



Employee Handbook

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General Employment Policies

Introduction

Welcome! As an employee of Chico State Enterprises (CSE), you are an important member of the Chico State campus community. We hope that you will find your position with CSE rewarding, challenging, and productive.

CSE provides specialized services to support innovative research programs, community partnerships, entrepreneurial projects, and other education-related activities funded by public and private grants or contracts and led by faculty and associates of the California State University, Chico. A 501(c)(3) non-profit auxiliary corporation, CSE operates on behalf of the university to advance its educational mission and vision. CSE activities conform to non-profit corporation laws as well as the regulations and directive issued by the Trustees of the California State University.

In carrying out CSE's mission, CSE employees encounter a unique situation in which many fields of research, public service, and community service converge through educational activities. Employees, whether conducting project activities or working in administrative and support positions, are stewards of sponsored and donated funds. Hence, CSE employees are required to follow federal, state, and local regulations and legislation, as well as sponsor requirements. A few examples include, but are not limited to, the National Science Foundation (NSF) 83 FR 47940, the NSF Proposal & Award Policies & Procedures Guide (PAPPG), federal Responsible and Ethical Conduct of Research (RECR) training requirements, and federal and state Financial Conflict of Interest regulations.

We look to all CSE employees to contribute to our success. This employee handbook is intended to explain the terms and conditions of employment for all CSE employees. This handbook summarizes the policies and practices in effect at the time of publication and supersedes all previously issued handbooks and any policy, benefit statements, or memoranda that are inconsistent with the policies described here.

In addition to the policies covered in this handbook, CSE also maintains and incorporates, by reference, separate policies and procedures addressing COVID-19 in the workplace. Please review the policies in this handbook, as well as CSE's COVID-19 policies and procedures. Your supervisor, manager, and/or the Human Resources office will be happy to answer any questions you may have. Again, welcome!

Harassment Discrimination and Retaliation Prevention

CSE is an equal opportunity employer. CSE is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not one is transitioning or has transitioned), and sexual orientation;
- National origin;
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and over);
- Sexual orientation;
- Reproductive health decision-making;
- Military or veteran status;
- Use of cannabis/marijuana off the job and away from the workplace; and
- Any other basis protected by federal, state or local law or ordinance or regulation.

CSE also prohibits discrimination, harassment, and disrespectful or unprofessional conduct based on the perception that anyone who exhibits any of those characteristics or is associated with a person who has or is perceived as exhibiting any of those characteristics.

In addition, CSE prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates CSE policy.

Harassment Prevention

CSE's policy prohibiting harassment applies to all persons involved in CSE operations and prohibits harassment and disrespectful or unprofessional conduct by any employee, including supervisors, managers, and coworkers. CSE's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons with whom one comes into contact while working.

As stated in 83 FR 47940 and reiterated in numerous ways above, below, and in other federal regulations, state laws, and local ordinances, employees, specifically Principal Investigators (PIs), and any co-PI(s) identified on a National Science Foundation (NSF) award are in a position of trust. These individuals must comport themselves in a responsible and accountable manner during the award period of performance, whether at the awardee institution, on-line, or at locales such as field sites, facilities, or conferences/workshops. While 83 FR 47940 specifically covers NSF-funded programs, the concept does not waver and is applicable to all CSE employees. Employees, especially supervisors and administrators, are in positions of trust and must comport themselves in a responsible and accountable manner. CSE policy fosters a harassment-free environment wherever science and education are conducted or supported, including sponsored conferences and other off-site locations.

Prohibited harassment and disrespectful or unprofessional conduct includes, but is not limited to:

- Verbal conduct, such as epithets, derogatory jokes or comments, and slurs, or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays, such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by CSE policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment; prohibited harassment is based on any protected category.

Employment Discrimination

CSE is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in CSE operations. CSE prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law.

Employees will not be retaliated against for inquiring about or discussing wages. However, CSE is not obligated to disclose the wages of other employees.

Anti-Retaliation

CSE will not retaliate against any employee for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees, or coworkers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, CSE will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified applicant or employee unless undue hardship would result.

Any job applicant or employee who requires accommodation to perform the essential functions of the job should contact the Director of Human Resources (HR) and Payroll, or a Human Resources (HR) Business Partner, to discuss the need for accommodation. CSE will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee, or unpaid intern who requires accommodation for a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Director of HR and Payroll, or an HR Business Partner, to discuss the need for accommodation. If the accommodation is reasonable and will not impose an undue hardship, CSE will make the accommodation.

CSE will not retaliate against anyone for requesting reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or coworkers.

Complaint Process

If anyone believes that they have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, they should:

- Bring the complaint to a CSE supervisor, Human Resources representative, office manager, or personnel manager; or
- Submit an Employee Complaint Form (found on CSE Employee Resources website) to csehr@csuchico.edu.

The Employee Complaint Form should be submitted as soon as possible after the incident to any of these individuals. If assistance is needed, or if making a complaint in person is preferred, one should, contact the Director of HR and Payroll, or an HR Business Partner, and provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It is best to communicate complaints in writing, but it is not mandatory.

CSE encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

The Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If a person thinks they've been harassed, discriminated against or retaliated against for resisting, complaining, or participating in an investigation, they may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to CSE's Director of Human Resources (HR) and Payroll, or a Human Resources (HR) Business Partner, to investigate allegations and resolve the complaint.

When CSE Human Resources receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. CSE will reach reasonable conclusions based on the evidence collected.

CSE will maintain confidentiality to the extent possible, but we cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

If CSE determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. CSE will also take appropriate action to deter future misconduct.

Any employee determined by CSE to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Human Resource managers and any adult employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

At-Will Employment Status

CSE employees are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice, at any time by the employee or CSE. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of CSE has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the CSE Chief Executive Officer has the authority to make any such agreement and then only in writing. Even when an employee is hired for a specific duration (e.g., the length of a project), this is understood to be a maximum or outside limit, and employment may be terminated at any time prior to the end of the specified duration.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment.

Hiring

Benefited Employees

Benefited employees are those who are scheduled for and do work 30 + hours per week. Benefited employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 30 hours per week. Part-time employees are eligible for the following CSE benefits:

- 40 Hours of Sick Time Annually—accrue 1 hour of sick time for every 30 hours worked up to 40 hours annually.

- Optional participation in a 403(b) retirement plan with qualifying hours.

Job Duties

During the introductory period, a supervisor will explain the job responsibilities and the performance standards expectations. Employees must be aware that job responsibilities may change at any time during employment. From time to time, employees may be asked to work on special projects, or to assist with other work necessary or important to the operation of the department or CSE. Cooperation and assistance in performing such additional work is expected.

CSE reserves the right to, at any time, alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Bridging of Time

CSE will give service credit to employees previously employed by CSE, provided the break in service does not exceed 365 days. Generally, the break in service time will be deducted from the employee's original service date.

The CSE Human Resources office will discuss reinstatement of benefits and other length of service issues with rehired employees. Special rules apply to reinstatement of paid sick leave benefits under the California Healthy Workplaces, Healthy Families Act.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence will be placed on inactive status.

Health Benefits Extension

Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Contact the CSE Human Resources office for more information.

Leaves of Absence

Bereavement Leave

CSE grants time off to eligible employees in the event of the death of a family member, which, for purposes of this policy, is a:

- Spouse
- Domestic Partner
- Child
- Parent
- Parent-in-law
- Sibling
- Grandparent
- Grandchild

To be eligible for bereavement leave, an employee must be employed for at least 30 days prior to starting leave.

If an employee is eligible and experiences the death of a family member, they may take up to five days of bereavement leave.

The days of bereavement leave do not need to be taken consecutively; however, bereavement leave must be completed within three months of the family member's death, at which time any remaining unused bereavement leave will expire.

Bereavement leave is unpaid; however, an eligible employee may choose to use previously accrued paid sick leave time or accrued unused vacation time.

CSE may, at its discretion, approve additional unpaid time off.

Reproductive Loss Leave

CSE grants time off to eligible employees in the event of a qualifying reproductive loss event as defined in this policy.

To be eligible for reproductive loss leave, the employee must be employed for at least 30 days prior to starting leave.

If an employee is eligible and experiences a reproductive loss event, the employee may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following:

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, if the employee would have been a parent of the adoptee if the adoption had been completed.

- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if the employee would have been a parent of a child born as a result of the surrogacy.
- **Miscarriage:** May be a miscarriage by the employee, the employee's current spouse or domestic partner, or by another individual if the employee would have been a parent of a child born as a result of the pregnancy.
- **Stillbirth:** May be a stillbirth resulting from the employee's pregnancy, the pregnancy of the employee's current spouse or domestic partner, or another individual if the employee would have been a parent of a child born as a result of the pregnancy.
- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to the employee, the employee's current spouse or domestic partner, or another individual, if the employee would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively; however, the reproductive loss leave must be completed within three months of the reproductive loss event, or, if prior to or immediately following the reproductive loss event, the employee is on or chooses to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then the employee may complete their reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, the employee may choose to use previously accrued paid leave time or accrued unused vacation time.

If the employee experience more than one reproductive loss event within a 12-month period, the employee can receive another five days of reproductive loss leave. Employees are limited to a total of 20 days of reproductive loss leave within a 12-month period.

Any information related to the nature of this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Civil Air Patrol and Volunteer First Responder Leave

Civil Air Patrol Leave:

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If an employee is a Civil Air Patrol volunteer, they should alert their supervisor that they may have to take time off for emergency duty. When taking time off for emergency duty, employees must alert supervisors before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by CSE.

Volunteer First Responder Leave:

No employee shall be discharged or in any manner discriminated against for taking time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel.

For purposes of this section, “emergency rescue personnel” means any person who is an officer, employee, or member of a fire department, fire protection, or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state, or of a sheriff’s department, police department, or private fire department, or of a disaster medical response entity sponsored or requested by this state, whether that person is a volunteer, partly paid, or fully paid, while they are actually engaged in providing emergency services.

An employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel, as defined in the preceding paragraph, and who works for an employer employing 50 or more employees, shall be permitted to take temporary leaves of absence, not to exceed an aggregate of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training.

Crime or Abuse Victims' Leave and Accommodation

If an employee is the victim of crime or abuse, they are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

A person is considered a victim of crime or abuse who is eligible for unpaid leave if they are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury, or that caused mental injury and a threat of physical injury;
- A person whose immediate family member is deceased as a result of a crime.

Immediate family member includes:

- Regardless of age, one’s biological, adoptive, or foster child; stepchild or legal ward; child of a registered domestic partner; or child to whom one stands in loco parentis, or a person to whom one stood in loco parentis when the person was a minor;
- A biological, adoptive, or foster parent; stepparent or legal guardian, or that of one’s spouse or registered domestic partner; or a person who stood in loco parentis when one, or one’s spouse, or registered domestic partner was a minor child;
- A legal spouse or registered domestic partner;

- A biological, foster, or adoptive sibling; stepsibling or half-sibling; or
- Any other individual whose close association is the equivalent of a family relationship described in any of the bullets above.
- Any person against whom any crime has been committed (only for purposes of taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding).

An employee may request leave if they are involved in a legal action, such as obtaining restraining orders or appearing in court to obtain relief to ensure their own or their child's health, safety, or welfare. Employees should provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact CSE Human Resources.

If one needs reasonable accommodation for safety at work, contact CSE Human Resources. Requests for reasonable accommodation must include a written statement signed by the employee, or by an individual acting on the employee's behalf, certifying that the accommodation is for the purpose of ensuring the employee's safety at work.

For reasonable accommodation requests, CSE will also require certification demonstrating that the employee is the victim of crime or abuse. CSE may request recertification every six months. Employees must notify CSE Human Resources if the approved accommodation is no longer needed.

CSE will engage in an interactive process with the employee to identify possible accommodations, if any, and will make reasonable accommodations unless an undue hardship will result.

CSE will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Crime or Abuse Victims' Leave for Treatment

If an employee is the victim of crime or abuse, they are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

One is considered a victim of crime or abuse who is eligible for unpaid leave if they are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury, or that caused mental injury and a threat of physical injury; or
- A person whose immediate family member is deceased as a result of a crime.
Immediate family member includes:

- Regardless of age, a biological, adoptive, or foster child; stepchild or legal ward; child of a registered domestic partner; or child to whom one stands in loco parentis, or a person to whom one stood in loco parentis when the person was a minor;
- A biological, adoptive, or foster parent; stepparent or legal guardian, or that of one's spouse or registered domestic partner; or a person who stood in loco parentis when one, one's spouse, or registered domestic partner was a minor child;
- A legal spouse or registered domestic partner;
- A biological, foster, or adoptive sibling; stepsibling or half-sibling; or
- Any other individual whose close association is the equivalent of a family relationship described in any of the bullets above.

An employee may request leave for any of the following purposes:

- To seek medical attention for injuries caused by crime or abuse;
- To obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- To obtain psychological counseling or mental health services related to experiencing crime or abuse;
- To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact CSE Human Resources.

CSE will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act (FMLA) for eligible employees.

FMLA

The federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, for employees that:

- Have been employed with CSE for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- Have worked at least 1,250 hours during the previous 12-month period before the need for leave*; and
- Are employed at a worksite where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- A serious health condition that makes one unable to perform their job;
- To care for a family member who has a serious health condition. For purposes of FMLA leave, a family member includes one's:
 - Spouse;
 - Parent;
 - Child under the age of 18, or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin.
- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of a spouse, child, or parent in the Armed Forces of the United States, or to care for a covered servicemember. (See *Military Family Leave Entitlements* below.)
- Incapacity due to pregnancy, prenatal medical care, or childbirth.

Depending on the reason for leave, one may also be eligible for California Family Rights Act (CFRA) leave, in which case both FMLA leave and CFRA leave will run concurrently. (See the CFRA Leave policy for additional information and CFRA leave eligibility.)

For additional information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact CSE Human Resources.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter, or parent is on covered active duty or called to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. A covered servicemember is either:
 - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list, for a serious injury or illness*; or
 - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are different from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA, CSE uses a rolling year.

Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions, and Baby Bonding

Time off because of pregnancy disability, childbirth, or related medical condition counts as FMLA leave, but not for CFRA leave. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their Pregnancy Disability Leave (PDL).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under CFRA for purposes of baby bonding.

Under FMLA, leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless CSE grants intermittent leave. If, however, baby bonding leave is under both FMLA and CFRA (running concurrently), such leave does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, CSE will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. CSE may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken (under either FMLA or CFRA) must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to FMLA leave:

- Employees must contact CSE Human Resources as soon as the need for family/medical leave is realized. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for the employee's serious health condition or that of a family member, CSE must be notified at least 30 days before leave is to begin. The employee must consult with their supervisor regarding scheduling of any planned

medical treatment or supervision in order to minimize disruption to the operations of CSE. Any such scheduling is subject to the certification of the employee's health care provider or the health care provider of their child, parent, or spouse.

- If 30 days' notice cannot be provided, CSE must be informed as soon as is practical.
- If the FMLA request is made because of the employee's own serious health condition, CSE may require, at its expense, a second opinion from a health care provider that CSE chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by CSE.
- If the second opinion differs from the first opinion, CSE may require the employee, at CSE's expense, to obtain the opinion of a third health care provider designated or approved jointly by the employee and CSE. The opinion of the third health care provider shall be considered final and binding on the employee and CSE.

Certification

CSE requires the employee to provide healthcare provider certification. Employees have 15 calendar days from CSE's request for certification to provide it to CSE Human Resources, unless it is not practical to do so. CSE may require recertification from the health care provider if additional leave is requested upon expiration of the time period in the original certification. (For example, if an employee needs two weeks of family and medical leave but following the two weeks that employee needs intermittent leave, a new medical certification will be requested and required.) If medical certification is not provided in a timely manner to substantiate the need for family and medical leave, CSE may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA leave.

If the leave is needed to care for a sick family member, certification must be provided from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the employee's participation.

Under the FMLA, when both parents are employed by CSE, and request simultaneous leave for the birth or placement for adoption or foster care of a child, CSE will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by CSE is entitled to 12 workweeks of leave for this reason.

If an employee's serious health condition is the reason for leave, they must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;

- Probable duration of the condition; and
- The employee's inability to work at all or to perform any one or more of the essential functions of their position because of the serious health condition.

If an employee is on leave because of their own serious health condition, CSE will also require a medical release to return to work or certification from the health care provider that the employee is able to resume work.

Failure to provide a release to return to work from a health care provider may result in denial of reinstatement until certification is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If an employee is taking family medical leave, they will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled in before the first day of the leave (for a maximum of 12 work weeks, or 26 work weeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if they had continued in employment for the duration of such leave. CSE will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, CSE may recover premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on Pregnancy Disability Leave (PDL) will be allowed to continue to participate in group health coverage for up to a maximum of four months of PDL (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work. The right to continued group health coverage during PDL is a separate and distinct entitlement from the CFRA entitlement.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. CSE may require, or an employee may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with CSE's normal paid leave policies. CSE Human Resources can provide more information on specific circumstances requiring or allowing the substitution of paid leave.

Reinstatement

Under most circumstances, upon return from FMLA leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned before using FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions. (This exception will not apply if the FMLA leave runs concurrently with CFRA leave.)

- The employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to CSE's operations;
- The employee is notified of CSE's intent to refuse reinstatement at the time CSE determines the refusal is necessary; and
- If leave has already begun, CSE gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact CSE Human Resources with any questions regarding accrual of other CSE provided paid leave benefits (such as vacation, PTO, or sick leave) during unpaid FMLA leave.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

An employee may take FMLA leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for their own serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined

by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of *Pregnancy, Childbirth or Related Conditions, and Baby Bonding* above.

Extended Medical Leave

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with CSE's obligations under federal and state disability laws.

Employees should submit leave requests in writing as early as possible.

A medical leave begins on the first day a doctor certifies that an employee is unable to work and ends when a doctor certifies that the employee is able to return to work. CSE Human Resources will supply the employee with a form for the doctor to complete, showing the date the employee was disabled and the estimated date the employee will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, the employee will be offered the same position they held at the time the leave began, if available. If that position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, the employees return to work will depend on job openings existing at the time of the scheduled return. CSE makes no guarantee of reinstatement, and the return will depend on the employee's qualifications for existing openings. CSE will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee who needs reasonable accommodation to enable their return from leave should contact CSE Human Resources and discuss the need for an accommodation.

Jury Duty and Witness Leave

CSE encourages employees to serve on jury duty when called. Benefited employees will receive full pay for their normally scheduled hours while serving up to 10 days in any 24-month period. Employees should notify their supervisors of the need for time off for jury duty as soon as a notice or summons from the court is received. If work time remains after any day of jury selection or jury duty, employees will be expected to return to work for the remainder of their work schedule. Employees are required to submit their official jury card signed by the Clerk of Court for compensation.

Fees Paid by the Court

Employees may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact their manager or CSE Human Resources for information about their rights before and after such leave. Employees are entitled to reinstatement upon completion of military service, provided they return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse or registered domestic partner in the Armed Forces, National Guard, or Reserves who has been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse or registered domestic partner is on leave from (not returning from) military deployment.

Employees must request this leave in writing with their manager or CSE Human Resources within two business days of receiving official notice that their spouse or registered domestic partner will be on leave. Employees must attach to the leave request written documentation certifying that the spouse will be on leave from deployment.

Vacation

Vacation Policy

CSE paid vacation plan is a part of the benefits package extended to full-time, year-round staff members, and is designed to provide employees with the opportunity to balance their work and home lives. The purpose of offering paid time off is to provide eligible employees with flexibility from work that can be used for vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choice. CSE's goal is to provide time for

personal rejuvenation and to reduce unscheduled absences while providing reasonable accommodation to full-time staff members without impacting their compensation.

Eligibility

Staff members eligible for this benefit include regularly scheduled employees working 30 hours or more per week (.75 FTE). Eligible employees begin accruing vacation time from the first day of regular employment and may use accrued time as soon as it is available.

Accrual Method

Vacation days shall be earned on an accrual basis during active employment at the following rates:

0–36 Months of Service, 0.03848 hour per hour service, or 80.04 hours per year
37–72 Months of Service, 0.05769 hour per hour service, or 120.00 hours per year
73 –120 Months of Service, 0.06542 hour per hour service, or 136.07 hours per year
121–180 Months of Service, 0.07304 hour per hour service, or 151.92 hours per year
181–240 Months of Service, 0.08077 hour per hour service, or 168.00 hours per year
241–300 Months of Service, 0.08550 hour per hour service, or 177.84 hours per year
300+ Months of Service, 0.09230 hour per hour service, or 191.98 hours per year

Example: A full-time benefited employee working 52 weeks in a year at 40 hours per week is 2,080 hours per year. $2080 \text{ hours} \times 0.03848 \text{ accrued rate} = 80.04 \text{ accrued vacation hours in a year.}$

Paid vacation time is accrued during periods of active employment and may not be used before it is earned. Paid vacation time does not accrue during an employee's personal leave of absence, unpaid time off, or periods of administrative leave. An employee needing to take time off prior to earning paid vacation time may submit a request for non-paid time off. Once earned, vacation days shall be paid as used at the employee's then-current rate of pay and shall be based on the employee's regular work schedule.

Vacation days will not be considered time worked for purposes of calculating overtime. If a holiday occurs during an employee's vacation period, holiday pay will be paid at the employee's regular rate of pay and no vacation time will be used for that day.

Requesting Time Off

Employees shall submit a written request for time off to their manager as early as possible, but not later than two weeks prior to the requested time-off dates. If a two-week notice is not feasible, requests for time off will be reviewed and approved at the discretion of the manager.

Usage

Vacation days may be requested in hourly increments, up to a maximum of 10 consecutive days off at one time without additional manager approval. Employees missing any partial or full scheduled work hours (not covered under sick time, other authorized paid time-off or Pregnancy Disability Leave) will be required to use accrued vacation hours.

Arrangements

Requests for vacation leave will be reviewed with due consideration for peak work periods during the year. Time off requests must be coordinated and approved by the employee's manager, subject to scheduling, site needs, and available site coverage.

Carry-over

CSE recognizes the importance of vacation time as a period of rest and rejuvenation away from the job and encourages staff to use their vacation time as fully as possible during the year in which it is earned. If accrued vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.

Cap

If the total amount of unused vacation time reaches 250 hours, further vacation accrual will stop. When the employee uses sufficient paid vacation time to bring the accrued amount below the cap, vacation accrual will begin again up to the cap limit.

Vested Benefit

Pursuant to the laws of the State of California, accrued vacation time is a vested benefit. Vacation accrued will only be paid out under the following circumstances:

- Upon separation of employment, employees will be paid for any unused vacation days that have accrued through the last day worked, based on employee's regular rate of pay at the time of separation.
- Employees changing status or employment classification to a classification that does not offer paid vacation time will receive a pay-out of any accrued, unused time to coincide with the effective date of employee's change of status.

Leave Sharing

Employees may donate vacation time on an hour-for-hour basis, regardless of differing pay scales, to another employee:

- Who has exhausted sick and vacation leave due to catastrophic illness or injury affecting the employee or an immediate family member; or

- Who has experienced a catastrophic casualty loss; or
- Who has a catastrophic bereavement loss; and
- Is on an approved Family and Medical Leave.

Participation is entirely voluntary and applies only to the donation of vacation credit. Once given, the vacation-credit donation is irrevocable. Donations are anonymous unless the donor chooses to self-identity.

I. Donor Eligibility—Complete the CSE Leave Sharing Donor Form

- The minimum employee vacation accrual donation is eight hours and may not exceed sixteen hours during any calendar year.
- Employee must have a minimum of 80 hours of accrued vacation available.
- Terminating (quit, discharge, death, end of contract, etc.) employees are ineligible.

II. Recipient Eligibility—Complete the CSE Leave Sharing Recipient Form

- Has exhausted sick and vacation accrual balances.
- May only receive a maximum of 80 donated hours during any calendar year.
- Has not been subject to employment disciplinary action during the past twelve months.

All donations require the approval of the Project Director and the CSE Director of Human Resources. All Donations will be coordinated by the CSE Director of Human Resources. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Pregnancy Disability Leave

If an employee is pregnant, has a related medical condition, or is recovering from childbirth, please review this policy. Any employee planning to take Pregnancy Disability Leave (PDL) should advise CSE Human Resources as early as possible by making an appointment with CSE's Director of Human Resources to discuss the following conditions:

- The length of PDL will be determined by the advice of a physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days the employee normally would work in one-third of a year or seventeen-and-one-third weeks). Part-time employees are entitled to leave on a prorated basis. The four months of leave can include any period of time for actual disability caused by pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness, prenatal care, doctor-ordered bed rest, and other reasons. The health care provider determines how much time one needs for the disability.
- CSE will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions, which may include temporary transfer to a less strenuous or hazardous position (where one is available), or modification of duties, if medically needed because of the pregnancy.

- If PDL is needed, the employee must inform CSE when the leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for the employee), the employee must provide at least 30 days advance notice before the PDL or transfer is to begin. CSE Human Resources should be consulted regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of CSE. Any such scheduling is subject to the approval of a health care provider.
- For emergencies or events that are unforeseeable, employees must notify CSE, at least verbally, as soon as practical after learning of the need for the leave.
- Failure to comply with notice requirements may result in a delay of PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by a health care provider. Employees should contact CSE Human Resources for a medical certification form to give to the health care provider. CSE Human Resources must receive written certification from a health care provider for the need for PDL, reasonable accommodation, or transfer. The certification must be submitted no later than 15 calendar days after it is requested by CSE. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation, or transfer.
- Employees may be required to provide a release from a health care provider to return to work.
- Employees are allowed to use accrued sick, vacation, or personal time (if otherwise eligible to take the time) during PDL.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or a reduced work schedule is medically advisable, an employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position does not need to have equivalent job duties but must have an equivalent rate of pay and benefits, and the employee must be qualified for the position. The position must better accommodate leave requirements than the regular job. Transferring to an alternative position can include altering an existing job to better accommodate the need for intermittent leave or a reduced work schedule.

When a health care provider releases the employee to return to work from PDL, they will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from PDL has no greater right to reinstatement than if the employee had been continuously employed.

If an employee is on PDL, they will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided had the employee continued in employment continuously for the

duration of the leave. In some instances, CSE can recover premiums paid to maintain health coverage if the employee fails to return from PDL. PDL may impact other benefits or a seniority date. CSE Human Resources can offer more information.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when an employee needs to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with their newborn, foster child, or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

School and Childcare Activities Leave

Employees are encouraged to participate in the school or childcare activities of their child(ren).

The absence is subject to all the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents, or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12 or who are with a licensed childcare provider;
- The amount of time off for school or childcare activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll, or re-enroll a child in a school or with a licensed childcare provider, or to participate in activities of the child's school or licensed childcare provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a "childcare provider or school emergency" if the employee gives notice to the employer. A childcare provider or school emergency means that the employee's child cannot remain in a school or with a childcare provider due to one of the following:

- The school or childcare provider has requested or required that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or childcare provider;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays; or
- A natural disaster, including, but not limited to, fire, earthquake, or flood.
- Employees must provide their supervisor with documentation from the school or licensed childcare provider verifying that they were engaged in these child-related activities on the day and time of the absence;
- If more than one parent is employed by Chico State Enterprises, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by their supervisor;
- Employees must use vacation leave to receive compensation for this time off; and
- Employees who do not have accrued sick or vacation hours available will take the time off without pay.

Sick Leave

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

An employee cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

Questions about paid sick leave should be directed to a manager or CSE Human Resources.

Eligible Employees

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

Sick Pay Amount

Benefited, full-time, salaried and hourly employees accumulate sick time beginning on their date of hire at the rate of 4 hours of sick time per pay period. Benefited employees working less than full time accrue sick time on a prorated basis according to the number of hours worked per pay period.

Non-benefited, part-time employees accumulate sick time beginning on their date of hire at the rate of 1 hour per 30 hours worked.

Sick time is accrued during periods of active employment and may not be used before it is earned and posted to the employee's accrued sick time.

CSE does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care, or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of crime or abuse.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster, or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" may also be someone for whom one has accepted the duties and responsibilities of raising, even if they are not their legal child.
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee, or the employee's spouse, or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if they are not their legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person defined as any individual identified at the time paid sick leave is requested. Employees are limited to one designated person per 12-month period for purposes of paid sick leave.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees must provide advance oral or written notification to their manager. If the need for paid sick leave is not foreseeable, employees should provide notice to their manager as soon as practical. Advance notification means the request is made at least 24 hours in advance of the need for paid sick leave.

Use of paid sick time may run concurrently with other leaves under local, state, or federal law.

Paid sick leave can be used in one-hour increments.

Paid sick leave is a benefit that also covers absences due to work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When reporting a work-related illness or injury, the employee will be sent for medical treatment, if necessary. The employee will be paid their regular wages for the time spent seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If an employee has unused paid sick leave, they may choose to use paid sick leave to receive pay for these absences.

If the employee does not have accrued sick leave, or if they have used all of their sick accruals, they may choose to substitute accrued vacation hours for further absences from work, related to the illness or injury.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two days' notice.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if they are the crime victim's spouse, parent, child, or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. Employees must provide reasonable advance notice of the need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, appropriate documentation must be provided within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless the employee chooses to take paid time off.

More information regarding this leave (including whether an employee is covered, when and what type of documentation is required, and which type of paid time off can be used) is available at CSE Human Resources.

Benefits

Benefits Overview

CSE is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon employee classification (e.g., full-time versus part-time) and on length of continuous employment at CSE. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, employees will receive Summary Plan Descriptions which describe the benefits in greater detail. Information regarding employee benefits is available from the CSE Benefits Specialist.

CSE reserves the right to modify, amend, or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

CSE offers the following employee benefits (not all-inclusive):

- Health Insurance
- Dental Insurance
- Disability Insurance
- Retirement Plan

External Employee Education & Training

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of CSE or the individual employees. Attendance at such activities, whether required by CSE or requested by individual employees, requires the written approval of the employee's supervisor. To obtain approval, any employee

wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by CSE, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the employee's supervisor in advance.

Employee attendance at authorized outside activities will be considered hours worked for nonexempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While CSE generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Holidays

The holiday schedule is located on the CSE website under the "Payroll Forms and Resources" section.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, CSE may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Benefited employees are eligible for paid holidays. Holidays that are paid but not worked do not count for overtime purposes. To be eligible for a paid holiday, an employee must be regularly scheduled to work on the day on which the holiday is observed. If an employee is required to work on a paid scheduled holiday, they will be compensated at their regular rate.

Workers' Compensation

CSE, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;

- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that any workers' compensation benefits to which an employee may be entitled are received, the employee must:

- Immediately report any work-related injury to their supervisor;
- Seek medical treatment and follow-up care, if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to CSE's Director of Human Resources and Payroll or Benefits Specialist; and
- Provide CSE with certification from a health care provider regarding the need for workers' compensation disability leave, as well as the eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee, under most circumstances, will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, CSE's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act.

The law requires CSE to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Company-Provided Physician

CSE provides medical treatment for work-related injuries through Work Health Solutions, a medical provider chosen by CSE because of their experience in treating work-related injuries.

Workers' Compensation and CFRA/FMLA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA) and/or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When a work-related illness or injury is reported, the employee will be sent for medical treatment, if necessary. The employee will be paid their regular wages for the time spent seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If the employee has accrued unused sick leave, they may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If there is no accrued sick leave, or if all sick leave has been used, the employee may choose to substitute vacation hours or floating holiday for further absences related to the illness or injury.

Lactation Accommodation

CSE recognizes lactating employees' rights to request lactation accommodation by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breastmilk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with normally scheduled break time. Any break time to express breastmilk that does not run concurrently with normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to the employee's work area. The location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. CSE will also provide access to a sink with running water and a refrigerator suitable for storing breastmilk in close proximity to the employee's workspace. If a refrigerator cannot be provided, CSE will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact CSE Human Resources to request accommodations. An employee's request may be provided orally, by email, or in writing,

and need not be submitted on a specific form. CSE will engage in an interactive process with the employee to determine when and where lactation breaks will occur.

CSE will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express breastmilk at work and/or who lodge a complaint related to the right to lactation accommodation. If an employee believes they have been denied reasonable break time or adequate space to express breastmilk or have been otherwise denied their rights related to lactation accommodation, they have the right to file a complaint with the Labor Commissioner.

Management

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of CSE property, possession of dangerous weapons or firearms, or abuse of CSE's drug and alcohol policy.

Employment of Relatives

Relatives of employees may be eligible for employment with CSE only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. CSE defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

CSE is required by law to keep all employees' names and current addresses. Employees are responsible for notifying CSE in the event of a name or address change.

Open-Door Policy

Suggestions for improving CSE are always welcome. At some time, an employee may have a complaint, suggestion, or question about their job, working conditions, or the treatment they are receiving. Complaints, questions, and suggestions are of concern to CSE.

If an employee has a complaint, suggestion, or question, they should speak with their immediate supervisor as soon as possible. If that is uncomfortable, they should bring the issue to a member of CSE Human Resources management.

Moreover, if the issue has been raised and the problem persists, the employee may present it to any member of CSE Human Resources management, who will investigate and provide a solution or explanation.

If the problem is not resolved, the employee may also present the problem to another member of CSE Human Resources management, who will attempt to reach a final resolution.

While a written complaint will assist CSE in investigating concerns, it is not required that complaints be put in writing. If an employee needs assistance with a complaint, or prefers to make a complaint in person, they can contact any member of the CSE Human Resources management.

This procedure is important for both the employees and CSE, but cannot guarantee that every request will be resolved to satisfaction. However, CSE values employee observations and encourages employees to raise concerns without fear of retaliation.

Performance Evaluations

Employees will receive periodic performance reviews conducted by their supervisors. The initial performance evaluation will take place after six months. Subsequent performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of work performed, knowledge of the job, initiative, work attitude, and attitude toward others. Performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of CSE and depend upon many factors in addition to performance. After the review, the employee will be required to sign the evaluation report simply to acknowledge that it has been presented, that it has been discussed with the supervisor, and that there is awareness of its contents.

Personnel Records

Employees have a right to inspect or receive a copy of the personnel records that CSE Human Resources maintains relating to their performance or to any grievances concerning them. Certain documents may be excluded or redacted from personnel files by law, and there are legal limitations on the number of requests to review that can be made.

Any request to inspect or copy personnel records must be made in writing to CSE Human Resources.

Employees may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by the employee in writing to inspect or receive a copy of the records. CSE may take reasonable steps to verify the identity of any representatives that have designated in writing to inspect or receive a copy of one's personnel records.

The personnel records may be made available either at the workplace or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date CSE receives the written request to inspect or copy the personnel records (unless the employee or employee's representative and CSE mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If an employee requests a copy of the contents of their file, the employee will be charged the actual cost of copying.

Disclosure of personnel information to outside sources other than a designated representative will be limited. However, CSE will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Telecommuting

Working remotely, also referred to as "telecommuting," provides employees with an opportunity to work from an alternative work environment rather than the physical location of CSE. Working remotely must be pre-approved by a supervisor and cannot be initiated without a Telecommuting Agreement.

CSE retains the right in its sole discretion to designate positions that are appropriate for remote work and approve employees for working remotely. Working remotely must be approved by a supervisor. Working remotely does not change the conditions of employment or required compliance with all CSE policies and procedures. Working remotely is a privilege and may not be appropriate for all employees. If an employee wishes to request to work remotely, they should contact their supervisor and ask for a Telecommuting Request form.

Work Schedule

Unless otherwise stated in the Telecommuting Agreement, the hours and days of work will not change. Employees must apply themselves during work hours and remain available for remote team meetings or conferences as needed.

Nonexempt employees must not work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Working remotely is not intended as a substitute for childcare or to care for another adult. Employees needing to make special arrangements or changes to a work schedule due to the need to care for a child or another adult should contact their supervisor.

Work Standards and Performance

Telecommuting employees must:

- Remain accessible during the telecommute schedule;
- Regularly communicate with supervisor/manager to stay current on assigned/relevant tasks, projects, and any other work-related issues;
- Be available for and attend any video/teleconferences scheduled on an as-needed basis;
- Be available to physically attend scheduled work meetings as requested or required by CSE;
- If nonexempt (hourly), properly record all hours worked each day in compliance with CSE policies and practices;
- If nonexempt (hourly), obtain supervisor approval in advance of working any overtime hours;
- Take rest and meal breaks in full compliance with all applicable policies of CSE; and
- Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at a physical work location.

It is critical that telecommuting employees comply with all CSE rules, policies, practices and instructions that would apply if they were working at CSE's physical work location(s), including but not limited to, policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Telecommuting Agreements will be evaluated on an ongoing basis to ensure that employees' work quality, efficiency, and productivity are not compromised by the telecommuting arrangements.

Equipment and Information Security

Telecommuting Agreements will specify the equipment provided to employees for purposes of telecommuting.

Telecommuting employees will be subject to the following requirements:

- Equipment must not be used by anyone other than the employee, and only for business-related work.
- Employee is responsible for immediately reporting any problems with CSE equipment.
- Employee must protect CSE-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, disclosure, or theft, and must follow all policies, practices, and instructions regarding the safety and security of any confidential and/or proprietary information.
- Employee must report to a supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
- All equipment, records, and materials provided by CSE will remain property of CSE.
- At the termination of a *Telecommuting Agreement*, or upon CSE's request, employees must immediately return all CSE equipment.

Telecommuting Safety

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their workspaces are ergonomic, safe, and free from hazards, and that they provide adequate protection and security of CSE property. Telecommuting employees should also complete CSE's Telecommuting Safety Checklist to certify the work area is in accordance with all workplace safety rules, policies, and instructions.

Telecommuting employees are protected by CSE's workers' compensation insurance. As such, telecommuting employees are required to immediately report any injuries that occur while working.

A telecommuting employee is liable for any injuries that occur to third parties at or around the telecommuting employee's alternative work environment.

Telecommuting Agreement and Plan

All telecommuting employees are required to sign a Telecommuting Agreement with their supervisor that outlines the telecommuting employee's workdays and work hours (as applicable), equipment the telecommuting employee will need, how the telecommuting employee will communicate with CSE, use of support staff, and other appropriate information.

Telecommuting Agreements will be evaluated on an ongoing basis to ensure that work quality, efficiency and productivity are not compromised by the telecommuting arrangements. **CSE may, at its sole discretion, change any of the conditions under which the employee is**

permitted to telecommute under the Telecommuting Agreement at any time, and may require the employee to report to the employee's physical workplace at any time and for any reason.

Expense Reimbursement

CSE will cover all necessary expenditures related to telecommuting, which will be specified in the Telecommuting Agreement. Employees should submit any expense reimbursement requests in accordance with CSE's policy and practice.

Workplace Privacy - Audio/Video Recordings

Due to CSE's legal obligations and concerns regarding the potential for invasion of privacy, and sexual or other harassment, employees may not use any audio or video recording devices in areas where employees normally expect privacy such as restrooms, locker rooms, and changing rooms.

The protection of confidential, sensitive, and proprietary information is essential to CSE and its employees. To protect against the capture and disclosure of such information, employees may not use any audio or video recordings in work areas that CSE has identified as confidential, secure, or private, unless they are engaged in protected activity related to improving the terms and conditions of employment, such as documenting health and safety issues.

This applies to the following areas:

- Restrooms
- CSE meeting rooms
- Computer server rooms
- Locker rooms, changing rooms, and lactation accommodation rooms
- Any area where employees have a reasonable expectation of privacy

Employees also may not record private conversations without the consent of all parties.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise engage in protected, concerted activity that employees have the right to engage in under federal, state, or local law.

CSE may use video surveillance in public areas (not in restrooms, locker rooms, or changing areas). The video surveillance will not include sound recording.

Company Property

Electronic/Use of Technology and the Internet

This policy, recognizing the integral relationship between CSE and its host campus, mirrors campus policy for the use of electronic and computing communications. This policy includes all systems/resources for both local departmental and central university-wide facilities and applies only to institutional data and/or equipment. This policy does not apply to computing equipment that is the property of the employee except that the use of personal equipment linked to university facilities (e.g., a personally owned electronic device linked to the campus network) will be subject to applicable provisions. In all cases, applicable statutes and regulations that guarantee either protection or accessibility of institutional records will take precedence over this policy.

Purpose

The purpose of computing and communications systems, services, and facilities of CSE is to support the educational and service mission of the University. This policy sets forth users' rights and responsibilities and is designed to address related access, use, and privacy issues in a way that meets the University's legal responsibilities, assures the maintenance of the campus network systems, and treats the campus community with respect. This policy assumes as a condition of use the exercise of common sense, common courtesy, and a respect for the rights and property of CSE, the University, and users.

Access

CSE utilizes Chico State's computing systems and IT resources. Access to the University's computing and communications facilities and resources is a privilege granted for the purpose of educational use and legitimate university-related business by university faculty, staff, currently registered students, and individuals or organizations outside the University who are actively involved in research, development, or other projects sponsored by a department, college, or the institution. Retired faculty and staff will be granted continued access to computing and communications facilities, but such access under certain circumstances may require modifications due to limited resources. Faculty and staff whose employment status has been terminated for reasons other than retirement will not retain any form of access.

Legal Basis

Use of the University's computing and communications facilities and resources is governed by all applicable CSU system and university policies and procedures, as well as by all applicable federal, state, and local laws and statutes. Material accessible to the CSU, Chico community through networks and material disseminated from CSU, Chico should not be restricted on the basis of its content nor because of the origin, background, or views of those contributing to its

creation. University administrators, faculty, and staff should challenge any attempts to censor electronic information resources.

Privacy and Ownership (Disclaimers)

The University and CSE support each individual's right to private communication and will take reasonable steps to ensure security of the network. However, messages on university computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Hence, the University and/or CSE cannot guarantee absolute privacy of electronic communication.

The University supports each individual's right to privacy of personal files. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, files may be examined by system personnel to determine if a user is acting in violation of the policies set forth in this document, other university policies, and state or federal status.

The University and/or CSE cannot guarantee that, in all instances, copies of critical data will be retained on university systems. It is ultimately the responsibility of computer users to obtain secure backup copies of essential files for disaster recovery.

The University will normally treat all e-mail messages, personal files, and personal data as private and confidential and will normally examine or disclose the contents only when authorized by the affected computer user(s). Requests for access to private messages/data for any purpose other than technical problem resolution will be approved by the Chico State senior Academic Affairs Officer or their designee, except as necessary to protect the integrity, security, and effective operation of the University's computing and communications facilities or as required by local, state, or federal law.

To protect the integrity, security, and effective operations of the University's computing and communications facilities and the users thereof against unauthorized or improper use of these facilities, the University reserves the right, without notice, to limit or restrict any individual's use of any computing and communications facility or resource and to inspect, copy, remove, or otherwise alter any data, file, or system resource which may undermine security, integrity, or the effective operation of the University's computing and communications facilities. The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of computing and communications facilities.

Caution

Having open access to computing and communications facilities implies some risk. The University cherishes the diversity of values and perspectives endemic in an academic institution

and is respectful of freedom of expression. Therefore, it does not condone censorship, nor does it endorse the inspection of files other than on an exceptional basis. As a result, the University cannot protect individuals against the existence or receipt of material that may be offensive to them. Reasonable expectations of privacy are diminished once electronic communications are sent to other users or posted on public systems.

Like a written communication, an e-mail message received by an individual will be considered the prerogative of the recipient to dispose of (copy, delete, save, send to others, etc.), as they desire. An electronic message should be accorded care and courtesy similar to that accorded a written communication.

Software, site licenses, data, and custom application programs purchased, owned, or maintained by the University for individual workstations are the exclusive property of the University or CSE and shall be used by faculty, staff, and registered students only in the conduct of University or CSE business.

User Responsibilities and Acceptable Use

Each faculty, staff, and student using CSE computer communications systems is responsible for the material that they choose to send or display using the campus computing and communications resources.

Acceptable use of computing and communications facilities and resources at CSU, Chico and CSE includes:

- Respect for the legal protections provided by copyright and licenses to programs and data as well as university contractual agreements.
- Respect for the rights of others by complying with all university and CSE policies regarding intellectual property.
- Using accurate identification in all electronic communications to avoid deliberately misrepresenting any user's identity.

Additional information about copyrights can be found at:

Technology and Learning Program (TLP)'s List of Copyright Information Web Sites

Meriam Library's Copyright Information Page

The following guidelines further pertain to the appropriate use of campus computing and network services:

1. Threats/Harassment*. Users may not use campus computing or network services to threaten, harass, defame, or otherwise interfere with the legal rights of others.

(*Harassment is defined as the creation of an intimidating, hostile, or offensive working or educational environment.)

2. **Respect of Privacy.** Users must respect the privacy of other users. Examples of lack of respect for the privacy of others include reading their mail, accessing their files, or using their computer account or electronic mail address (except as may be required in the case of university employees for the purpose of facilitating official university business).
3. **Sharing of Account.** Users may not share their password with others or let others use their account (except as may be required in the case of university employees for the purpose of facilitating official university business).
4. **Academic Honesty.** Users must respect the intellectual property of others and adhere to university standards of academic honesty. Examples of academic dishonesty include accessing or using the files of others without their permission, altering or destroying their files or messages, violating standard citation requirements for information accessible electronically, or using copyrighted software in violation of the copyright agreement.
5. **Illegal/Incompatible Uses.** Users may not use computing and network services for uses that are inconsistent, incompatible, or in conflict with state or federal law, CSU policy, or local campus policy.
6. **System Disruption.** Users must not intentionally disrupt the campus computing system or obstruct the work of other users, such as by interfering with the accounts of others, introducing or spreading viruses or other destructive programs on computers or the network, sending chain letters or blanket-email messages, or knowingly consuming inordinately large amounts of system resources.
7. **Operational Procedures.** Users must respect the University's operational procedures for computing and network services. Users are responsible for knowing and abiding by posted computer lab and network procedures. Generally, operational procedures prohibit printing multiple copies of documents on networked printers and playing games in labs when others are waiting for systems. As instructional use is paramount, users must leave a lab when it is needed by a class that has reserved the room in advance.

Sanctions and Disciplinary Actions

University faculty, staff, and students, and CSE employees who violate the above policy may be subject to disciplinary action following established CSE channels for disciplinary matters. Individuals who violate U.S. copyright law and software-licensing agreements also may be subject to criminal or civil action by the copyright or license owners.

Actions that are illegal or against university or CSE policy will be referred to the appropriate officials regardless of whether a computer was involved in their commission.

The University or CSE may track user activities and access any files or information while performing normal system network maintenance or while investigating violations of policy or statute. Anyone using Chico State or CSE's resources expressly consents to such tracking and is advised that the University or CSE will provide the evidence to law enforcement officials if such tracking reveals possible evidence of criminal activity.

Violators are subject to the following:

- Loss of computing and networking access
- University and/or CSE disciplinary actions
- Civil proceedings
- Criminal prosecution

Offenders may be prosecuted under laws including (but not limited to):

- The Privacy Protection Act of 1974
- The Computer Fraud and Abuse Act of 1986
- The Computer Virus Eradication Act of 1989
- Interstate Transportation of Stolen Property Act
- The California Criminal Code
- The Electronic Communications Privacy Act

Reporting Policy Violations

If a person believes that a violation of this policy has occurred, they should contact the system or network administrator responsible for the system or network involved, who will report the incident to the appropriate Chico State or CSE administrator in accordance with local procedural guidelines, should they exist.

There may be situations when the following additional offices should be contacted:

- University Health Center and/or the Chico State University Police, if an individual's health or safety appears to be in jeopardy;
- CSE Administration, if violations occur in the course of employment;
- Campus agent to receive notification of a claimed copyright infringement, as it relates to the Digital Millennium Copyright Act of 1998; and
- Informational Resources, serving campus-wide resources, if an incident potentially bears external or legal consequences for the institution. This office is available to assist with investigations, generally under the auspices of the Chico State policy officer and can receive an incident report if an individual is unable to report through normal channels.

Electronics and Social Media

CSE provides a wide variety of electronic devices and communications tools and resources to employees for the purpose of facilitating business operations and activities. CSE has substantial business interests related to the use of its electronic devices, including, for example, workplace productivity and performance; the privacy of employees, customers, clients and other third parties; and protecting CSE's confidential information.

Additionally, CSE has significant legal obligations with respect to the use of its electronic devices and communications, including data and record retention requirements, workplace safety, preventing workplace harassment, and supporting defense of litigation. This policy governing the use of CSE's computer systems and electronic information is intended to ensure compliance with CSE's legal obligations under federal, state, and local law, and to facilitate a safe, efficient, and productive workplace.

For purposes of this policy, the following definitions apply: "computers" are defined as CSE-owned desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware, and servers, provided by CSE.

CSE also uses various forms of "electronic communication" which includes, but is not limited to, email; text messages; telephones; cell phones and other handheld devices (such as mobile phones, smart phones, tablets or iPads); fax machines; use of internet- and cloud-based platforms, programs and services such as Microsoft Teams, Slack, Asana, Dropbox, etc.; and use of social media platforms such as LinkedIn, Instagram, Facebook, X (Twitter), etc.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files. The following general policies apply:

- Computers and all data transmitted through CSE servers are subject to review, inspection, and retention for the purpose of conducting CSE business and complying with the CSE's legal obligations under federal, state, and local law.
- CSE computers must be maintained according to CSE rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any CSE property may be removed from the premises.
- All electronic communications are also subject to review, inspection, and retention for CSE business and compliance with federal, state, and local law. For example, email messages created, sent and/or received through CSE-provided email accounts, computers, or servers may be monitored and retained for both business purposes and to comply with legal obligations.
- Electronic information created by an employee using any computer or any means of electronic communication for the purpose of conducting CSE business is also subject to review, inspection, and retention by CSE for business purposes and to comply with legal obligations.
- Information stored in CSE computers and file servers, including without limitation customer lists, vendor lists, and research data is the property of CSE and may not be distributed outside CSE in any form whatsoever without the written permission of the CSE CEO.

- Violation of any of this policy's provisions, whether intentional or not, will subject CSE employees to disciplinary action, up to and including termination.

Monitoring of Company Property

CSE reserves the right to inspect all CSE property to ensure compliance with its legal obligations under federal, state, and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting defense of litigation, and others, as well as ensuring compliance with CSE's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's presence. CSE computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. CSE reserves the right to access, review and monitor electronic files, information, messages, text messages, email, internet history, browser-based webmail systems, and other digital archives. CSE also reserves the right to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of CSE policy or any law occurs. Electronic communications may be monitored by CSE, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of securing devices and data from unauthorized access by other employees or third parties, but the use of a password does not affect CSE's ownership of the electronic information or ability to access and monitor the information at any time.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by CSE management.

Prohibited Use

All existing CSE policies apply to employees' use of computers, electronic communications, electronic information, and the internet. This includes policies that deal with misuse of CSE assets or resources. It is a violation of CSE policy to use computers, electronic communications, electronic information, or the internet, in a manner that is discriminatory, harassing or obscene, constitutes copyright or trademark infringement, violates software licensing rules, is illegal, or is against any other CSE policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the internet to communicate confidential information such as trade secrets, other confidential information described in CSE's Confidential Information policy, or information restricted from disclosure by law.

The display of any kind of sexually explicit multimedia content, message, or document on any CSE computer is a violation of the CSE's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is within the discretion of CSE to determine if there

has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Computer and Internet Use

An efficient and productive workplace is critical to the future of CSE and its employees. CSE provides computers, electronic communications, electronic information, and information technology resources, including the internet, to its employees to help them do their jobs. Generally, these resources should be used for business-related purposes. However, CSE recognizes that occasional personal use of CSE resources and property may occur during working time. CSE allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any CSE policy, including policies against harassment, discrimination, and disclosure of confidential or trade secret information.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to use CSE email systems to:

- Communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

All policies relating to monitoring usage of CSE property apply. Chico State Enterprises reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Social Media

Social media is a type of internet platform that aids in the facilitation of interaction between people online. Examples of social media include Facebook, LinkedIn, Instagram, X (Twitter), and TikTok. Specific questions about which programs CSE deems to be social media should be directed to the CSE Human Resources management team.

CSE recognizes that occasional personal use of social media using CSE resources may occur during working hours. CSE allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any CSE policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. All policies relating to monitoring usage of CSE property apply. CSE reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Employees can also use their own personal devices to engage in social media during breaks and meal periods; however, all other CSE policies against inappropriate usage apply, including those regarding discrimination, harassment, and retaliation in the workplace, and protection of confidential or trade secret information.

Nothing in CSE's social media policy is intended, nor should it be interpreted, to in any way interfere with, restrain or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Employer Property

CSE property (desks, vehicles, etc.) is to be used only for CSE business unless other use has been specifically authorized. CSE reserves the right to inspect all CSE property to ensure compliance with its rules, without notice to the employee and in the employee's absence.

Prior authorization must be obtained in writing before any CSE property may be removed from the premises.

An employee's personal property, including but not limited to packages, purses, and backpacks, may be inspected, in consultation with law enforcement, upon reasonable suspicion of unauthorized possession of CSE property, or a violation of CSE rules.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave CSE. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Intellectual Property

Employees may, in the course of employment, have access to certain equipment, documents, discoveries, projects, or similar items relating to the business of CSE, whether prepared by the

employee or otherwise coming into their possession. Such items shall remain the exclusive property of CSE and shall not be removed from the premises without the prior written consent of CSE. Work done while an employee is working for CSE that is patented, copyrighted, or otherwise deemed intellectual property shall remain the exclusive property of CSE unless a written agreement detailing other terms is signed by an authorized CSE official. CSE may copyright, patent, license, or otherwise seek protection of such property and share royalties with employees.

See additional information regarding Intellectual Property at: Intellectual Property/Copyright Policy/ EM 97-007

Guests and Visitors

Visits from friends and family are to be kept to a minimum to preserve an appropriate work environment. It is extremely important that the impression left with CSE visitors is that of a professional organization with the highest standards of conduct.

Emergencies in which children must be in the office for an extended length of time are to be kept to an absolute minimum. CSE may not be used as a substitute for regular childcare of employees' children. On those occasions when children are present, they should not be allowed to disrupt others in the office.

An employee's child is the employee's responsibility and must be under their direct supervision at all times. Under no circumstances may children provide work for CSE.

CSE reserves the right to prohibit a guest or visitor for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of CSE property. Employees may not use parking areas specifically designated for customers, vendors, CSE vehicles, or managers. CSE is not responsible for any loss or damage to employee vehicles or contents while parked on CSE property.

Smoking

Smoking is prohibited at this workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Solicitation and Distribution of Literature

To ensure efficient operation of CSE's business and to prevent disruption to employees, we have established control of solicitations and distribution of written and/or electronic materials and content on CSE property. CSE has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor.

No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during their working time or during the working time of the employee or employees at whom such activity is directed. For purposes of this policy, work areas are areas controlled by CSE where employees are performing work, excluding areas where work is typically not performed, such as parking lots, break rooms, lunch areas, etc. Working time does not include rest and meal break periods.

Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on CSE property.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with CSE because doing so may give the appearance of influencing business decisions, transactions, or service. Please discuss expenses paid by such persons for business meals or trips with CSE leadership in advance.

Conducting Personal Business

Employees are to conduct only CSE business while at work and may not conduct personal business or business for another employer during CSE scheduled working hours. For purposes of this policy, personal business does not include engaging in communications in response to an emergency or:

- Communicating with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engaging in protected concerted activity that employees have the right to engage in under federal, state, or local law.

News Media Contacts

Employees may be approached by the news media for interviews or comments. Only people designated by the CSE CEO may comment to news reporters on behalf of CSE regarding CSE policy or events relevant to CSE.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Confidential Information

Each employee is responsible for safeguarding the confidential information and/or protected data obtained during employment.

In the course of working for CSE, employees may have access to trade secrets or similarly protected proprietary or confidential information regarding CSE's business, which includes information related to CSE's:

- Non-public financial data
- Research and development
- Marketing and/or business plans or strategies
- Suppliers
- Business partners
- Customers

- Clients and related information
- Student education records, except permissible disclosures under FERPA

Confidential information does not include information about the terms and conditions of one's own employment, such as wages, benefits, workplace safety, and other topics one has the right to discuss with other employees under the law.

Employees have a responsibility to prevent revealing or divulging any confidential information unless it is necessary for the performance of their duties or as required by law.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by supervisors. Any breach of this policy will not be tolerated, and CSE may take legal action.

This policy does not prohibit employees from confidentially disclosing trade secrets, proprietary or confidential information to federal, state, and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that may be believed to be unlawful.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Conflicts of Interest

All employees must avoid situations involving actual, potential, or perceived fiscal or personal conflicts of interest. A fiscal, personal, or romantic involvement with a competitor, sponsor, supplier, or subordinate employee of CSE that impairs an employee's ability to exercise good judgment on CSE's behalf can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy or within related federal, state, or local regulations, should immediately and fully disclose the relevant circumstances to a supervisor for a determination about whether an actual, potential, or perceived conflict exists. If an actual, potential, or perceived conflict is determined, CSE may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

If an employee is a principal investigator (having fiduciary or directorship duties) on a grant or contract, their position is designated, under the California State University's conflict of interest code, as one that requires filing of a Statement of Economic Interests – Form 700-U and complete related training.

Conflict of interest training is also available to employees who are not required to file a Form 700-U, but participation is not mandatory.

In addition to the State of California Form 700-U requirement, some federal agencies require Financial Conflict of Interest disclosures per their own policies (e.g., National Science Foundation, National Institutes of Health, and the U.S. Department of Energy). Federal regulations are strengthened each year to enhance national security and address concerns about foreign entities recruiting or sponsoring U.S. persons to unlawfully transfer intellectual property or sensitive information, potentially harming the United States. For this reason, some CSE employees, including Principal Investigators and key personnel seeking funding from federal resources, will be required to disclose foreign sponsorships, funding, and foreign collaborators. CSE is required to report foreign sponsorships and funding to federal agencies on a regular basis and upon request.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Customer Relations

Employees are expected to be polite, courteous, and attentive to every customer. Inquiries, questions, and concerns from customers and other employees should be responded to in a prompt and professional manner. Incoming phone calls should be answered and directed to the appropriate party in a timely manner.

All correspondence and documents must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork reflects CSE's commitment to supporting innovative

research programs, community partnerships, entrepreneurial projects and other education-related activities.

If a problem develops, a customer remains dissatisfied, or an employee encounters an uncomfortable situation, a supervisor should be called on to support or intervene.

Dress Codes and Other Personal Standards

CSE employees are expected to report to work properly dressed and groomed. Attire should be appropriate for the nature of CSE's business and the type of work performed. Clothing should be neat, clean, and without rips or holes. Avoid clothing that can create a safety hazard. Certain employees may be required to wear safety equipment or clothing. Department managers may issue more specific guidelines.

CSE observes casual dress days on Fridays and during the summer. Some employees who have customer contact may not be permitted to participate in the casual dress day. Employees who do participate in casual dress day are still expected to report to work properly groomed. Acceptable casual dress excludes ripped or torn clothing, tank or halter tops, and shorts.

Employees required to wear safety equipment or clothing still must do so on casual dress days. Department managers may issue more specific guidelines concerning any exceptions to this policy.

Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Any deviations from these guidelines must be approved by a supervisor.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state, or local law. For more information, see the *Harassment, Discrimination, and Retaliation Prevention* policy. Employees who need reasonable accommodation because of religious beliefs, observances, or practices should contact a CSE Human Resources representative to discuss the need for accommodation.

Off-Duty Conduct

While CSE does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the CSE's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the CSE's essential business interests and disrupts business operations will not be tolerated.

Outside Employment

While employed by CSE, employees are expected to devote their energies to their jobs with CSE. Employment that directly conflicts with the CSE's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in outside employment that may create a real conflict of interest must submit a written request to CSE explaining the details of the additional employment. If the outside employment is authorized, CSE assumes no responsibility for it. CSE shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. CSE time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. CSE will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by CSE announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that CSE officially endorses or opposes any candidates for political office that CSE itself has not publicly announced. CSE employees are entitled to their own personal position.

CSE will not discriminate against employees based on lawful political activity engaged in outside of work.

Prohibited Conduct

To provide a safe, cooperative, efficient, and productive work environment for all of its employees, CSE requires order and discipline in the workplace. For this reason, certain types of conduct are impermissible and may lead to disciplinary action, up to and including termination. While it's not possible to provide employees with a complete list of every possible type of disciplinary offense, the following are some examples of the types of conduct that are considered impermissible:

- Falsifying employment records, employment information, or other CSE records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record one's own work time, or falsifying any timecard, either one's own or another employee's;

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- Theft and deliberate or careless damage or destruction of any CSE property, or the property of any employee or customer;
- Removing or borrowing CSE property without prior authorization;
- Unauthorized use or misuse of CSE equipment, time, materials, or facilities as specified in CSE policies;
- Provoking a fight or fighting during working hours or on CSE property;
- Participating in horseplay or practical jokes on CSE time or on CSE premises;
- Carrying firearms or any other dangerous weapons on CSE premises at any time;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Using abusive or threatening language at any time on CSE premises;
- Violating CSE punctuality and attendance policies. (Neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy);
- Failing to obtain permission to leave work for any reason during normal working hours, not including rest and meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violating dress standards;
- Violating any safety, health, security or CSE policy, rule or procedure;
- Violating CSE's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating CSE's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare, or CSE operations also may be prohibited and will result in disciplinary action up to and including termination.

This statement of prohibited conduct does not alter CSE's policy of at-will employment. CSE and its employees remain free to terminate the employment relationship at any time, with or without reason or advance notice.

CSE will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state, or local law.

Drug and Alcohol Abuse

CSE is concerned about the use of alcohol, cannabis/marijuana, illegal drugs, and controlled substances as they affect the workplace. Use of these substances can detract from an employee's work performance, efficiency, safety, and health, and seriously impair CSE operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes CSE to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on CSE property, at work, or working on CSE business. The following are strictly prohibited by CSE policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Distributing, selling, or purchasing an illegal or controlled substance, alcohol, or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated and will result in disciplinary action up to and including termination. CSE may also bring the matter to the attention of appropriate law enforcement authorities.

CSE will not discriminate against employees for the use of marijuana off the job and away from the worksite, nor will CSE take disciplinary action against employees for such use, so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

To enforce this policy, CSE reserves the right to conduct searches of CSE property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off CSE property will not be tolerated because such conduct, even though off duty, reflects adversely on CSE. In addition, CSE must keep people who sell or possess controlled substances off CSE premises to keep the controlled substances themselves off the premises.

Federal law requires that any employee employed under a federal grant notify the CSE Director of Human Resources, in writing, of any criminal drug statute conviction or violation occurring in the workplace no later than five days after such conviction. CSE must inform the sponsoring federal agency within 10 days of receiving such employee notice. To enforce this policy, CSE reserves the right to inspect, in consultation with law enforcement, employees or any articles and property in their possession. CSE may also conduct searches of CSE and University

property, and related personal items, when there is reasonable suspicion of a violation of this policy.

CSE will encourage and reasonably accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. CSE is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect CSE's discipline of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Prohibited Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers and pedestrians on the road, CSE employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops and tablets) while driving on CSE business and/or time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, web browsing, or using any smart phone application while driving.

If a job requires that the employee keep a cell phone or other wireless communication device turned on while driving, the employee must use a hands-free, voice-operated device. Under no circumstances should employees place phone calls while operating a motor vehicle, without the use of a hands-free device while conducting CSE business or on CSE time. Violating this policy is a violation of law and a violation of CSE rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone or mobile service device, even if equipped with a hands-free device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and of CSE rules.

Writing, sending, or reading text-based communication, including text messaging, instant messaging, e-mail, web browsing, and use of smart phone applications, on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and of CSE rules.

CSE employees must safely pull off the road before conducting CSE business.

Punctuality and Attendance

CSE employees are expected to be punctual and regular in attendance. Tardiness and absences can cause problems for co-workers and supervisors. When an employee is absent, their assigned work must be performed by others.

CSE employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods, rest periods, or when required to leave on authorized CSE business. Late arrivals, early departures, and other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

CSE employees who are unable to report for work on any particular day must provide reasonable advance notice to their supervisors before the time they are scheduled to begin working for that day. Supervisors must be informed of the expected duration of any absence. Employees should inform supervisors as soon as practical of their reasons for tardiness or absence.

Excessive absenteeism or tardiness, providing false information, or abuse of leave laws will not be tolerated. Generally, failing to report for work without any notification to a supervisor for a period of three days will be considered voluntarily abandonment (i.e., quitting the job).

Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Wages

Reporting Time Pay

CSE will comply with all applicable regulations regarding reporting time pay for nonexempt employees.

CSE will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

CSE will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities;
- Operations can't begin due to threats to employees or to CSE's property, or when recommended by civil authorities; or

- Interruption of work because of natural causes or other circumstances beyond CSE's power to control.

Reporting time pay does not apply to employees on paid standby status who are called to work at times other than their usual shift.

Employees with questions regarding this policy should contact CSE Human Resources.

Expense Reimbursements

CSE reimburses employees for all necessary expenses incurred in the course and scope of their employment.

Necessary work-related expenses may include, but are not limited to:

- Use of a personal vehicle for business purposes.
- Business travel expenses, such as lodging, meals, airfare, car rental, etc.
- Tools and equipment required to perform the job.

Employees must obtain approval for reimbursement from their supervisor before incurring a work-related expense.

Employees who incur work-related expenses must submit a CSE expense reimbursement form along with appropriate supporting documentation, such as receipts, invoices, etc., for all work-related expenses to their manager as soon as practicable, but no later than the end of the month after the expense is incurred.

If a receipt or other substantiating documentation is not available, the employee must submit a written explanation of why the documentation cannot be provided. CSE, in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable.

Meal and Rest Periods

Rest Periods

All nonexempt employees are entitled to uninterrupted rest periods, which CSE refers to as breaks, during their workday. Nonexempt employees will be paid for all such breaks and will not clock out.

Number of Rest Breaks

CSE employees are authorized and permitted one 10-minute break for every four hours worked (or major fraction thereof, which is defined as any amount of time over two hours). A break need

not be authorized for employees whose total daily work time is less than 3.5 hours.

Employees will be relieved of all duty during breaks and are free to leave the premises. Employees are expected to return to work promptly at the end of any break.

Working a shift from 3.5 to 6 hours in length earns one 10-minute break. Working more than 6 hours and up to 10 hours earns two 10-minute breaks. Working more than 10 hours and up to 14 hours earns three 10-minute breaks.

Timing of Rest Periods

CSE employees are authorized and permitted to take a break in the middle of each four-hour work period.

Meal Period

All nonexempt employees will be provided an uninterrupted, unpaid meal period of at least 30 minutes if they work more than 5 hours in a workday. Employees will be permitted a reasonable opportunity to take meal periods, during which they must clock out. Employees on meal periods are relieved of all duty, are free to leave the premises, and are expected to return to work promptly at the end of any meal period.

When an employee's daily work period is more than 5 hours but no more than 6 hours, the meal period may be waived. This cannot be done without the mutual consent of employee and supervisor, which must be documented in writing.

Timing of Meal Period

Meal periods will be provided no later than the end of the fifth hour of work. For example, if an employee begins work at 8:00 a.m., the meal period must start by 12:59 p.m.

Second Meal Period

If an employee works more than 10 hours in a day, a second, unpaid meal period of at least 30 minutes will be provided. Employees must clock out and are relieved of all duty, are free to leave the premises, and are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, employees may be able to waive the second meal period if the first meal period was taken and if total hours worked for the day is no more than 12 hours. This cannot be done without the mutual consent of the employee and supervisor, which must be discussed in advance and documented in writing.

Timing of Second Meal Period

The second meal period will be provided no later than the end of the 10th hour of work. The second meal period will be scheduled by the supervisor.

Recording Meal Periods

Employees must clock out for any meal period and record the start and end of the meal period.

Nonexempt employees are not allowed to work "off the clock." All work time must be accurately reported on the time record.

If for any reason an employee is not provided a meal period in accordance with CSE's policy, or if an employee is in any way discouraged or impeded from taking a meal period or from taking the full amount of time allotted, the employee should immediately notify the person doing the discouraging and notify their supervisor or CSE Human Resources.

Any fully or partially missed meal period that was provided must be reported to the supervisor or CSE HR, and the reason for the missed meal period must be documented.

Please also refer to the CSE timekeeping policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. CSE will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. CSE provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

- All hours worked in excess of 8 hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.
- Compensation for hours in excess of 40 for the workweek, or in excess of 8 and not more than 12 for the workday, and for the first 8 hours on the seventh consecutive day of work in one workweek, shall be paid at a rate 1.5 times the employee's regular rate of pay.
- Compensation for hours in excess of 12 in one workday and in excess of 8 on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

CSE will pay nonexempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee required to attend such meetings, lectures, or training programs is notified of the necessity for such attendance by their supervisor or designated CSE employee;
- The employee is paid at the then applicable wage for time spent at meetings, lectures, and training programs even if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs are compensated at their regular rate of pay; and
- Any hours in excess of 8 in a day or 40 in a week is paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payment of Wages

Paydays for benefited employees are scheduled on the 7th and 22nd of the month, or the last workday before the 7th, and 22nd for the semi-monthly pay periods ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, employees will be paid on the preceding business day.

For part-time employees, paydays are scheduled on the 10th and 26th of the month, or the last workday before the 10th, and 26th for the semi-monthly pay periods ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, employees will be paid on the preceding business day of the month.

CSE offers automatic payroll deposit, which may be started and stopped at any time. To begin automatic payroll deposit, the employee must complete a form (available from CSE's Payroll Department) and return it to payroll at least 10 days before the pay period for which the employee would like the service to begin. Employees should carefully monitor payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, the employee must complete a form (available from CSE's Payroll Department) and return it to payroll at least 10 days before the pay period for which the employee would like the service to end. The employee will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

If receipt of a paycheck is preferred, paychecks are normally available at the CSE office at 25 Main Street in Chico, California. Any errors on wage statements or paychecks should be immediately reported to a supervisor.

Safety and Health

Health and Safety

All employees are responsible for their own safety, as well as the safety of others in the workplace. To help CSE maintain a safe workplace, everyone must be safety-conscious at all times. All work-related injuries or illnesses must be immediately reported to a supervisor or to CSE Human Resources. In compliance with California law, and to promote the concept of a safe workplace, CSE maintains an Injury and Illness Prevention Program (IIPP).

CSE also maintains a written COVID-19 prevention program in compliance with California law, which is available for review by employees and/or authorized representatives.

In compliance with Proposition 65, CSE will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Employees Who Are Required to Drive

Employees whose job duties require them to drive a CSE vehicle or their own vehicles for CSE business will be required to show proof of current valid driving licenses and proof of insurability under CSE's policy or current effective insurance coverage before the first day of employment.

CSE participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of their job, CSE retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, who fails to maintain personal automobile insurance coverage, or who is uninsurable under CSE's policy.

Employees who drive their own vehicles on CSE business will be reimbursed at the IRS mileage reimbursement rate.

Ergonomics

CSE is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. CSE will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. CSE encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

CSE believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide

appropriate resources to create a risk-free environment. Any questions about ergonomics should be directed to CSE Human Resources.

Heat Illness

CSE is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. To help ensure employee safety and the prevention of heat illness while working outdoors, CSE follows all required outdoor heat illness prevention procedures. All supervisors are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventive cool-down rests are paid time.

Employees working in some indoor settings may be exposed to high temperatures. To help ensure employee safety and prevention of heat illness when indoor temperatures reach or exceed 82 degrees Fahrenheit, CSE will follow all required indoor heat illness prevention procedures. All supervisors are trained in the recognition and prevention of heat illness in these settings. CSE will implement control measures to keep workers safe, including engineering and administrative controls as well as heat protective equipment as needed and detailed in CSE's heat illness prevention procedures. Employees who work in these settings are encouraged to frequently drink water. Employees are also allowed and encouraged to take preventive cool-down breaks in designated cool-down areas when needed to protect themselves from overheating. These preventive cool-down rests are paid time.

Please refer to CSE's IIPP or talk to a supervisor for details on how to ensure protection from heat illness dangers.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following may apply:

- Inclement weather conditions that may excuse absence from work include, but are not limited to, snow and power outage. If weather conditions prevent safe travel to work, employees must notify supervisors by phone, if telephone service is functional, or by any other available means.
- In the event of a natural disaster, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, employees should contact a supervisor immediately, if possible.

Recreational Activities and Programs

CSE or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

CSE has developed guidelines to help maintain a secure workplace. Employees must be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas, and report any suspicious persons or activities to security personnel. Desks and/or offices should be secured at the end of each day. When called away from a work area for an extended length of time, employees must not leave valuable and/or personal articles in or around the workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify a supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

CSE's workplace security program is described in detail in CSE's IIPP.

Workplace Violence

Chico State Enterprises has adopted the following workplace violence prevention policy as part of its workplace violence prevention plan and overall strategy to help ensure a safe working environment for all employees.

Zero Tolerance Policy

CSE has zero tolerance for acts of workplace violence and threats of workplace violence by employees, supervisors, or third parties on CSE property. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Prohibited Conduct

For purposes of this policy, and consistent with California law, workplace violence means any act of violence or threat of violence that occurs in a place of employment. This includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

"Threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, other online posts, or any behavioral or physical conduct that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Any conduct that constitutes workplace violence as defined above is prohibited. This may include, but is not limited to the following examples:

- Making threatening remarks (written or verbal);
- Aggressive or hostile acts toward others that serve no legitimate purpose, such as shouting, using profanity, throwing objects at another person, fighting, or intentionally damaging a coworker's property;
- Bullying, intimidating, or harassing another person (for example, making obscene phone calls, or using threatening body language or gestures, such as standing close to someone or shaking a fist at them);
- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking and
- Assault.

CSE also prohibits employees from possessing any non-work-related weapons of any kind at the worksite and at CSE sponsored events. This includes, but is not limited to the following examples:

- Guns;
- Knives;
- Explosives; and
- Other items with the potential to inflict harm that have no legitimate work-related purpose.

Example of Threat	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Reporting Workplace Violence Concerns and Incidents

CSE is committed to enforcing this policy against all forms of workplace violence. The effectiveness of our efforts depends in large part on employees telling the CSE about workplace violence hazards/risks and workplace violence incidents.

Therefore, CSE expects and encourages employees to participate in the identification, evaluation, and correction of potential workplace violence hazards (i.e., worksite conditions that may have some risk factor for workplace violence) so that we can take appropriate corrective action to provide a safer workplace.

Additionally, if an employee is the target of workplace violence or witnesses any instance of workplace violence in violation of this policy, they should report it immediately.

Workplace violence hazard, risk, incident, or any other workplace violence concern or information should be reported in the following way(s):

- Report the information directly to a supervisor or manager.
- Report the information to human resources.
- Fill out the workplace violence reporting form located on the CSE website.
- Call 530-898-6864.
- Email csehr@csuchico.edu

Reports of workplace violence hazard, risk, incident, or other concern should be as specific as possible. CSE will timely evaluate and correct workplace violence hazards, will thoroughly investigate all reports of workplace violence incidents, and will take appropriate corrective action, which may include, but is not limited to discipline or termination of employment and, where circumstances warrant such actions, contacting law enforcement and/or seeking a restraining order.

CSE will not retaliate against anyone for submitting information concerning workplace violence, including reporting a workplace violence incident, nor will it tolerate or permit retaliation by management, employees, or coworkers for submitting such information.

Workplace Violence Prevention Plan

This policy is an important part of CSE's overall strategy to ensure a safe working environment, but it does not contain every detail of workplace violence prevention procedures, which are described in detail in the CSE workplace violence prevention plan. To obtain more information about CSE's plan, or to access or obtain a copy of the plan, please:

- Contact a supervisor, CSE Human Resources, workplace violence prevention plan administrator, or any other individual designated to receive such requests.
- Email csehr@csuchico.edu
- Download the plan from CSE's website.

CSE provides an Employee Assistance Program (EAP) for all employees that is designed to help individuals manage personal and/or work-related problems that can affect their well-being and work performance. Treatment is confidential (unless an EAP counselor is required by law to disclose information, such as child abuse) and will not become a part of an employee's personnel records. For more information about the EAP, contact CSE Human Resources.

Employee References

CSE recognizes that many CSE employees are asked, on occasion, to provide positive references for former or current colleagues and/or direct reports. This policy is intended to outline the principles and procedures guiding the provision of such references, given the legal liability associated therewith. Specifically, it is the guiding principle of CSE to demonstrate integrity in all matters and not to provide positive letters of reference for employees who have engaged in significant misconduct, including a serious CSE policy violation.

References Requested by Third Parties

CSE employees may receive reference requests from third parties. References provided to third parties may be official (on behalf of CSE) or personal (on behalf of the employee personally). Employees receiving requests for references from third parties must confer with their CSE Human Resources representative for review or response as there may be relevant information for which the employee being asked to provide the reference is unaware.

Official Letters of Recommendation

CSE employees who are asked to provide letters of recommendation or other formal forms of reference for current/former colleagues or direct reports on behalf of CSE must confer with CSE Human Resources prior to responding to the request or provide their finalized letter of recommendation to CSE Human Resources for review prior to submission. CSE Human

Resources shall review the employee's personnel file as to whether the employee for whom the reference is being requested has had findings against them in the past or if there are any pending investigations or appeals.

CSE and its employees will not provide references, either verbally or in writing, for any current or former CSE employee who is:

- (i) Subject to a finding that the CSE employee has engaged in misconduct that resulted in the employee being non-retained, terminated, or is separated through mutually agreed upon settlement terms; or
- (ii) Currently under investigation for misconduct or violation of university policy (in abeyance until the completion of the investigation and any appeals).

In such cases, CSE Human Resources shall inform the third party requesting the reference of CSE's employee reference policy and provide an employment verification only, as set forth below, for the current or former CSE employee.

Employment Verifications for Current or Former Employees

Employment verifications for current or former employees must always be directed to the CSE Human Resources Department. It is CSE's policy to provide minimal information about current or former employees to entities for employment verification purposes. The CSE Human Resources Department shall provide only the current or former employee's job title(s), dates of employment, and job duties. Current or former CSE employees may additionally authorize the release of their salary information, typically for the purpose of credit evaluation, as part of the employment verification process. Such requests must be referred to the CSE Human Resources Department who will only release salary information to a requesting third party/institution with the current or former employee's written authorization to do so.

Personal References

Personal references are permissible. Such references should clearly identify that they are being provided in an individual capacity and not on behalf of the CSE. Any references made outside CSE Human Resources, and where no check-in or review with CSE Human Resources has occurred, will be considered personal and not to have been provided on behalf of the CSE.

References by directors, managers, or other supervisory positions may be perceived as being provided on behalf of CSE by virtue of their position. Such individuals must also consult with CSE Human Resources to determine whether letters of recommendation or positive references are appropriate and may be provided, even in their personal capacity.

References Requested by CSU Campuses or Auxiliaries

CSE, being a separate 501c3 non-profit corporation, is prohibited by law from sharing any employment information that is not provided to any third-party requests.

Termination

Involuntary Termination

Violation of CSE policies and rules may warrant disciplinary action. CSE may, in its sole discretion, carry out disciplinary actions deemed appropriate under the circumstances, up to and including, but not limited to, informal and formal warnings and documentation, suspensions, and immediate termination of employment.

Reductions in Force

Under some circumstances, CSE may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, CSE will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, CSE will consider, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation is when an employee voluntarily quits their employment at CSE or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All CSE-owned property, including vehicles, keys, identification badges, and credit cards, must be returned immediately upon termination of employment.

Right to Revise

This employee handbook contains the employment policies and practices of CSE in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

CSE reserves the right to revise, modify, delete, or add to any policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be made in writing and must be signed by the CEO of CSE.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between CSE and its employees as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment.