/1/2001	Effective:	8/1/2005
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Written Confirmation of Separation

Employees who are involuntarily separated from ASUCLA employment receive written confirmation of the separation, which addresses:

- The reason for the separation.
- The effective date of the separation.
- Ineligibility for rehire.
- Employment verifications.
- Final pay check(s).
- Who to contact to further discuss the separation, if desired.

Ineligibility for Rehire

Employees involuntarily separated for misconduct or unsatisfactory performance reasons will be ineligible for rehire at ASUCLA.

Stipends

This policy applies also to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"FINAL PAY CHECKS"**

#916	1 of 1	Supersedes:	12/1/97 1/1/2001 8/1/2005	Effective:	7/1/2013
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Resignation

A student employee who ends their employment with ASUCLA shall be paid their final paycheck on the biweekly paycheck following their separation date.

Final pay checks for student employees will be available in the Payroll Department.

Termination

If a student employee is terminated by ASUCLA, their final paycheck will be paid on the last day worked.

If the student employee was terminated while on investigatory leave, the final paycheck will be sent to the employee by certified mail at the time of termination.

Stipends

This policy also applies to individuals in stipend assignments at ASUCLA.

**ASUCLA STUDENT EMPLOYMENT POLICY:
"EMPLOYMENT VERIFICATION"**

#921	1 of 1	Supersedes:	none	Effective:	12/1/97
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Prospective employers seeking verification of your employment with ASUCLA should be referred to the Human Resources Division at (310)825-7055.

Without express written authorization from you, the only information released will be:

- Your most recent job title.
- Dates you were employed.
- Whether or not you are eligible for rehire.