

California State Student Association

Personnel Policy & General Guidelines

I. BACKGROUND

- A) The Board of Directors of the California State Student Association, a non-profit organization, has established personnel policies for its employees in recognition of their contributions to the mission of the California State Student Association.
- B) The California State Student Association employs several management, professional, and support staff positions to assist the board of directors in carrying out its mission, programs, and initiatives. All employees work solely for the CSSA, and are ultimately accountable to the CSSA Board of Directors. In order to provide an attractive employment package and to ensure efficient personnel processes, CSSA maintains a contractual agreement with the CSU Office of the Chancellor that requires CSSA employees to be classified as state employees. This relationship is stipulated in the CSU/CSSA Operating Agreement. This relationship does not include unnecessary oversight of CSSA employees from CSU Office of the Chancellor administration, nor does it prevent the CSSA Board of Directors from being the sole body that assigns, monitors, and assesses staffing functions.
- C) In order to retain necessary flexibility in policy administration, the Board of Directors (The Board) reserves the right to revise, rescind and/or supplement any policies, procedures and/or benefits described in this policy & general guidelines document without notice whenever the CSSA Board determines such action is warranted. Said revisions should remain consistent with state employment practices governing CSU employees. The Board of Directors, through its President and Personnel Committee, has the authority and responsibility to administer policies and programs as they pertain to all employees of the California State Student Association.
- D) The board has the final authority to appoint, remove, and otherwise affect the employment status of its, Executive Director. Authority for other CSSA Staff rests with the Executive Director.

II. EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A) The California State Student Association is an equal employment opportunity employer-and makes employment decisions on the basis of merit. CSSA does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status.

III. AT WILL POLICY FOR MANAGEMENT

- A) The California State Student Association hopes that every employee finds the employment relationship satisfying and rewarding in all respects. At the same time, CSSA recognizes relationships are not always mutually satisfactory; therefore, the employment relationship for management staff is terminable at

will, at the option of an employee or the employer at any time with or without prior notice, consistent with CSU personnel policies governing at will employment.

- B) The Executive Director serve at the pleasure of the Board of Directors. The Personnel Committee has the authority to make recommendations affecting the employment status of the Executive Director to the full Board.
- C) A two-week notice by the employee is appreciated whenever they choose to terminate the employment relationship.

IV. COMPLIANCE

- A) Federal law requires all employers to verify each employee's identity and legal authority to work in the United States. Therefore, all employment offers are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States.
- B) Information provided by an employee is expected to be true to the best of their knowledge.
- C) Mandated Reporter Per CANRA: CSSA employees are considered "mandated reporters" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

V. POLICY AGAINST HARASSMENT

- A) The California State Student Association is committed to providing a work environment free of discrimination. Therefore, CSSA maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy applies to all employees and prohibits harassment in any form, including verbal, physical and visual harassment.
- B) Any incidents of harassment should be immediately reported to the Executive Director.

VI. RULES OF CONDUCT

- A) The California State Student Association has formed rules of conduct to ensure a pleasant working environment. Violation of any of these rules could result in disciplinary action, ranging from verbal and/or written warnings to reprimand and possible termination. Also, the CSSA will use the CSU Chancellor's Office disciplinary action that pertains to management personnel; such as, counseling memoranda, work improvement plans, performance evaluations that deal with performance issues. The last resort is non-retention.
- B) Although it is impossible to provide a complete list, examples of these violations include, but are not limited to:
 - 1) Unacceptable or unsatisfactory job performance
 - 2) Abuse or misuse of the employer's property or equipment
 - 3) Smoking in nonsmoking areas
 - 4) Excessive absenteeism or patterned absences on a recurring basis

- 5) Excessive tardiness
- 6) Unauthorized removal or possession of the employer's property or the property of other employees
- 7) Displaying behavior that could endanger oneself or others
- 8) Working under the influence of alcohol or a controlled substance while on duty
- 9) Failure to perform normal and reasonable duties of the assignment
- 10) Conviction of a misdemeanor or felony involving moral turpitude
- 11) Insubordination

VII. PROBATIONARY PERIOD

- A) All new and rehired employees serve a "probationary" period for the first three (3) months after their hire date. The purpose of this "probationary period" is for the employee and employer to get acquainted and determine whether the continuation of the employment relationship is in the mutual interest of both parties. All new hires are notified that they are on probationary status.
- B) It is important to remember that management employment is at the mutual consent of the employee and the employer and may be terminated at will, with or without cause, at any time during or after the "probationary period."

VIII. WORKING HOURS

- A) The basic day of work for full-time employees is eight hours, excluding the meal period but including breaks. Various factors, such as workload, operational efficiency, travel requirements, and staffing needs, may require variations in an employee's starting and ending times and total hours worked each day or each week. The California State Student Association reserves the right to assign employees to jobs other than their usual assignments when required and consistent with position descriptions.
- B) Employees may be requested to work overtime or hours other than those normally scheduled whenever necessary. Employees in exempt positions are required to complete the requirements of the assignment and are not eligible for overtime.

IX. PERFORMANCE EVALUATION

- A) The California State Student Association believes that all employees should be fairly and appropriately compensated with the jobs they perform. Employees will have a formal job performance review and merit increases for eligible employees may be granted, in accordance with CSU merit compensation policy.
- B) The evaluation of an employee's performance is an ongoing process and requires an annual formal performance evaluation conducted by the Executive Director. The Executive Director's evaluation is to be conducted by the Board of Directors and administered by the Personnel Committee. Additional written evaluations may occur from time to time, as determined appropriate.

X. LEAVE OF ABSENCE

- A) California State Student Association grants leaves of absence to all eligible employees on a non-discriminatory basis.
- B) Leaves of absence will be considered in cases of medical disabilities and in cases of personal emergency, military duty, jury duty, witness duty, or bereavement or as determined by the board of directors, in compliance with all applicable employment laws
- C) All full-time and part-time employees are eligible for a leave of absence once they have completed their "introductory period." In addition, employees are eligible for a leave of absence before completing their "introductory period" where required by state or federal law.
- D) Any applicable legal restrictions and requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, and the ability of the association to obtain a satisfactory replacement during the time the employee would be away from work.

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