

CONDITIONS OF EMPLOYMENT

EMPLOYEE HANDBOOK: All employees agree, when accepting the offer of CSU, Chico Research Foundation employment that they will abide by the terms and conditions of employment presented in the Foundation's Employee Handbook. The employee also understands that the Foundation may, at its sole discretion, make changes in its policies and procedures, as it deems appropriate.

TERM OF EMPLOYMENT: Foundation employees are not employed by CSU, Chico or the State of California, but are employees of the Research Foundation, a California non-profit public benefit corporation.

Employment at the Foundation is AT WILL, which means that either the employee or the Foundation may terminate the employment relationship at any time without cause and without regard to grant or contract funding dates.

PAY POLICIES: Foundation employees are paid semi-monthly. Deductions will be taken automatically from earnings for federal and state withholding taxes, State Disability Insurance (SDI) and if applicable, Social Security (FICA). Because of the nature of Research Foundation services, some employees must work night shifts, holidays or weekends. Occasional overtime may be required, in which case supervisory approval must be obtained in advance. According to federal wage and salary guidelines, certain professional, executive or administrative positions are "exempt" from overtime and do not earn overtime or formal compensating time off.

EMPLOYER PAID PAYROLL TAXES: Every employee of the Research Foundation is covered by Workers' Compensation Insurance, State Unemployment Insurance, and if applicable, Social Security (FICA).

PERSONAL PECUNIARY GAIN: Employees may, in the course of employment, have access to certain equipment, documents, discoveries, projects or similar items relating to the business of the Research Foundation, whether prepared by the employee or otherwise coming into his/her possession. Such items shall remain the exclusive property of the Research Foundation and shall not be removed from the premises without prior written consent of the Research Foundation nor used for personal gain. Work done while an employee is "work for hire" as defined by federal law and shall remain the exclusive property of the Research Foundation unless an authorized Research Foundation official signs a written agreement detailing different terms. The Research Foundation may copyright, patent, license or otherwise seek protection of such property and share royalties with employees.

WORK-RELATED INJURIES: Any employee who is injured while conducting business on behalf of the Research Foundation is entitled to receive workers' compensation benefits as provided by law. An injured worker should first seek first aid at the job site. For life threatening injuries, 911 should be called for emergency assistance. For non-life threatening injuries that go beyond the scope of first aid, the injured workers in the Chico area must go to:

Enloe Prompt Care
888 Lakeside Village Commons
Chico

Failure to go to the above will place the claim for workers' compensation benefits in jeopardy. (Alternatively, employees have the legal right to designate their own treating physicians; however, this designation needs to occur PRIOR to a work injury or illness. Interested employees must contact the Foundation HR Director.) All injuries must be immediately reported to the supervisor and the Foundation HR Director (this includes minor injuries only requiring first aid). Workers' compensation benefits are coordinated through the Foundation Human Resources office.

DRUG-FREE WORKPLACE: In signing this document, the employee certifies that they have received a copy of policy on the Drug-Free Workplace and will act in accordance with its provisions.

Employee Signature: _____ Date: _____